

Board of Education Regular Meeting

July 14, 2014 6:00 PM

District Board Office, Central Services
Building
765 Main St
Springfield, NE 68059

Agenda

- I. Policy Committee Meeting
- II. Finance Committee Meeting
- III. Call to Order and Roll Call
- IV. Notice of Open Meetings Act - Posted
- V. Consent Agenda
 - V.A. Minutes of the Previous Month's Meetings
 - V.B. Treasurer's Report
 - V.C. Statement of Activity Fund Accounts
 - V.D. Recommendation for Bill Payment
 - V.E. Open and Option Enrollment Applications
- VI. Items From Patrons on Agenda Items
- VII. Old Business
 - VII.A. Policy 1120- Tobacco Policy (1st Reading)
 - VII.B. Policy 3540- Bidding Construction Projects (1st Reading)
 - VII.C. Policy 5008- Attendance (1st Reading)
 - VII.D. Policy 5101- Student Discipline (1st Reading)
 - VII.E. Policy 5208- High School Credit for Middle School Courses (1st Reading)
 - VII.F. Policy 5506- Safe Pupil Transportation Plan (1st Reading)
 - VII.G. Policy 6283- Concussions (1st Reading)
 - VII.H. Policy 6285- Student Participation in Athletic Contests Between Schools (1st Reading)
 - VII.I. 2015-16 Calendar
 - VII.J. Elementary Student- Parent Handbook 2014-15
 - VII.K. Platteview Central JH Student-Parent Handbook 2014-15
 - VII.L. Platteview High School Student- Parent Handbook 2014-15
- VIII. New Business
 - VIII.A. Update PHS Computer Lab
 - VIII.B. ESU #3 Core Service Funds
 - VIII.C. Student Fee HEARING 7:30 PM
 - VIII.D. Policy 5416- Student Fees (Annual Review)
 - VIII.E. Policy 6400- Parent Involvement Policy HEARING 7:35 PM
 - VIII.F. ESU #3 Driver's Ed Contract for 2014-15
 - VIII.G. Retain Lobbyists for 2014-15 School Year
- IX. Reports
 - IX.A. Facility Improvement Planning
 - IX.B. Learning Community Report
 - IX.C. L.C. Math grant report
 - IX.D. Sewage Lagoon Update

- IX.E. L.C. Supt.'s plan for Early Childhood Education
- IX.F. City of Springfield Sidewalk waiver
- X. Items from Patrons on Items Not on Agenda
- XI. Advance Planning
- XII. Adjourn

Policy Committee Meeting
July 14, 2014, 6 PM

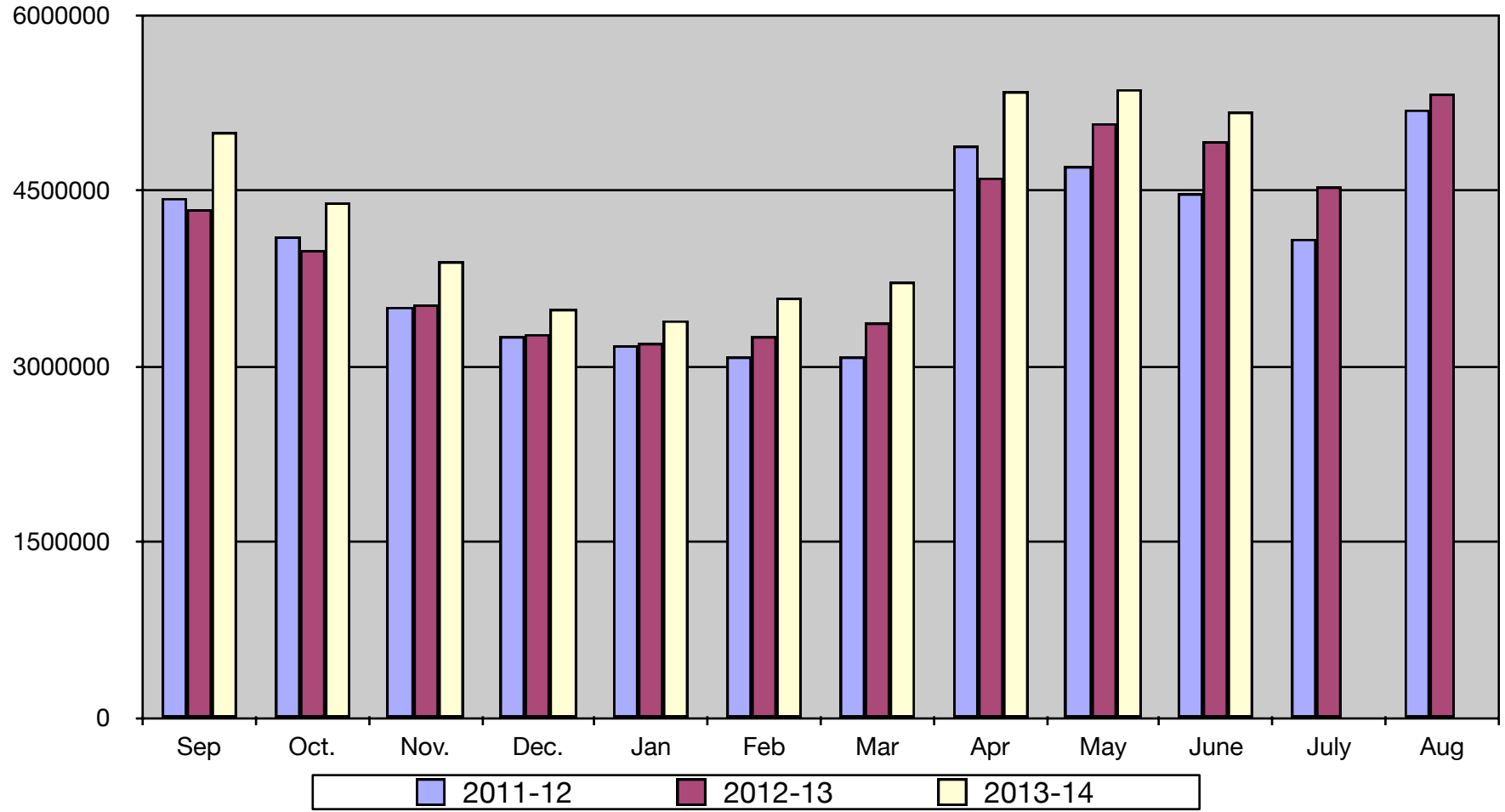
Agenda:

- 1) Review Policies 1112 through 1470 (Policies are available on our district website under "Board of Education" link).
- 2) Other
- 3) Adjourn

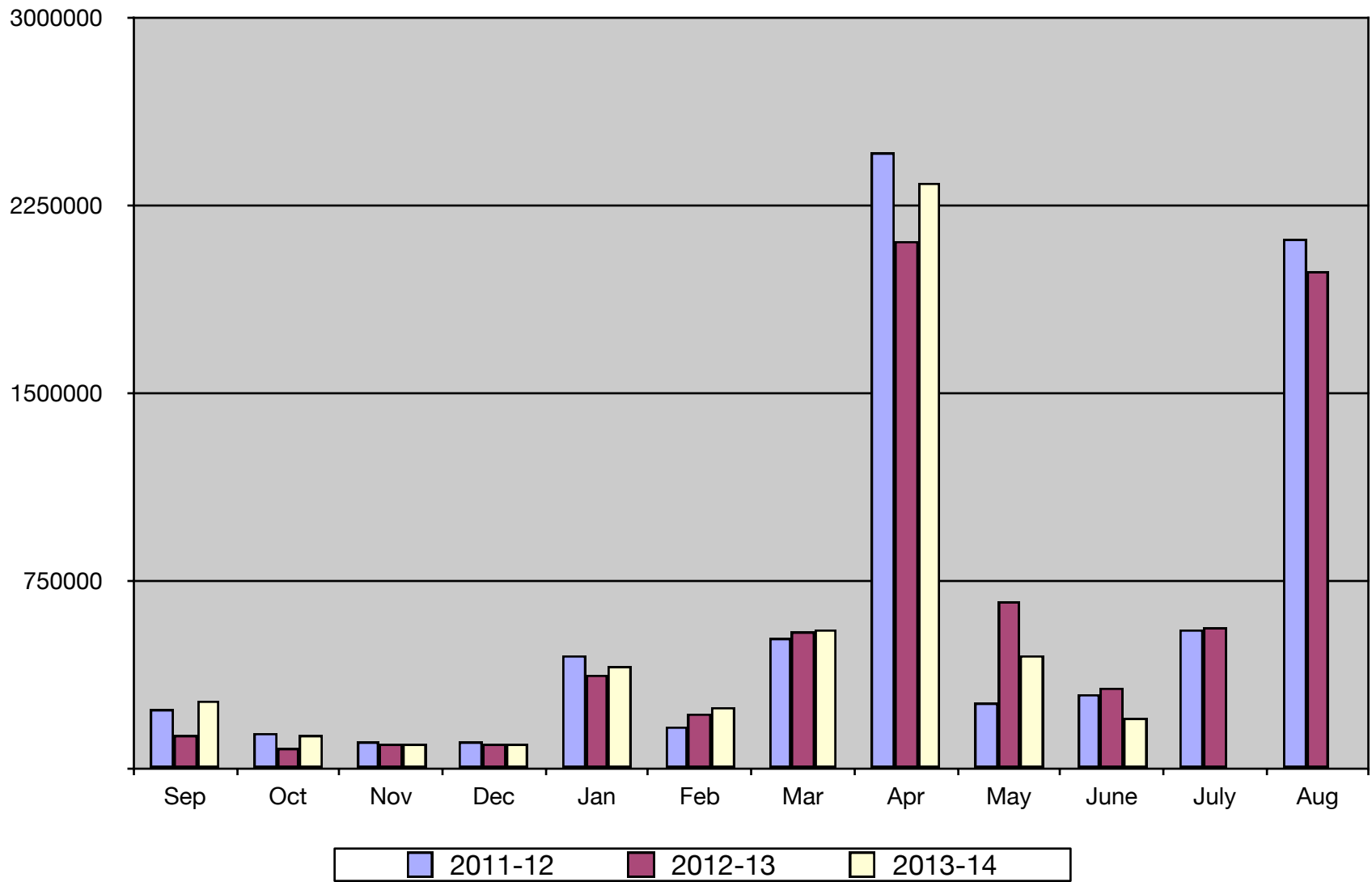
Finance Committee Report
July 2014

- Our cash balance from the General Fund is up from a year ago to \$5,173,649.49. Last year we were at \$4,933,927.40 up \$239,722.09 at this time.
- The projected spending for 2012-13 is still \$12.8 million, but we will probably come in a little below this number in our General Fund spending.
- We have receipts so far this year at \$10,586,960. We are expecting somewhere between \$13.1 and 13.2 million. There is a big tax draw that comes later in August, usually over \$2 million.
- Our other funds continue to stay at solid levels with little to no spending, other than our Building Fund which is starting to see some spending due to our summer projects.
- Summer maintenance items are progressing well and we will be well below the \$148,000 estimated for summer projects. The sewage lagoon is a concern for costs. We have partnered with Olson Associates to engineer fixes for our lagoon. Once they finish their work we take their design and go out for bid to have the fixes occur. As soon as they have an estimate on expenses I will inform the Board. We would be able to do this out of our Building Fund since it is improvements. This will be an additional cost on top of what has been approved.
- The Lunch Fund is still in limbo and we will be meeting with Taher to clean up fiscal year numbers. We are still waiting on some reimbursements for May and settle up on our initial deposit, so we should be in decent shape come August in the Lunch Fund. That is why it is much lower than last year's numbers at this time.
- We will review our revenue and spending in August to determine whether we will recommend possible transfers from the general fund to other funds at the end of the year. We do this to use our spending authority for 2013-14 and keep our other fund balances in good shape for future needs. It is looking like we will need to do some additional spending considering where we are with our budget and possible tax receipts coming in August.

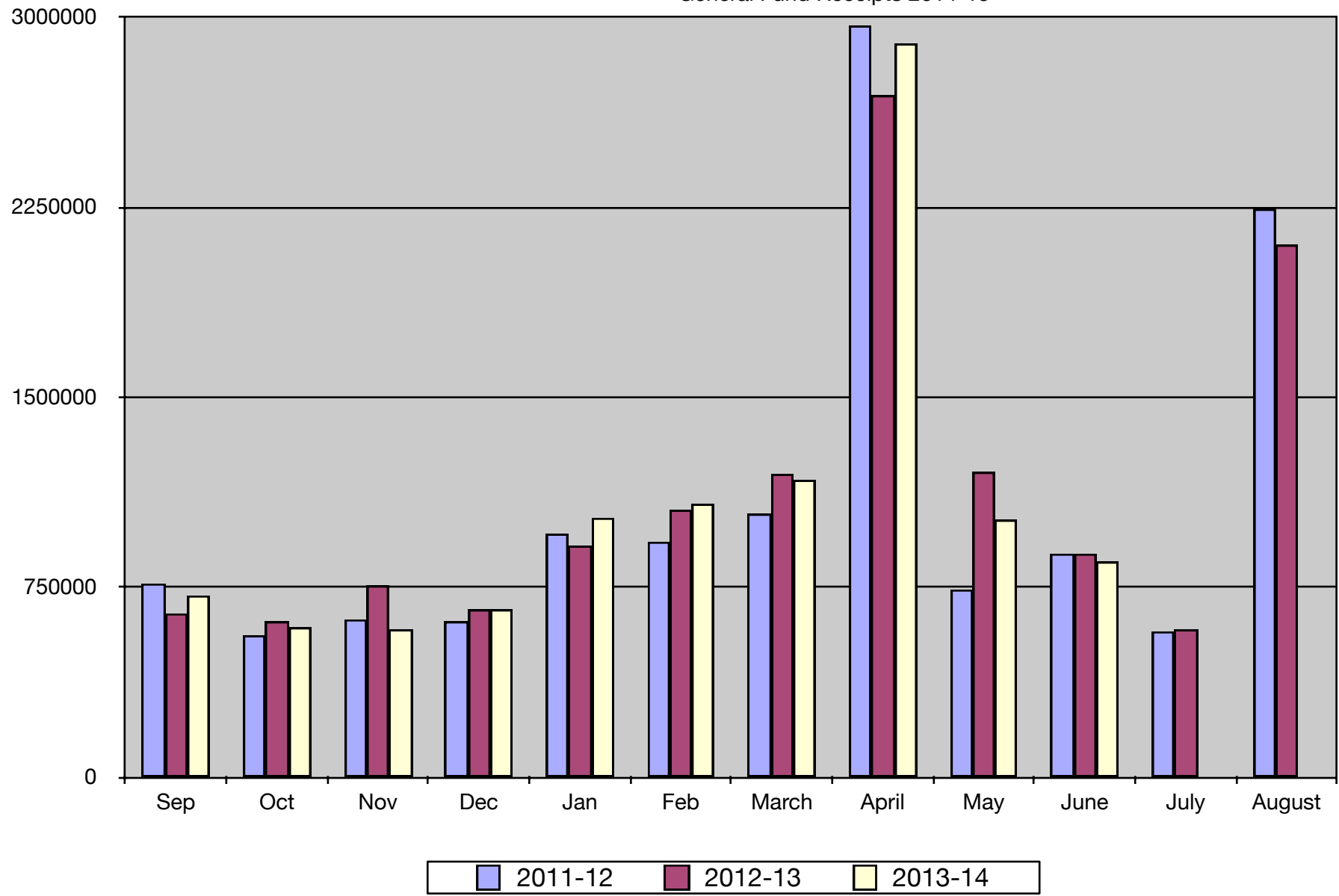
General Fund Balance 2014-15



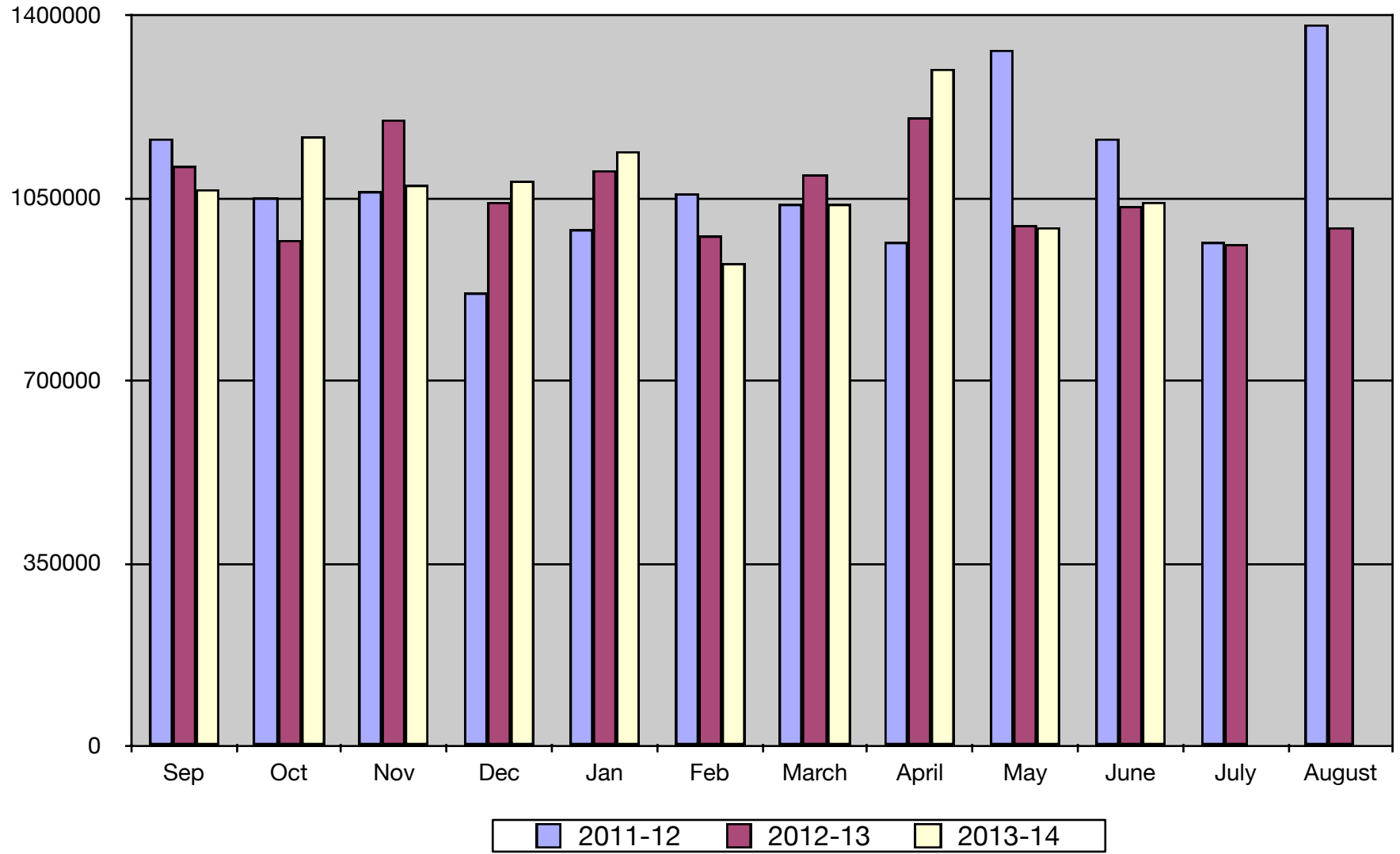
General Fund Tax Draws 2014-15



General Fund Receipts 2014-15



General Fund Expenses 2014-15



Fund	Budget 13-14	Expenditures	Ending Balance	% spent
1100-Instruction	\$6,574,235	\$5,282,994	\$ 1,291,241	80.36%
1150- Limited English	\$10,000	\$0	\$10,000	0.00%
1160- Poverty Programs	\$77,616	\$59,167	\$18,449	76.23%
1200- SPED Instruction	\$199,608	\$152,716	\$46,892	76.51%
1210- SPED School Psych	\$122,650	\$95,541	\$27,109	77.90%
1220- SPED	\$1,013,271	\$747,339	\$265,932	73.76%
1230- SPED tuition paid	\$280,000	\$276,875	\$3,125	98.88%
1240- SPED Clerical/ Aide	\$172,406	\$138,734	\$33,672	80.47%
1290- SPED/ Early Childhood	\$75,997	\$79,550	-\$3,553	104.68%
1310- Gifted	\$75,945	\$57,154	\$18,791	75.26%
1320- Special Reading	\$36,646	\$30,784	\$5,862	84.00%
2120- Guidance Services	\$290,069	\$239,413	\$50,656	82.54%
2130- Health Services	\$172,288	\$130,268	\$42,020	75.61%
2190- Other Pupil Services	\$10,000	\$8,666	\$1,334	86.66%
2210- Learning Improvement	\$231,743	\$182,417	\$49,326	78.72%
2220- Libraries	\$256,203	\$214,096	\$42,107	83.56%
2230- Audio Visual Fund	\$16,500	\$4,539	\$11,961	27.51%
2310- Board of Education	\$35,000	\$18,581	\$16,419	53.09%
2320- Executive Admin	\$316,111	\$245,159	\$70,952	77.55%
2330- Public Relations	\$30,800	\$18,073	\$12,727	58.68%
2410- Office of the Principal	\$909,982	\$727,009	\$182,973	79.89%
2510- Gen. Admin Business Services	\$298,485	\$200,881	\$97,604	67.30%
2520- Vehicle Acquisition	\$13,000	\$7,340	\$5,660	56.46%
2610- Operation of Plant	\$869,509	\$691,414	\$178,095	79.52%
2620- Maintenance	\$368,001	\$258,285	\$109,716	70.19%
2750- Regular Transportation	\$490,500	\$385,147	\$105,353	78.52%
2760- SPED Transportation	\$237,000	\$200,262	\$36,738	84.50%
2790- Learning Community Transportation	\$30,000	\$27,937	\$2,063	93.12%
3135- High Ability	\$8,263	\$8,145	\$118	98.57%
4100- Title I	\$55,120	\$44,726	\$10,394	81.14%
4320- Title IIA	\$27,155	\$23,371	\$3,784	86.07%
4404- IDEA Base	\$82,542	\$67,876	\$14,666	82.23%
4406- IDEA Pre-Schools	\$16,064	\$12,909	\$3,155	80.36%
4410- IDEA Poverty	\$124,025	\$108,655	\$15,370	87.61%
4700- Carl Perkins	\$4,500	\$37	\$4,463	0.82%
6000- Summer School	\$22,717	\$13,350	\$9,367	58.77%
8000- Transfers	\$346,049	\$0	\$346,049	0.00%
Totals	\$13,900,000	\$10,759,410	\$3,140,590	77.41%
Spending Goal	\$ 12,800,000			84.06%

Board of Education Retreat

June 29, 2014

A meeting of the Board of Education of Springfield Platteview Community Schools in the County of Sarpy, in the State of Nebraska, was convened in open and public session at 8:30 a.m., Sunday, June 29, 2014, at the District Board Office, Central Services Building. Present: Lori Bartels, Kyle Fisher, Bob Icenogle, Jennifer Kreifels, Brenda Sherman. Absent: Brian Wichman.

Notice of the meeting and committee meetings were given in advance thereof by posting in at least five public places as shown by the certificate of posting notice attached to these minutes. Notice of this meeting was simultaneously given to all members of the Board of Education, and a copy of their acknowledgment of receipt of notice and the agenda was communicated in the advance notice and in the notice to the Board of Education of this meeting. All proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public.

Statute 84-1407 to 84-1414 require that the Open Meetings Act be posted in the meeting room. President Sherman informed the board and the public that the Act is located on the west wall of the board room.

Brian Wichman joined the meeting at 7:45 a.m.

Items of discussion included strategic planning, 2014-15 budget, facility improvement planning and legislative issues. Administrators from each of the school buildings in the district gave school improvement presentations. Time was taken for questions and comments.

Action to adjourn the meeting at 3:45 p.m. passed with a motion by Bartels and a second by Wichman. Vote: Yeas - Bartels, Fisher, Icenogle, Kreifels, Sherman, Wichman. Nays - None.

Thoma Bumgardner, Recording Secretary

Accepted: Jenny Kreifels, Secretary Board of Education

Board of Education Regular Meeting

June 09, 2014

The Policy Committee started at 6:00 p.m. Brenda Sherman and Brian Wichman were present. Bob Icenogle arrived at 6:10 p.m. Kyle Fisher arrived at 6:24. Policies were reviewed to be presented at a future meeting for first reading. The committee meeting adjourned at 6:27 p.m.

The Finance Committee started at 6:00 p.m. Lori Bartels, Kyle Fisher, Bob Icenogle, Brenda Sherman, and Brian Wichman were present. Finance reports were reviewed by the committee. Discussion of the bills took place. The committee meeting adjourned at 6:43 p.m.

A meeting of the Board of Education of Springfield Platteview Community Schools in the County of Sarpy, in the State of Nebraska, was convened in open and public session at 7:00 p.m., Monday, June 9, 2014, at the District Board Office, Central Services Building. Present: Lori Bartels, Kyle Fisher, Bob Icenogle, Brenda Sherman, and Brian Wichman. Absent: Jennifer Kreifels.

Notice of the meeting and committee meetings were given in advance thereof by posting in at least five public places as shown by the certificate of posting notice attached to these minutes. Notice of this meeting was simultaneously given to all members of the Board of Education, and a copy of their acknowledgment of receipt of notice and the agenda was communicated in the advance notice and in the notice to the Board of Education of this meeting. All proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public.

Statute 84-1407 to 84-1414 require that the Open Meetings Act be posted in the meeting room. President Sherman informed the board and the public that the Act is located on the west wall of the board room.

Action to amend the Consent Agenda removing Items from Patron on Agenda Items passed with a motion by Fisher and a second by Wichman. Vote: Yeas - Bartels, Fisher, Icenogle, Sherman, Wichman. Nays - None.

Action to approve the Consent Agenda as amended passed with a motion by Fisher and a second by Wichman. Vote: Yeas - Bartels, Fisher, Icenogle, Sherman, Wichman. Nays - None.

Jennifer Kreifels joined the meeting at 7:04 p.m.

President Sherman read a proclamation resolution recognizing Seth Starks as a State Track Champion. The resolution was signed by all of the board members and Superintendent Richards. It was then presented to Seth.

Cindy Koehlmoos and Glenn Trembley addressed the board commending them for their efforts to pass a bond issue. They offered their support and suggestions to get a future bond passed.

Superintendent Richards presented facility improvement options available to the Board moving forward after two bond efforts failed. The Board of education and administration will continue to discuss and review options over the course of the summer before making any final decisions.

Since the bond didn't pass, the district needs to repair the roofs at all five district schools at a cost of around \$51,000. Richards recommended adding \$50,000 to the roof repair item on the summer maintenance plan. The Site Committee has reviewed and concurred with this recommendation. Up to \$20,000 of the projects can will be paid for out of the General Fund for maintenance and the rest will come from the Building Fund. Action to approve the summer maintenance plan and costs as presented passed with a motion by Wichman and a second by Fisher. Vote: Yeas - Bartels, Fisher, Icenogle, Kreifels, Sherman, Wichman. Nays - None.

The Federal Government, per federal lunch equity policies, require school districts to examine lunch prices annually and go through a formula provided by the Nebraska Department of Education to determine price increases to continue to obtain federal reimbursements. To comply with this requirement, we will need to raise our lunch prices 10 cents for lunches and 5 cents for breakfast for 2014-

15 per formula. Taher, Inc. and the district have gone through the required calculation and have both come to this conclusion. Action to approve a district-wide increase of ten cents for lunch and five cents for breakfast for the 2014-15 school year passed with a motion by Fisher and a second by Bartels. Vote: Yeas - Bartels, Fisher, Icenogle, Kreifels, Sherman, Wichman. Nays - None.

The high school is in need of a new scrubber. Mr. Gentile has received three quotes to purchase a scrubber and the lowest quote is from Egan Supply Co. The quote is for \$12,391.58. The administration recommends using dollars from the Depreciation Fund to purchase this item. Action to approve the purchase of a scrubber from Egan Supply Co. for the amount of \$12,391.58 passed with a motion by Kyle Fisher and a second by Lori Bartels. Vote: Yeas - Bartels, Fisher, Icenogle, Kreifels, Sherman, Wichman. Nays - None.

Amanda Dickey, Randall Newmyer, and Julie Little have submitted letters of resignation. Suitable replacements have been found to fill those positions. Action to accept the resignations of Amanda Dickey, Randall Newmyer, and Julie Little passed with a motion by Kreifels and a second by Icenogle. Vote: Yeas - Bartels, Fisher, Icenogle, Kreifels, Sherman, Wichman. Nays - None.

The administration recommended offering probationary contracts to Darin Cheney with placement of BA, Step 1; Kim Zeleny at BA, Step 9, and Heidi Ronning at MA, Step 1. Action to approve probationary teacher contracts for the 2014-15 school year as presented passed with a motion by Kreifels and a second by Icenogle. Vote: Yeas - Bartels, Fisher, Icenogle, Kreifels, Sherman, Wichman. Nays - None.

Superintendent Richards discussed calendar options for the 2015-2016 school year. Holli Kirwan shared information on the summer school programs being offered. Kirwan also reported on summer professional development. Brenda Sherman gave a policy committee report. Richards reviewed the process for updating school handbooks. President Sherman and Mr. Richards discussed board retreat planning. Richards and Fisher reported on the NASB School Law Workshop that they attended. Richards reported on student and staff successes.

There were no items from patrons on items not on agenda.

Board members reviewed their upcoming schedule of meetings, trainings, and conventions. Significant school calendar items were also discussed.

Action to adjourn the meeting at 7:58 p.m. passed with a motion by Kreifels and a second by Bartels. Vote: Yeas - Bartels, Fisher, Icenogle, Kreifels, Sherman, Wichman. Nays - None.

Thoma Bumgardner, Recording Secretary

Accepted: Jenny Kreifels, Secretary Board of Education

Admin. Revolving - Jun 2014

6/1/2014 through 6/30/2014

7/1/2014

Date	Account	Num	Description	Memo	Category	Clr	Amount
BALANCE 5/31/2014							3,505.05
6/11/2014	Administrative	5346	BROWNELL ...	1-01-2210-630	REGISTR FEE	R	-150.00
6/11/2014	Administrative	TXFR	TranSFER FR...			R	1,315.38
6/29/2014	Administrative	5347	PIZZA HUT	1-01-2310-690	MEALS		-73.75
6/1/2014 - 6/30/2014							1,091.63
BALANCE 6/30/2014							4,596.68
TOTAL INFLOWS							1,315.38
TOTAL OUTFLOWS							-223.75
NET TOTAL							1,091.63

SPRINGFIELD STATE BANK
 600 MAIN ST
 SPRINGFIELD, NE 68059
 Tel: (402)253-2222

SPRINGFIELD PLATTEVIEW COMM
 STUDENT FEE ACCOUNT
 14801 S 108TH ST
 SPRINGFIELD NE 68059

Statement Date: 06/30/2014 Enclosures: (1) Account No.: 4151129 Page: 1

REGULAR CHECKING ACCOUNT SUMMARY

	Type :	REG	Status :	Active
Category	Number			Amount
Balance Forward From 05/30/14				367.55
Debits	1			350.00
Ending Balance On 06/30/14				17.55
Average Balance (Collected)		153.03+		

STATEMENT PERIOD ACTIVITY

Date	Check/Description	Amount	Check/Description	Amount	Balance
06/12/14	1158	350.00			17.55

AVERAGE AND MINIMUM BALANCES

Average Ledger Balance :	153.03	Minimum Ledger Balance :	17.55
Average Collected Balance :	153.03	Minimum Collected Balance :	17.55
Average Available Balance :	153.03	Minimum Available Balance :	17.55

CHECKS AND OTHER DEBITS

* indicates a gap in the check numbers

Date	Check #	Amount	Date	Check #	Amount	Date	Check #	Amount
06/12/14	1158	350.00						

OVERDRAFT FEE SUMMARY

	Total For This Period	Total Year-To-Date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

This Statement Cycle Reflects 31 Days

Nebraska Public Agency Investment Trust

PO Box 82529
Lincoln, NE 68501
(800) 640-8817
(402) 323-1615

Account Activity for June 01, 2014 to June 30, 2014

Participant Name:

SOUTH SARPY SCHOOL DISTRICT #46
14801 S 108TH ST
SPRINGFIELD NE 68059-4925

Account Number: 126649-001

Beginning Balance: \$68,533.61

<u>Date</u>	<u>Description</u>	<u>Authorization</u>	<u>Amount</u>	<u>Balance</u>
6/30/2014	Auto-Post June Interest, Purchase		\$0.60	\$68,534.21

Ending Balance: \$68,534.21

**Nebraska Public Agency Investment Trust
Daily Balance and Interest Report for: June 2014**

Name: SOUTH SARPY SCHOOL DISTRICT #46

Account Number: 126649-001

Date	Daily Yield (Annualized)	Balance	Daily Accrual
6/01/2014	0.00012	\$68,533.61	\$0.02
6/02/2014	0.00010	\$68,533.61	\$0.02
6/03/2014	0.00010	\$68,533.61	\$0.02
6/04/2014	0.00010	\$68,533.61	\$0.02
6/05/2014	0.00010	\$68,533.61	\$0.02
6/06/2014	0.00010	\$68,533.61	\$0.02
6/07/2014	0.00010	\$68,533.61	\$0.02
6/08/2014	0.00010	\$68,533.61	\$0.02
6/09/2014	0.00010	\$68,533.61	\$0.02
6/10/2014	0.00010	\$68,533.61	\$0.02
6/11/2014	0.00010	\$68,533.61	\$0.02
6/12/2014	0.00010	\$68,533.61	\$0.02
6/13/2014	0.00010	\$68,533.61	\$0.02
6/14/2014	0.00010	\$68,533.61	\$0.02
6/15/2014	0.00010	\$68,533.61	\$0.02
6/16/2014	0.00010	\$68,533.61	\$0.02
6/17/2014	0.00010	\$68,533.61	\$0.02
6/18/2014	0.00010	\$68,533.61	\$0.02
6/19/2014	0.00010	\$68,533.61	\$0.02
6/20/2014	0.00010	\$68,533.61	\$0.02
6/21/2014	0.00010	\$68,533.61	\$0.02
6/22/2014	0.00010	\$68,533.61	\$0.02
6/23/2014	0.00010	\$68,533.61	\$0.02
6/24/2014	0.00010	\$68,533.61	\$0.02
6/25/2014	0.00010	\$68,533.61	\$0.02
6/26/2014	0.00010	\$68,533.61	\$0.02
6/27/2014	0.00010	\$68,533.61	\$0.02
6/28/2014	0.00010	\$68,533.61	\$0.02
6/29/2014	0.00010	\$68,533.61	\$0.02
6/30/2014	0.00010	\$68,533.61	\$0.02
Average Weighted Rate	Average Balance	Total Interest	
0.01065 %	\$68,533.61	\$0.60	

SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS			
Treasurer's Report			
For the month ended June 2014			
General Fund Now Account			
Bank Balance: Beginning of Reporting Period			\$ 405,976.54
Deposits:			
Springfield State Bank - Interest	\$ 36.56		
Transfer from Admin Revolving	\$ 0.00		
Transfers from Investment Account	\$ 1,160,583.19		
Transfer from Bond Fund	\$ 0.00		
Deposit from NPERS	\$ 0.00		
Transfers from Lunch Fund Investment	\$ 0.00		
Transfers from Building Fund Investment	\$ 0.00		\$ 1,160,619.75
			\$ 1,566,596.29
Disbursements			
			\$ 1,166,754.10
Bank Balance: End of Reporting Period			\$ 399,842.19
Outstanding Checks: End of Reporting Period			\$ 138,224.28
			\$ 261,617.91
NOW Account Balance: End of Reporting Period			
General Fund Investment Account			
Available Balance: Beginning of Reporting Period			\$ 5,101,658.70
Deposits:			
Springfield State Bank - Interest	\$ 347.37		
Sarpy County Treasurer - Local Taxes	\$ 8,308.49		
Learning Community Common Taxes	\$ 111,142.72		
Sarpy County- MVT	\$ 88,184.89		
Medicaid	\$ 9,291.76		
State Aid	\$ 435,877.30		
SPED School Age Reimb.	\$ 124,262.00		
Liquor License	\$ 0.00		
County Fines and Fees	\$ 57,117.66		
IDEA/Federal Grants/ Title/ Perkins	\$ 2,576.57		
Rentals	\$ 4,904.00		
Pre-School / Summer School Tuition	\$ 2,361.00		
Refunds and Reimbursements	\$ 3,611.79		
iPad Fees	\$ 405.00		
Postage	\$ 0.00		\$ 848,390.55
			\$ 5,950,049.25
Disbursements			
Transfers to General Fund NOW	\$ 1,042,220.87		
Administrative Revolving	\$ 1,315.38		
Returned checks/ fees	\$ 0.00		
Bank and other Service Charges	\$ 106.50		\$ 1,043,642.75
			\$ 4,906,406.50
Investment Account Balance: End of Reporting Period			
General Fund Administrative Revolving Account			
Available Balance: Beginning of Reporting Period			\$ 4,678.48
Deposits:			
Transfers From General Fund Investment Acc't	\$ 1,315.38		
Transfers From Lunch Fund Investment Acc't	\$ 0.00		
Transfers From Building Fund	\$ 0.00		
			\$ 1,315.38
			\$ 5,993.86
Disbursements			
			\$ 295.03
Bank Balance: End of Reporting Period			\$ 5,698.83
Outstanding Checks: End of Reporting Period			\$ 73.75
Outstanding Deposits: End of Reporting Period			\$ 0.00
			\$ 5,625.08
Admin. Revolving Account Balance: End of Reporting Period			
General Fund Administrative Revolving Account			\$ 5,625.08
General Fund NOW Account			\$ 261,617.91
General Fund Investment Account			\$ 4,906,406.50
			\$ 5,173,649.49
TOTAL GENERAL FUND BALANCE			
Employee Benefit Fund			
Available Balance: Beginning of Reporting Period			\$ 667,518.75
Deposits:			
Springfield State Bank - Interest		\$ 48.19	
Transfers From General Fund Investment Acc't		\$ 0.00	
Bank Balance: End of Reporting Period			\$ 667,566.94
Certificate of Deposit			
Available Balance: End of Reporting Period			\$ 667,566.94
Disbursements			
			\$ 0.00
			\$ 667,566.94
TOTAL EMPLOYEE BENEFIT BALANCE			
Special Building Fund Investment Account			
Available Balance: Beginning of Reporting Period			\$ 1,045,557.27
Deposits:			
Springfield State Bank - Interest	\$ 74.66		
Sarpy County Treasurer - Local Taxes	\$ 11.97		\$ 86.63
			\$ 1,045,643.90
Disbursements			
			\$ 17,551.00
Available Balance: End of Reporting Period			\$ 1,028,092.90
			\$ 1,028,092.90
TOTAL SPECIAL BUILDING FUND BALANCE			
School Lunch Investment Account			
Available Balance: Beginning of Reporting Period			\$ 125,020.38
Deposits:			
Springfield State Bank - Interest	\$ 7.18		
Hot Lunches	\$ 31.00		
State/Federal Aid	\$ 9,207.67		
Miscellaneous	\$ 0.00		\$ 9,245.85
			\$ 134,266.23
Disbursements			
Transfers to NOW	\$ 46,412.03		\$ 46,412.03
Available Balance: End of Reporting Period			\$ 87,854.20
			\$ 87,854.20
TOTAL SCHOOL LUNCH FUND BALANCE			
Bond Fund Investment Account			
Available Balance: Beginning of Reporting Period			\$ 347,803.28
Deposits:			
Springfield State Bank - Interest	\$ 24.14		
Sarpy County Treasurer - Local Taxes	\$ 3,220.51		\$ 3,244.65
			\$ 351,047.93
Disbursements			
Transfer to NOW			\$ 25,395.00
Available Balance: End of Reporting Period			\$ 0.00
			\$ 325,652.93
			\$ 325,652.93
TOTAL BOND FUND BALANCE			
Depreciation Fund Account			
Available Balance: Beginning of Reporting Period			\$ 216,085.69
Deposits:			
Springfield State Bank - Interest	\$ 14.32		
Transfers from General Fund	\$ 0.00		\$ 14.32
			\$ 216,100.01
Disbursements			
Transfer to NOW			\$ 29,004.29
Available Balance: End of Reporting Period			\$ 187,095.72
			\$ 187,095.72
TOTAL DEPRECIATION FUND BALANCE			

Bank Statement Reconciliation

Description

Adjustment Date

Adjustment Amount

Platteview High School

06/01/2014 through 06/30/2014

Checking

Bank Statement Reconciliation Summary

1. Statement Balance	\$ 165,562.02
2. - Outstanding checks	\$ 8,910.63
3. + Outstanding Deposits	\$ 0.00
4. + Outstanding Adjustments	\$ 0.00
5. Total	\$ 156,651.39
6. + Investments	\$ 0.00
7. Book Balance	\$ 156,651.39

SPRINGFIELD STATE BANK
600 MAIN ST
SPRINGFIELD, NE 68059
Tel: (402)253-2222

SPRINGFIELD PLATTEVIEW COMM
 PLATTEVIEW ACTIVITY FUND
 14801 S 108TH STREET
 SPRINGFIELD NE 68059

Statement Date: **06/30/2014** Enclosures: **(48)**

Account No.: **104812** Page: **1**

NOW CHECKING ACCOUNT SUMMARY

Category	Number	Type :	REG	Status :	Active	Amount
Balance Forward From 05/30/14						175,015.44
Deposits	3					9,070.95+
Debits	45					18,536.59
Interest Added This Statement						12.22+
Ending Balance On 06/30/14						165,562.02
Annual Percentage Yield Earned					0.09 %	
Interest Paid This Year					69.41	
Interest Paid Last Year					146.95	
Average Balance (Collected)					169,278.63+	

STATEMENT PERIOD ACTIVITY

Date	Check/Description	Amount	Check/Description	Amount	Balance
06/02/14	42409	51.57	42407	100.00	174,863.87
06/02/14	42512	1,110.00	42426	140.00	173,613.87
06/03/14	42514	147.36	42517	244.86	173,221.65
06/03/14	42476	295.68	42331	450.00	172,475.97
06/03/14	42513	792.60	42520	878.00	170,805.37
06/04/14	42519	21.00	42458	310.00	170,474.37
06/05/14	DEPOSIT	190.00+	DEPOSIT	6,173.45+	176,837.82
06/05/14		120.00		190.00	176,527.82
06/05/14	42521	23.39	42502	55.00	176,449.43
06/06/14	42516	100.00	42530	352.00	175,997.43
06/09/14	42487	33.83	42515	40.00	175,923.60
06/09/14	42501	61.25	42524	352.00	175,510.35
06/09/14	42510	1,947.50			173,562.85
06/10/14	42448	47.25	42535	158.40	173,357.20
06/10/14	42507	218.25	42533	581.66	172,557.29
06/10/14	42534	915.86	42531	1,400.00	170,241.43
06/11/14	42499	38.43	42526	176.00	170,027.00
06/11/14	42525	352.00			169,675.00
06/12/14	42509	50.81	42523	700.00	168,924.19
06/16/14	42445	46.62	42491	84.00	168,793.57
06/16/14	42505	13.16			168,780.41
06/18/14	42488	75.00	42522	402.11	168,303.30
06/20/14	42527	176.00			168,127.30
06/23/14	42333	100.00			168,027.30
06/25/14	42418	60.00	42532	4,990.00	162,977.30
06/26/14	42462	105.00			162,872.30
06/30/14	DEPOSIT	2,707.50+		30.00	165,549.80

Continued

01/17/1

Adjustment Detail

Detail report. Sorted by Group ID.
From 06/01/2014 to 06/30/2014.

Group	Group Description				Amount
Activity ID	Site ID	Adj. Date	Description		
A	Athletics				
100	SpringPlat	06/03/2014	Reimburse Football E/S expenses	-\$	2,510.52
100	SpringPlat	06/03/2014	Reimburse PC Boys Track E/S expenses	-\$	55.00
100	SpringPlat	06/03/2014	Reimburse PC Girls Track E/S expenses	-\$	55.00
100	SpringPlat	06/03/2014	Reimburse Spring season contest expenses	-\$	8,958.81
100	SpringPlat	06/03/2014	Reimburse Track E/S expenses	-\$	744.98
100	SpringPlat	06/03/2014	Reimburse Wrestling contest expenses	-\$	82.50
115	SpringPlat	06/03/2014	Reimburse Spring season contest expenses	\$	1,133.60
120	SpringPlat	06/03/2014	Reimburse Spring season contest expenses	\$	1,079.33
145	SpringPlat	06/03/2014	Reimburse Spring season contest expenses	\$	1,850.50
155	SpringPlat	06/03/2014	Reimburse Spring season contest expenses	\$	1,985.95
165	SpringPlat	06/03/2014	Reimburse Wrestling contest expenses	\$	82.50
131	SpringPlat	06/03/2014	Reimburse Football E/S expenses	\$	2,510.52
156	SpringPlat	06/03/2014	Reimburse Track E/S expenses	\$	744.98
182	SpringPlat	06/03/2014	Reimburse Spring season contest expenses	\$	781.70
183	SpringPlat	06/03/2014	Reimburse PC Boys Track E/S expenses	\$	55.00
188	SpringPlat	06/03/2014	Reimburse Spring season contest expenses	\$	534.73
189	SpringPlat	06/03/2014	Reimburse PC Girls Track E/S expenses	\$	55.00
105	SpringPlat	06/03/2014	Reimburse Spring season contest expenses	\$	1,593.00
Group A Totals:					\$ 0.00
Report Totals :					\$ 0.00

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 06/01/2014 to 06/30/2014.

Site ID	Site Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
Group ID	Group Name					
Activity ID	Activity Name					
SpringPI Platteview High School						
A	Athletics					
100	Athletics	27,882.43	1,150.00	1,115.69	-12,406.81	15,509.93
105	Baseball Contest	-1,593.00	0.00	0.00	1,593.00	0.00
106	Baseball Equip/Supplies	5,103.13	0.00	0.00	0.00	5,103.13
110	Boys Basketball Contest	403.02	0.00	0.00	0.00	403.02
111	Boys Basketball Equip/Supplies	378.15	0.00	0.00	0.00	378.15
115	Boys Golf Contest	-1,133.60	0.00	0.00	1,133.60	0.00
116	Boys Golf Equip/Supplies	1,000.00	0.00	0.00	0.00	1,000.00
120	Boys Soccer Contest	-1,079.33	0.00	0.00	1,079.33	0.00
121	Boys Soccer Equip/Supplies	241.87	0.00	0.00	0.00	241.87
125	Cross Country Contest	0.00	0.00	0.00	0.00	0.00
126	Cross Country Equip/Supplies	287.38	0.00	0.00	0.00	287.38
130	Football Contest	0.00	0.00	0.00	0.00	0.00
131	Football Equip/Supplies	-2,510.52	0.00	0.00	2,510.52	0.00
135	Girls Basketball Contest	0.00	0.00	0.00	0.00	0.00
136	Girls Basketball Equip/Supplies	293.06	0.00	0.00	0.00	293.06
140	Girls Golf Contest	0.00	0.00	0.00	0.00	0.00
141	Girls Golf Equip/Supplies	700.00	0.00	0.00	0.00	700.00
145	Girls Soccer Contest	-1,850.50	0.00	0.00	1,850.50	0.00
146	Girls Soccer Equip/Supplies	1,900.00	0.00	0.00	0.00	1,900.00
150	Softball Contest	0.00	0.00	0.00	0.00	0.00
151	Softball Equip/Supplies	5,722.68	0.00	0.00	0.00	5,722.68
155	Track Contest	-1,985.95	0.00	0.00	1,985.95	0.00
156	Track - Boys Equip/Supplies	-744.98	0.00	0.00	744.98	0.00
157	Track - Girls Equip/Supplies	83.34	0.00	0.00	0.00	83.34
160	Volleyball Contest	0.00	0.00	0.00	0.00	0.00
161	Volleyball Equip/Supplies	898.76	0.00	0.00	0.00	898.76
165	Wrestling Contest	-82.50	0.00	0.00	82.50	0.00
166	Wrestling Equip/Supplies	0.00	0.00	0.00	0.00	0.00
180	PC Boys Basketball Contest	0.00	0.00	0.00	0.00	0.00
181	PC Boys Basketball Equip/Supplies	0.00	0.00	0.00	0.00	0.00
182	PC Boys Track Contest	-781.70	0.00	0.00	781.70	0.00
183	PC Boys Track Equip/Supplies	-55.00	0.00	0.00	55.00	0.00
184	PC Football Contest	0.00	0.00	0.00	0.00	0.00
185	PC Football Equip/Supplies	0.00	0.00	0.00	0.00	0.00
186	PC Girls Basketball Contest	0.00	0.00	0.00	0.00	0.00
187	PC Girls Basketball Equip/Supplies	0.00	0.00	0.00	0.00	0.00
188	PC Girls Track Contest	-534.73	0.00	0.00	534.73	0.00
189	PC Girls Track Equip/Supplies	-55.00	0.00	0.00	55.00	0.00
190	PC Volleyball Contest	0.00	0.00	0.00	0.00	0.00
191	PC Volleyball Equip/Supplies	0.00	0.00	0.00	0.00	0.00
192	PC Wrestling Contest	0.00	0.00	0.00	0.00	0.00
193	PC Wrestling Equip/Supplies	0.00	0.00	0.00	0.00	0.00
A	Totals:	32,487.01	1,150.00	1,115.69	0.00	32,521.32

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 06/01/2014 to 06/30/2014.

Site ID Group ID	Site Name Group Name Activity ID Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
B	Clubs & Organizations					
200	Baseball Club	2,143.19	70.00	0.00	0.00	2,213.19
203	Boys Basketball Club	1,645.72	445.00	581.66	0.00	1,509.06
205	Boys Golf Club	0.00	0.00	0.00	0.00	0.00
210	Boys Soccer Club	1,496.47	0.00	0.00	0.00	1,496.47
220	Cheer	12,683.91	2,626.46	4,990.00	0.00	10,320.37
230	Cross Country Club	636.50	0.00	0.00	0.00	636.50
240	Dance Team	2,060.90	0.00	0.00	0.00	2,060.90
245	Drama Club	1,327.64	0.00	0.00	0.00	1,327.64
250	FBLA	723.27	0.00	0.00	0.00	723.27
260	Football Club	8,008.23	0.00	0.00	0.00	8,008.23
270	Girls Basketball Club	2,158.74	2,194.00	2,812.00	0.00	1,540.74
280	Girls Golf Club	24.98	0.00	0.00	0.00	24.98
290	Girls Letter Club	3,096.48	0.00	100.00	0.00	2,996.48
300	Girls Soccer Club	1,731.64	0.00	0.00	0.00	1,731.64
330	National Honor Society	640.30	0.00	0.00	0.00	640.30
340	P Club	1,320.48	0.00	100.00	0.00	1,220.48
342	Platteview Tech Club	432.78	0.00	0.00	0.00	432.78
345	Softball Club	288.50	0.00	0.00	0.00	288.50
350	Skills USA	43.63	0.00	42.00	0.00	1.63
360	Spanish Club	477.68	0.00	0.00	0.00	477.68
370	Spirit Club	868.06	0.00	0.00	0.00	868.06
380	Student Council	858.92	0.00	0.00	0.00	858.92
390	Thespian	0.00	0.00	0.00	0.00	0.00
400	Track Club	1,496.15	73.00	0.00	0.00	1,569.15
410	Volleyball Club	5,214.50	0.00	457.90	0.00	4,756.60
420	Wrestling Club	3,136.04	0.00	0.00	0.00	3,136.04
	B Totals:	52,514.71	5,408.46	9,083.56	0.00	48,839.61
C	Classes					
500	Art	2,025.38	0.00	1,464.14	0.00	561.24
505	Band	9,250.09	1,880.65	690.75	0.00	10,439.99
510	Choir	4,344.01	0.00	0.00	0.00	4,344.01
515	Class of 2016	1,333.34	0.00	0.00	0.00	1,333.34
520	Class of 2017	124.49	0.00	0.00	0.00	124.49
530	Class of 2014	3,124.42	0.00	722.00	0.00	2,402.42
540	Class of 2015	2,471.76	0.00	0.00	0.00	2,471.76
550	Construction Tech	152.82	0.00	0.00	0.00	152.82
570	Family Consumer Science	575.65	0.00	141.03	0.00	434.62
580	Industry Tech	2,735.60	0.00	1,739.71	0.00	995.89
590	Yearbook	14,080.22	0.00	0.00	0.00	14,080.22
	C Totals:	40,217.78	1,880.65	4,757.63	0.00	37,340.80
D	Activities					

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 06/01/2014 to 06/30/2014.

Site ID Group ID	Site Name Group Name Activity ID Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
	600 Activities	403.49	0.00	180.00	0.00	223.49
	650 Mock Trial	31.57	0.00	0.00	0.00	31.57
	655 Musical	742.34	0.00	0.00	0.00	742.34
	660 Play Production	2,716.67	0.00	0.00	0.00	2,716.67
	670 Speech	480.55	0.00	0.00	0.00	480.55
	D Totals:	4,374.62	0.00	180.00	0.00	4,194.62
E	Miscellaneous					
	700 Alumni	2,877.15	0.00	0.00	0.00	2,877.15
	705 Capital Improvement	5,000.00	0.00	0.00	0.00	5,000.00
	710 Concessions	13,081.17	0.00	31.11	0.00	13,050.06
	715 D.C. Tour	0.00	0.00	0.00	0.00	0.00
	720 Faculty Courtesy Fund	957.18	0.00	0.00	0.00	957.18
	730 Fine Arts	1,323.95	0.00	0.00	0.00	1,323.95
	740 Guidance	430.80	0.00	0.00	0.00	430.80
	750 Library	795.15	0.00	0.00	0.00	795.15
	760 Principal	3,339.33	81.09	140.00	0.00	3,280.42
	770 Textbook Fines	1,571.04	222.97	85.40	0.00	1,708.61
	780 College Access Grant	3,097.58	0.00	915.86	0.00	2,181.72
	E Totals:	32,473.35	304.06	1,172.37	0.00	31,605.04
F	Dual Credits					
	803 Government	325.00	0.00	0.00	0.00	325.00
	805 Math	1,825.00	0.00	0.00	0.00	1,825.00
	F Totals:	2,150.00	0.00	0.00	0.00	2,150.00
N	Non-Active Accounts					
	90001 AV - Graduation	0.00	0.00	0.00	0.00	0.00
	90002 Class of 2010	0.00	0.00	0.00	0.00	0.00
	90003 Class of 2011	0.00	0.00	0.00	0.00	0.00
	90004 Class of 2012	0.00	0.00	0.00	0.00	0.00
	90005 Class of 2013	0.00	0.00	0.00	0.00	0.00
	90060 General Fund	0.00	0.00	0.00	0.00	0.00
	90061 German	0.00	0.00	0.00	0.00	0.00
	90062 Government Trip	0.00	0.00	0.00	0.00	0.00
	90063 Lit Mag	0.00	0.00	0.00	0.00	0.00
	N Totals:	0.00	0.00	0.00	0.00	0.00
	SpringPI Totals:	164,217.47	8,743.17	16,309.25	0.00	156,651.39
	Report Totals:	164,217.47	8,743.17	16,309.25	0.00	156,651.39

Bills by Fund For Payment July 14, 2014

General Fund			
Payee	Account Code	Reason	Amount
Educational Service #3	1-01-1100-318	AV REPAIR	\$ 2,009.00
Prime Communications, Inc.	1-01-1100-318	DSX UPGRADE	\$ 262.50
State of NE-Office of CIO	1-01-1100-318	ON-LINE SERVICE	\$ 233.21
MaverickLabel.com	1-01-1100-410	SUPPLIES	\$ 541.74
Quill Corp	1-01-1100-410	SUPPLIES	\$ 80.88
Cengage Learning	1-01-1100-420	AMERICAN GOV. TEXTBOOKS	\$ 3,465.00
Houghton Mifflin Harcourt School Publishers	1-01-1100-420	SS GR 4-5	\$ 1,370.20
Educational Service #3	1-01-1100-670	MOODLE-J.MAHONEY	\$ 6.00
Kids On The Move Inc	1-01-1210-318	SPED SERVICE	\$ 1,035.00
NDE Early Childhood Traing Center	1-01-1240-630	EDN CONFERENCE-A. BELSKY	\$ 20.00
TAESE/USU	1-01-1240-630	WORKSHOP-A.BELSKY	\$ 30.00
National Association of School Nurses	1-01-2130-630	Renew Membership- Heather Feldhacker	\$ 120.00
Bauer, Susan A	1-01-2130-670	REIMBR. MILEAGE	\$ 67.20
Holiday Inn-Kearney	1-01-2130-670	ROOM-FELDHACKER	\$ 165.90
AMAZON	1-01-2210-410	SUPPLIES	\$ 26.72
American Express	1-01-2210-410	CREDIT CARD	\$ 183.00
HyVee Food & Drug Store	1-01-2210-410	SUPPLIES	\$ 99.01
Kirwan, Holli S	1-01-2210-410	REIMBR. MILEAGE/SUPPLIES	\$ 99.48
National Council for the Social Studies	1-01-2210-630	MEMBERSHIP-H.KIRWAN	\$ 69.00
Educational Service #3	1-01-2210-670	DISTRICT RETREAT	\$ 460.00
American Express	1-01-2310-670	CREDIT CARD	\$ 131.80
Home Depot/GEFCF	1-01-2310-690	SUPPLIES	\$ 48.84
Harding & Shultz, P.C.,L.L.O.	1-01-2320-317	LEGAL SERVICE	\$ 92.50
Omaha World Herald	1-01-2320-350	LEGALS/EMPLOYMENT	\$ 2,358.34
American Express	1-01-2320-670	CREDIT CARD	\$ 131.81
Richards, Brett A	1-01-2320-670	REIMBR. MILEAGE	\$ 150.08
Classic Sportswear & Awards	1-01-2320-690	SUPPLIES	\$ 234.00
Lukas Partners, Inc.	1-01-2330-318	PR SERVICE-JUN 2014	\$ 596.50
American Express	1-01-2330-350	CREDIT CARD	\$ 199.00
Midwest Office Automations	1-01-2510-318	COPIER LEASE	\$ 2,765.99
Sarpy County Election Commission	1-01-2510-319	PRIMARY ELECTION	\$ 2,564.69
CenturyLink	1-01-2510-342	PHONE @ CO	\$ 230.83
CenturyLink	1-01-2510-342	PHONE @ SP	\$ 399.69
MCI	1-01-2510-342	LONG DISTANCE	\$ 53.72
Verizon Wireless	1-01-2510-342	CELL PHONE	\$ 181.65
Windstream	1-01-2510-342	PHONES	\$ 1,025.63
Culligan Us Filter	1-01-2510-410	SUPPLIES	\$ 89.00
Midlands Printing & Business Forms, Inc.	1-01-2510-410	SUPPLIES	\$ 173.14
Pioneer Publishing Co	1-01-2510-410	SUPPLIES	\$ 1,336.26
Quill Corp	1-01-2510-410	SUPPLIES	\$ 50.56
American Express	1-01-2520-336	CREDIT CARD	\$ 378.01
Neitzel's Corner	1-01-2520-336	FUEL	\$ 285.86
Buskirk, Richard	1-01-2520-337	REPAIR TIRE	\$ 35.00
Great Plains Pest Services In	1-01-2620-318	PEST CONTROL	\$ 150.00
Johnson, Charles E	1-01-2620-318	WATER OPERATOR	\$ 900.00
Kulm, Travis	1-01-2620-318	WEED SPRAY @ WM	\$ 475.00
Rosser Lawn Care, Inc.	1-01-2620-318	MOWING @ PHS	\$ 1,980.00
Rosser Lawn Care, Inc.	1-01-2620-318	MOWING @ SP	\$ 560.00
Rosser Lawn Care, Inc.	1-01-2620-318	MOWING @ WM	\$ 700.00
ARR-Boone Brothers Roofing	1-01-2620-319	REPAIR @ LP	\$ 1,224.80
City Of Springfield	1-01-2620-319	BASEBALL FIELD-CONCRETE PAD	\$ 150.50
Control Management Inc.	1-01-2620-319	HVAC REPAIR	\$ 400.00
Hayes Mechanical, LLC	1-01-2620-319	ELEC. VALVE @ PHS MUSIC ROOM	\$ 557.70
Hayes Mechanical, LLC	1-01-2620-319	HEATING & AIR @ PHS WEIGHT ROOM	\$ 649.80
Millard Sprinkler	1-01-2620-319	PHS-FB SPRINKLER	\$ 1,087.65
Premier Waste Solutions, LLC	1-01-2620-319	SANITATION PICK UP	\$ 672.00
Protex Central Inc	1-01-2620-319	FIRE ALARM @ WM	\$ 196.00
Randy Evans	1-01-2620-319	REPAIR MAIN ENTR. @ PHS	\$ 384.53
Regan, Dan J	1-01-2620-319	CNC POWER @ PHS SHOP	\$ 530.00
Regan, Dan J	1-01-2620-319	PANEL/POP MACHINE @ PHS	\$ 2,330.00

Bills by Fund For Payment July 14, 2014

SimplexGrinnell Lp	1-01-2620-319	MASTER CLOCK @ WM	\$ 271.23
Electrical Engineering & Equipment Co	1-01-2620-410	SUPPLIES	\$ 600.20
Grainger	1-01-2620-410	SUPPLIES	\$ 1,463.54
Hillyard/Sioux Falls	1-01-2620-410	SUPPLIES	\$ 55.10
Home Depot/GECF	1-01-2620-410	SUPPLIES	\$ 263.15
Interstate Electric Supply Co. of Council Bluffs and Omaha Inc.	1-01-2620-410	SUPPLIES	\$ 861.00
Mark's Plumbing Parts	1-01-2620-410	SUPPLIES	\$ 519.52
McKnight, Mary J	1-01-2620-410	REIMBR. SUPPLIES	\$ 9.98
Nebraska Air Filter Inc	1-01-2620-410	SUPPLIES	\$ 559.80
Stanley Security Solutions, Inc.	1-01-2620-410	SUPPLIES	\$ 30.07
Penske Truck Leasing Co., L.P.	1-01-2620-690	TRUCK LEASE	\$ 138.18
NE Council of School Administrators	1-01-4700-630	NCE CONFERENCE-P.LAYHER	\$ 250.00
Layher, Patricia A	1-01-4700-670	REIMBR. NCE CONF.	\$ 221.11
Wingate Inn-Kearney	1-01-4700-670	ROOM-P. LAYHER	\$ 371.80
Pedeliski, Nicole	1-01-6000-410	REIMBR. SUPPLIES	\$ 23.51
Metropolitan Utilities Dist	1-02-2610-321	LEVEL PAYMENT	\$ 250.00
Omaha Public Power District	1-02-2610-322	LEVEL PAYMENT	\$ 385.47
First Student	1-02-2750-318	ACTIVITY TRIPS	\$ 5,722.12
First Student	1-02-2750-318	FACILITY RENT	\$ (1,000.00)
First Student	1-02-2750-318	FUEL ESCALTOR	\$ 3,899.58
First Student	1-02-2750-318	REGULAR ROUTES	\$ 35,840.84
First Student	1-02-2760-318	ADD. ROUTES NON DIST. DAYS	\$ 225.77
First Student	1-02-2760-318	ROUTE EXTENTIONS	\$ 825.65
First Student	1-02-2760-318	SPED ROUTES	\$ 21,448.15
Happy, Yellow and Checker Cab Companies	1-02-2760-318	SPED TRANSPORTATION	\$ 1,677.10
First Student	1-02-2790-318	LC HOURS	\$ 3,841.80
Metropolitan Utilities Dist	1-03-2610-321	LEVEL PAYMENT	\$ 320.00
Omaha Public Power District	1-03-2610-322	LEVEL PAYMENT	\$ 367.03
Educational Service #3	1-10-1200-318	SPED SERVICE	\$ 1,113.37
Pearson-Clinical Assessment	1-10-1200-410	CELF-5 Complete Digital Kit	\$ 1,298.00
Pearson-Clinical Assessment	1-10-1200-410	S/H	\$ 64.90
Educational Service #3	1-10-1230-362	SPED SERVICE	\$ 1,113.37
Educational Service #3	1-10-1290-318	SPED SERVICE	\$ 4,503.04
Kids On The Move Inc	1-10-1290-318	SPED SERVICE	\$ 645.00
Westside Community Schools	1-10-1290-318	SPED SERVICE	\$ 205.00
First Student	1-10-1290-410	ACTIVITY TRIPS	\$ 228.22
HyVee Food & Drug Store	1-10-1290-410	SUPPLIES	\$ 263.61
School Specialty	1-10-1290-410	SUPPLIES	\$ 23.84
Ralston Public Schools	1-11-1220-318	JUN 2014-4TH QTR	\$ 1,313.68
Follett School Solutions, Inc.	1-11-2220-430	LIBRARY BOOKS	\$ 181.16
Metropolitan Utilities Dist	1-11-2610-321	LEVEL PAYMENT	\$ 590.00
Omaha Public Power District	1-11-2610-322	LEVEL PAYMENT	\$ 3,522.11
City Of Springfield	1-11-2610-323	WATER & SEWER @ SP	\$ 169.20
Hillyard/Sioux Falls	1-11-2610-410	SUPPLIES	\$ 347.00
Quill Corp	1-12-1100-410	SUPPLIES	\$ 156.78
Educational Service Unit No 6	1-12-1100-630	WORKSHOP-J.LITTLE	\$ 70.00
Ralston Public Schools	1-12-1220-318	JUN 2014-4TH QTR	\$ 437.89
Educational Service Unit #7	1-12-2410-630	WORKSHOP-M.HASTY	\$ 160.00
Hasty, Melissa D	1-12-2410-670	REIMBR. MILEGE/SUPPLIES	\$ 309.12
Hasty, Melissa D	1-12-2410-690	REIMBR. MILEGE/SUPPLIES	\$ 29.95
Omaha Public Power District	1-12-2610-322	LEVEL PAYMENT	\$ 4,207.80
S I D #23	1-12-2610-323	WATER & SEWER @ WM	\$ 58.56
Hillyard/Sioux Falls	1-12-2610-410	SUPPLIES	\$ 347.00
Educational Service #3	1-20-1230-362	SPED SERVICE	\$ 5,950.00
Goodwill Industries, Inc.	1-20-1230-362	SPED SERVICE	\$ 492.00
Ollie Webb Center, Inc.	1-20-1230-362	SPED SERVICE	\$ 7,350.00
Culligan Us Filter	1-21-1100-410	SUPPLIES	\$ 56.50
Johnson, Darin L	1-21-2410-670	REIMBR. MILEAGE	\$ 55.44
Johnson, Darin L	1-21-2410-690	REIMBR. ADM. DAY	\$ 84.00
Hillyard/Sioux Falls	1-21-2610-410	SUPPLIES	\$ 347.00
Schmitt Music Center	1-22-1100-318	REPAIR	\$ 18.00
AMAZON	1-22-1100-410	SUPPLIES	\$ 140.91

Bills by Fund For Payment July 14, 2014

Arrangers' Publishing Co.	1-22-1100-410	Fall Marching Band	\$ 845.00
Blick Art Materials	1-22-1100-410	SUPPLIES	\$ 1,200.00
Lowe's	1-22-1100-410	SUPPLIES	\$ 268.63
Pepper Of Minneapolis	1-22-1100-410	SUPPLIES	\$ 174.84
Percussion Source (The)	1-22-1100-410	SUPPLIES	\$ 146.23
Quill Corp	1-22-1100-410	SUPPLIES	\$ 57.95
Walmart Community/GECRB	1-22-1100-410	SUPPLIES	\$ 263.44
Midwest Woodworkers	1-22-1100-530	PLANER	\$ 2,070.74
T & T Custom Cabinets, Inc.	1-22-1100-530	CABINETS @ PC	\$ 4,613.81
BGTM LLC	1-22-1100-560	PRINTER	\$ 2,069.93
Green Hills AEA	1-22-1100-630	GOOGLE SUMMIT	\$ 300.00
Stanton, John M	1-22-1100-670	REIMBR. MILEAGE	\$ 135.52
Target	1-22-1220-410	SUPPLIES	\$ 48.96
Green Hills AEA	1-22-2220-630	GOOGLE SUMMIT	\$ 100.00
HW Wilson Co	1-22-2230-318	READERS' GUIDE SUBSCRIPTION	\$ 495.00
CDWG	1-22-2230-450	PROJECTOR	\$ 629.53
CDWG	1-22-2410-410	PRINTER	\$ 344.64
Simpson, Angela M	1-22-2410-410	REIMBR. MILEAGE/SUPPLIES	\$ 140.61
Yanda's Music	1-22-2410-410	SUPPLIES	\$ 509.00
Green Hills AEA	1-22-2410-630	GOOGLE SUMMIT	\$ 100.00
Case, Jacki L	1-22-2410-670	REIMBR. MILEAGE	\$ 23.52
Simpson, Angela M	1-22-2410-670	REIMBR. MILEAGE/SUPPLIES	\$ 383.21
Metropolitan Utilities Dist	1-22-2610-321	LEVEL PAYMENT	\$ 2,070.00
Omaha Public Power District	1-22-2610-322	LEVEL PAYMENT	\$ 15,459.59
Hillyard/Sioux Falls	1-22-2610-410	SUPPLIES	\$ 694.00
			\$ 185,243.02
Building Fund			
Payee	Account Code	Reason	Amount
Construction Containers & Excavating, Inc.	3-06-2515-000	CONTAINER	\$ 259.70
Sherwin-Williams Co. (The)	3-06-2515-000	SUPPLIES	\$ 412.14
Williams Restoration Co., Inc.	3-06-2515-000	ASPHALT @ SP & PHS TRACK	\$ 2,800.00
			\$ 3,471.84
Building Bond Fund			
Payee	Account Code	Reason	Amount
Union Bank & Trust Company	6-06-0006-001	ADMIN. ANNUAL FEE	\$ 536.00
			\$ 536.00
			\$ 189,250.86



Prepared For
BRETT RICHARDS
 SO SARPY SCHOOL 46

Account Number
 XXXX-XXXXX7-21006

Closing Date
 06/22/14

Activity Continued

Card Number	XXXX-XXXXX7-22020	Reference Code	Amount \$
05/29/14	BUYERS GUIDE LISTIN ST PETERSBURG FL 851808941 100180704195 33702 05/28/14 ROC NUMBER 8518089414998016	85180894149 Chamber Aa 1-01-23330-350	199.00
06/03/14	ASSOC SUPERV AND CUR ALEXANDRIA VA REF# 0136763395 800-933-2723 06/02/14 NON-DURABLE GOODS ROC NUMBER 0136763395	01367633950 Holli 1-01-2210-410	183.00
06/04/14	SEARSCOM 09300 335SE W DES MOINES IA REF# 09300177737 - 06/03/14 AUDIO/VISUAL ROC NUMBER 093001777374 1	09300177737 Golf Foundation Ch. # 1809	427.99
06/05/14	B & B PITSTOP SPRINGFIELD NE REF# 000083022 GAS STATION 06/04/14 PURCHASE ROC NUMBER 000083022	00008302200 <i>fuel</i>	20.99
06/06/14	WHISKEY CREEK WOOD F KEARNEY NE REF# 85180894157 308-237-4300 06/05/14	85180894157 1-01-2320-670 17.62 1-01-2310-670 > 17.61	35.23
06/07/14	HAMPTON INN KEARNEY NE FOL# 00000451 LODGING 06/07/14 ARRIVAL DATE DEPARTURE DATE 06/05/14 06/06/14 00 ROOM RATE \$114.19 ROC NUMBER 00000451	1-01-2320-670 B. Richards	114.19
06/07/14	HAMPTON INN KEARNEY NE FOL# 00000430 LODGING 06/07/14 ARRIVAL DATE DEPARTURE DATE 06/05/14 06/06/14 00 ROOM RATE \$114.19 ROC NUMBER 00000430	1-01-2310-670 K. Fisher	114.19
06/10/14	B & B PITSTOP SPRINGFIELD NE REF# 000003654 GAS STATION 06/09/14 PURCHASE ROC NUMBER 000003654	00000365400	7.50
06/10/14	B & B PITSTOP SPRINGFIELD NE REF# 000003655 GAS STATION 06/09/14 PURCHASE ROC NUMBER 000003655	00000365500	50.33
06/13/14	B & B PITSTOP SPRINGFIELD NE REF# 000099034 GAS STATION 06/12/14 PURCHASE ROC NUMBER 000099034	00009903400 <i>fuel</i>	51.02
06/17/14	B & B PITSTOP SPRINGFIELD NE REF# 000003698 GAS STATION 06/16/14 PURCHASE ROC NUMBER 000003698	00000369800	70.14
06/17/14	B & B PITSTOP SPRINGFIELD NE REF# 000107010 GAS STATION 06/16/14 PURCHASE ROC NUMBER 000107010	00010701000	75.10
06/18/14	B & B PITSTOP SPRINGFIELD NE REF# 000109025 GAS STATION 06/17/14 PURCHASE ROC NUMBER 000109025	00010902500	102.93

Total for BRETT A. RICHARDS

New Charges/Other Debits 1,451.61
 Payments/Other Credits 0.00

fuel = 378.01
1-01-2520-336

68059 000
 0 1 4 0
 002 002 06152 R04A7A2B
 11178 R04A7A2B 06152
 (000)

Community RelationsTobacco Policy

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings. For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes, non-medical, and other vapor dispensers- regardless whether such products contain nicotine), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect.

Legal Reference: Neb. Rev. Stat. " 71-5716 to 5734 (Nebraska Clean Indoor Air Act)

Date of Adoption: [Insert Date]

Business OperationsProcedures—Bidding Construction Projects

The District shall bid every project for the construction, remodeling, or repair of any school-owned building or for site improvements when the contemplated expenditures for the project is over \$40,000.00. The bidding procedures shall comply with the requirements of state law and shall include the following:

1. Notice to Bidders: The Administration shall prepare a notice to bidders containing a general description of the scope of the project being bid; the location of the project; the means of obtaining project documents, including plans and specifications; the date and hour bids will close; and the date, hour and place bids are to be returned, received and opened, and a provision that such bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders, when the hour is reached for the bids to close.
2. Regular Manner of Advertisement for Bids: The notice to bidders shall be published one time in a newspaper of general circulation in the School District. The notice shall be published at least seven (7) days prior to the date designated for the opening of such bids. The Board of Education or Administration may, in its sole discretion, elect to utilize further advertisement for bids as it may determine appropriate to secure a sufficient number of qualified bidders for the scope of the project.
3. Bid Opening: When the hour is reached for such bids to close, bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders.
4. Contract Award: The contract shall be awarded to the lowest responsible bidder as to the extent required by law. When not so required, the award shall be made on the basis of consideration of the contract award criteria determined appropriate by the Board or administration.
5. Performance and Payment Bonds. Whenever any contract is entered into for the erecting, furnishing, or repairing of any building or other public structure or improvement, the contractor shall be required, before commencing such work, to furnish a performance, labor and material payment bond. The bond requirement shall not apply, however, to any project bid or proposed which has a total cost of \$10,000 or less unless the School Board or Administration includes a bond requirement in the specifications for the project. The bond shall be in an amount not less than the contract price. The bond shall be conditioned on the faithful performance of the contract and the payment by the contracting party of all laborers and mechanics for labor that is performed and of all material and equipment rental that is actually used or rented in connection with the improvement project and the

performance of the contract. Such bond shall contain such provisions as are required by statutes, and be in a form prescribed and required by the district.

6. Retention of an Architect or Engineer. The School District shall not engage in the construction of any public works involving architecture or engineering unless the plans, specifications, and estimates have been prepared and the construction has been observed by an architect, a professional engineer, or a person under the direct supervision of an architect, professional engineer, or those under the direct supervision of an architect or professional engineer; provided that such requirement shall not apply to any public work in which the contemplated expenditure for the complete project does not exceed one hundred thousand dollars (\$100,000), as adjusted from time to time by § 81-3445 or other applicable law.
7. Additional Procedures. Each bid for which a labor and material bond is required shall be accompanied by a bid bond or certified check in the amount of five percent (5%) of such bid unless the School Board or Administration waives such requirement. The Board of Education or Administration may provide for additional procedures for the procurement, opening and acceptance of bids as deemed appropriate for a particular project.

Legal Reference: Neb. Rev. Stat. ' 52-118; Neb. Rev. Stat. ' 73-101 *et seq.*; Neb. Rev. Stat. ' 73-106; Neb. Rev. Stat. ' 81-3445

Date of Adoption: [Insert Date]

StudentsStudent AttendanceAttendance Policy and Excessive Absenteeism

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The Principals and teachers are required to maintain an accurate record of student attendance.

A. Attendance and Absences.

1. Circumstances of Absences – Definitions. The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.
 - a. Excused Absence. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.

An absence for any of the following reasons may be excused, provided the required procedures have been followed:

- (1) Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents),
- (2) Illness which causes a student to be absent from school,
- (3) Doctor or dental appointment which require student to be absent from school,
- (4) Court appearances that are required by a court order,
- (5) School sponsored activities which require students to be absent from school,
- (6) Family trips in which student accompanies parent(s)/legal guardian(s),
- (7) Religious Observance, and
- (8) Other absences which have received prior approval from the Principal.

The Principal shall have the discretion to deny approval for any of the foregoing reasons, depending on circumstances such as the student's number of other absences (in which case the principal may ask for doctor's notes excusing student from school), the student's academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

b. Not School Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows:

(1) Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments, which are excessive in nature.

(2) Other absences are those in which the parent has not communicated a reason for the student's absence.

2. Absence Procedure. In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances.

A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, is issued by the Principal's office.

Two school days will be allowed to make up work for each day missed, with a maximum of 10 days allowed to make up work.

3. Mandatory Ages of Attendance. A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

Exceptions for Younger Students. Attendance is not mandatory for a child who has reached 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child

to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.

Exceptions for Older Students. Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

Early Withdrawal for Students Enrolled in Accredited or Approved Schools. A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.

Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in [Name] Public Schools or resides in the [Name] Public School District and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- the person who has legal or actual charge or control of the child who requested the exit interview;
- the Superintendent or Superintendent's designee;
- the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and
- any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.

At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:

- financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
- an illness of the child making attendance impossible or impracticable.

The Superintendent or Superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child OR may rescind the written request for the withdrawal.

Withdrawal Form. Any withdrawal form signed by the person making the written request shall be valid only if:

- the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and
- the Superintendent or Superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

Early Withdrawal for Students Enrolled in an Exempt School (Home Schools). A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

4. Reporting and Responding to Excessive Absenteeism. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without

lawful reason, shall within three days report such violation to the attendance officer (hereafter, "attendance officer"), who is the principal at each school. The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed below under "Excessive Absenteeism" and "Reporting Excessive Absenteeism."

5. Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:
 - a. Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of any child; and
 - b. One or more meetings between the school's attendance officer, the child's parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:
 - (i) Illness related to physical or behavioral health of the child.
 - (ii) Educational counseling;
 - (iii) Educational evaluation;
 - (iv) Referral to community agencies for economic services;
 - (v) Family or individual counseling; and
 - (vi) Assisting the family in working with other community services.

If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child's attendance records.

6. Reporting Excessive Absenteeism to the County Attorney.

The school may report to the county attorney of the county in which the person resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per year. The school shall notify the child's family in writing prior to referring the child to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

Legal Reference: Neb. Rev. Stat. " 79-201 and 79-209

Date of Adoption: [Insert Date]

StudentsStudent Discipline

A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

- a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
- b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the

student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.

- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.
 - e. A student who on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.
2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.
3. Expulsion:
- a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.
 - b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory

reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

- c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
- d. Alternative Education: Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
- e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
- f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal’s designee shall meet with the student’s probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal’s designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent,

upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

4. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.
- B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.
- C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.
1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
 2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.

3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes, non-medical, and other vapor dispensers-regardless whether such products contain nicotine)), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency or sexual conduct.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or

- had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
 13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
 14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
 15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
 16. Willfully violating the behavioral expectations for riding school buses or vehicles.
 17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
 - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
 - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
 18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may

readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device.” The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

D. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
 - a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
 - b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.

- c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
- d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g. cleats).
- e. Head wear including hats, caps, bandannas, and scarves.
- f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
- g. Clothing or jewelry that is gang related.
- h. Visible body piercing (other than ears).

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school’s guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal’s office.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

2. Academic Integrity.

- a. Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student’s level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

b. Definitions: The following definitions provide a guide to the standards of academic integrity:

(1) “Cheating” means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:

(a) Tests (includes tests, quizzes and other examinations or academic performances):

(i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test. (ii) Use of

Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for “open book” tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

(iii) Use of Other Student Answers: Copying or looking at another student’s answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student’s paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student’s answers on the test paper.

(iv) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor. (v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student

engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

(b) Papers (includes papers, essays, lab projects, and other similar academic work):

i) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

(ii) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

(iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

(iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

(c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

- (2) “Plagiarism” means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:
- (a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
 - (b) Falsely Presenting Work as One’s Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student’s paper.
- (3) “Contributing” to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.
- c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:
- (1) Academic Sanction. The instructor will refuse to accept the student’s work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.
 - (2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student’s parents or guardian.
 - (3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule

violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

3. Electronic Devices

a. Philosophy and Purpose. The District strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

b. Definitions.

(1) “Electronic devices” include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.

(2) “Sexting” means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:

(i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or

(ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,

(iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

c. Possession and Use of Electronic Devices.

(1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.

(2) Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (d)(1). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further

restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

(3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).

(4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

d. Violations

(1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

(2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

(i) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device.

(ii) Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum

may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(iii) Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(3) Penalties for Prohibited Use of Electronic Devices: Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:

(i) Students found in possession of a "sexting" message shall be subject to a one (1) day suspension from school.

(ii) Students who send or encourage another to send a "sexting" message shall be subject to a five (5) day suspension from school.

(4) Reporting to Law Enforcement: Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

- e. Responsibility for Electronic Devices. Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

- E. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:
1. 1st Offense: Student will be confronted and directed to cease.
 2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
 3. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.
- If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.
- F. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:
1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
 2. Students in the hallway during class time must have a pass with them.
 3. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be drunk outside.
 4. Students are expected to bring all books and necessary materials to class. This includes study halls.
 5. Assignments for all classes are due as assigned by the teacher.
 6. Students are not to operate the mini-blinds or the windows.
 7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
 8. Students are to be in their seats and ready for class on the tardy bell.
 9. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
 10. Students are not to bring “nuisance items” to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
 11. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
 12. Snow handling is prohibited.
- G. Law Violations
1. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
 2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to

make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent,

guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it is the District's policy to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
 - (a) Knowingly possessing illegal drugs or alcohol.
 - (b) Aggravated or felonious assault.
 - (c) Vandalism resulting in significant property damage.
 - (d) Theft of school or personal property of a significant nature.
 - (e) Automobile accident.
 - (f) Any other behavior which significantly threatens the health or safety of students or other persons, and such other offenses which are required to be reported by law.

When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

Legal Reference: Neb. Rev. Stat. " 79-254 to 79-296

Date of Adoption: [Insert Date]

Students

High School Credit for Middle School Courses

High school credit may be awarded to students in a middle grades course if the course content and requirements are equivalent to a course offered in the high school.

Legal Reference: NDE Rule 10.003.05B

Date of Adoption: [Insert Date]

StudentsSafe Pupil Transportation Plan**Springfield Platteview Community Schools Safe Pupil Transportation Plan**

This Safe Pupil Transportation Plan sets forth the District's plan for providing safe transportation to students being transported in pupil transportation vehicles.

1. **Weapons-** Upon becoming aware of a weapon aboard a pupil transportation vehicle, the driver will make every attempt to:
 - A. Radio transportation dispatch and notify them of the situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location. Examples of a safe haven include, but are not limited to, any school building site, emergency service station (law enforcement or fire department), community service agency, etc.
 - B. Pull vehicle over to safe and secure area.
 - C. Confiscate weapon (if it doesn't jeopardize student or driver safety).
 - D. Give description of weapon and participating parties to dispatch.
 - E. Dispatch will immediately notify appropriate law enforcement agencies and school administration.

2. **Pupil behavior-** Students are expected to follow student conduct rules while in a pupil transportation vehicle. The pupil transportation driver is responsible for controlling behavior which affects safety and for reporting rule violations to school administration. In the event a student's behavior jeopardizes safety, the driver will make every attempt to:
 - A. First seek to resolve incident through discussion with the student(s) involved.
 - B. Radio transportation dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
 - C. Activate emergency flashers.
 - D. Bring vehicle to a safe stop. Seek to resolve the incident, using physical force only as necessary to protect students or yourself.
 - E. Report and document discipline problems to the school administrator on a Bus Conduct Report/Incident Form.

3. **Terrorist threats-** A person commits a terroristic threat if the person threatens to commit a crime of violence with the intent to terrorize another or with the intent of causing evacuation of a building, place of assembly or facility of public transportation or in reckless disregard of the

risk of causing such terror or evacuation. Upon becoming aware of a terroristic threat relating to a pupil transportation vehicle, the driver will make every attempt to:

- A. Radio transportation dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
- B. Make every attempt to keep passengers calm (this may mean complying with the terrorist).
- C. Dispatch will immediately notify appropriate law enforcement agencies and school administration.
- D. Driver should wait for instructions from dispatch *if possible*.

4. **Severe weather-** Upon becoming aware of severe weather while aboard a pupil transportation vehicle, the driver will make every attempt to:

- A. Radio transportation dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
- B. Return to the school if less than five minutes away and follow the directions of the school administrator.
- C. If more than five minutes away from school, go to the nearest school and follow the directions of the school administrator.
- D. If more than five minutes away from the nearest school or there is immediate danger, get to the nearest basement or underground shelter with all students.
- E. If there is no shelter and there is immediate danger the driver and passengers are to follow evacuation procedures and get everyone off the vehicle into the nearest ditch or culvert at least 100 feet away from the vehicle.

5. **Hazardous materials-** Upon becoming aware of a hazardous material aboard a pupil transportation vehicle, the driver will make every attempt to:

- A. Radio transportation dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
- B. Pull vehicle over to safe and secure area.
- C. Give description of hazardous materials in question to dispatch.
- D. Dispatch will immediately notify appropriate law enforcement and school administration.
- E. Driver should wait for instructions from dispatch *if possible*.

6. **Medical emergencies-** Upon becoming aware of a medical emergency aboard a pupil transportation vehicle, the driver will make every attempt to:

- A. Radio transportation dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
- B. Dispatch will immediately notify appropriate medical agencies and school administration.
- C. Driver should follow instructions from dispatch, school officials, and parents when such information can be obtained quickly enough. If not available, follow emergency first aid procedures.
- D. **Only if necessary**, the driver should move passengers only enough to get them out of danger of traffic or fire. If moved, the driver and aide are to keep them where placed until a medical agency arrives, unless a parent has taken charge of their child.
- E. Driver should try to keep student passengers as calm as possible.

7. Procedures in the event of mechanical breakdowns of the vehicle- Upon becoming aware of a mechanical breakdown aboard a Pupil transportation vehicle, the driver will make every attempt to:

- A. Pull vehicle over to safe and secure area *if possible*
- B. Radio transportation dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
- C. Activate emergency flashers and place warning flares/reflectors in accordance with safety guidelines, if not in secure area.
- D. Driver should try to keep student passengers as calm as possible.
- E. Dispatch will arrange for assistance and a relief vehicle *if needed*.

8. Procedures in the event the drop-off location is uncertain or appears unsafe to leave students. In the event the drop-off location is uncertain or appears unsafe to leave students, the driver will make every attempt to:

- A. Radio transportation or otherwise communicate with dispatch to notify them of the situation if possible.
- B. Release children only if an adult responsible for the children is present. If not, keep children who are to be released in the vehicle, continue with route, and return children who were to be released to the school.
- C. Dispatch will notify appropriate law enforcement agencies and school administration if appropriate given the circumstances.

9. Documentation under Safe Pupil Transportation Plan. Each pupil transportation driver is required to complete and submit to the school administration a bus conduct report or incident report involving the pupil transportation vehicle operated by the driver or any pupils transported in it. Documentation is to include the occurrence of any of the following events: weapons, student behavior which affects safety, terroristic threats, severe weather, hazardous

materials, or medical emergencies. Documentation of such events shall be completed and submitted as soon as practicable after the incident.

10. Transportation of Unsafe Items. Drivers shall not permit pupil transportation vehicles to transport any items, animals, materials, weapons or look-a-like weapons or equipment which in any way would endanger the lives, health or safety of the children or other passengers and the driver. Look-a-like weapons associated with a school sponsored or approved activity may be transported only with written permission of a school administrator. Any items that would break or could produce injury if tossed about inside the pupil transportation vehicle when involved in an accident or sudden stop shall be secured.

11. Supplemental Information. A copy of this plan shall be placed in each pupil transportation vehicle, kept at each school building, and made available upon request. Supplemental information with respect to operational and procedural guidelines used to administer this plan can be found in the District's safety and security plan adopted pursuant to 92 NAC10 and in the Nebraska Department of Education Pupil Transportation Guide.

Legal Reference: Neb. Rev. Stat. §§ 79-318, 79-602, 79-607 and 79-608
Title 92, Nebraska Administrative Code, Chapter 91

Date of Adoption: [Insert Date]

Concussions: Return to Learn Protocol- Policy 6283- Regulations

Students who sustain a concussion and return to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered.

The school administration of Springfield Platteview Community Schools adopts the NDE Guidance entitled “Bridging the Gap from Concussion to the Classroom,”¹ and accompanying Appendix,² as its return to learn protocol, with the recognition that each student who has sustained a concussion will require an individualized response.

¹ <http://www.education.ne.gov/sped/birsst/BRIDGING%20THE%20GAP%20February%202014%20final.pdf>.

² <http://www.education.ne.gov/sped/birsst/Concussion%20Appendix%20final%20February%202014.pdf>.

BRIDGING THE GAP
From CONCUSSION To The CLASSROOM

APPENDICES

Nebraska Concussion Awareness Act – Quick Facts

Concussion Resources

Return to Academics Progression

Return to Play Progression

Post-Concussion Symptom Checklist

Tips for Teachers

**NE Concussion Management Recommended Best
Practice**

Information from Teachers for CMT

BIRSST Team Map and Team Contacts

Nebraska Concussion Awareness Act – Quick Facts

Return to Play

- **Goal: To provide a consistent means to identify and manage concussions and help ensure the safety of those involved in youth sports.**
- Legislation passed by Nebraska Legislature - Final Reading on April 8, 2011 (43-0)
- Effective July 1, 2012
- The Concussion Awareness Act contains the three tenets of model legislation as described by the Brain Injury Association and the National Football League.
 1. Education: Coaches, Parents and Student Athletes
 2. Removal from Play – If a concussion is reasonably suspected
 3. Clearance by a Licensed Health Care Professional
- Concussion Awareness Act applies to:
 - ✓ Approved or accredited public, private, denominational or parochial schools (does not include higher education/college and university) Section 4.
 - ✓ Athletes 19 years of age or younger that participate in organized sports (“any city, village, business or nonprofit that organizes sports, charges a fee or is sponsored by a business or nonprofit organization.”) Section 5
- Education provided for:
 - ✓ Coaches. Training approved by the Chief Medical officer must be made available to all coaches.
 - ✓ Parents and student athletes. Concussion and brain injury information must be provided:
 - On an annual basis and
 - Prior to the start of practice or competition.
- Removal from Play
 - ✓ Any student athlete or athlete shall be removed from play when they are reasonably suspected of having a concussion by a coach or licensed health care professional.
 - ✓ If an athlete is removed from activity due to reasonable suspicion of suffering a concussion:
 - Parents or Guardians must be notified of the date and approximate time of the injury and the signs and symptoms that were observed, as well as any actions taken to treat.
- Return to Play
 - ✓ A student-athlete or athlete may be allowed to return to play when:
 - They have been evaluated by a licensed health care professional
 - They have received written clearance from the licensed health care professional;
 - They have submitted the written and signed clearance to resume participation in athletic activities accompanied by written permission to resume participation from the student’s parent or guardian.
- For more information, please refer to:
 - ✓ Nebraska Department of Health and Human Services
<http://dhhs.ne.gov/publichealth/concussion/Pages/Home.aspx>

CONCUSSION RESOURCES

1. **Nebraska Department of Education**

<http://www.education.ne.gov/sped/birsst.html>

- **Bridging the Gap from Concussion to Classroom: Return to Learn**

2. **Nebraska Department of Health and Human Services**

<http://dhhs.ne.gov/publichealth/concussion/Pages/Home.aspx>

- Concussion Awareness Act – Training for Coaches, Parents, Students

3. **Concussion ABCs posted by the Centers for Disease Control and Prevention**

<http://www.cdc.gov/concussion/HeadsUp/schools.html>

- Heads Up to Schools, Know Your Concussion ABC's
- A Fact Sheet for Teachers, Counselors, and School Professionals
- A Fact Sheet for School Nurses
- Parent/Athlete Concussion Information Sheet
- Returning to School After a Concussion: A Fact Sheet for School Professionals

4. **The Center on Brain Injury Research and Training, University of Oregon**

<http://www.cbirt.org>

- **The Center on Brain Injury Research and Training. *Max's Law: Concussion Management Implementation Guide*.** Retrieved from <http://www.cbirt.org>
- <http://cbirt.org/tbi-education/school-reentry/returning-school-after-tbi/>
- <http://cbirt.org/tbi-education/school-reentry/supports-consider-during-school-reentry/>
- <http://cbirt.org/news/concussion-frequently-asked-questions-parents/>

5. **School-wide Concussion Management cartoon video: "What's a Concussion, Anyway?" (15 minute cartoon video)** <http://brain101.orcasinc.com/>

- Concussion Management Program and information for coaches, schools, parents and students
- Return to Academics Progression, Return to Play Progression and Sample Return to Activity Documentation

6. REAP Guidelines

<http://www.rockymountainhospitalforchildren.com/sports-medicine/concussion-management/reap-guidelines.htm>

- McAvoy, K. (2013) REAP the benefits of good concussion management. Centennial, CO: Rocky Mountain Sports Medicine Institute Center for Concussion.

7. The BrainSTEPS Program – Pennsylvania www.brainsteps.net

- [Concussion Webinar](#)
- [Concussion Return to School Protocol](#)
- [Protocol Flow Chart](#)
- [Why every school should have a Concussion Management Team](#)
- [Teacher's Desk Reference: Concussion](#)

8. Colorado Department of Education

http://www.cde.state.co.us/sites/default/files/documents/cdesped/download/pdf/tbi_concussionguidelines.pdf

- [Concussion Management Guidelines 2012](#)

9. Brain Injury Association of Nebraska www.biane.org

10. Halstead, M., McAvoy, K., *et al.* *Returning to Learning Following a Concussion*. *Pediatrics*: originally published online October 27, 2013.

<http://pediatrics.aappublications.org/content/early/2013/10/23/peds.2013-2867>

11. Nebraska Brain Injury Advisory Council www.braininjury.ne.gov

12. brainline.org - <http://www.brainline.org/content/2010/06/general-information-for-parents-educators-on-tbi.html>

13. Information for Parents

http://www.brainline.org/landing_pages/categories/concussion.html

<http://cbirt.org/news/concussion-frequently-asked-questions-parents/>

RETURN TO ACADEMICS PROGRESSION

Progression is individual. All concussions are different. Students may start at any of these steps, depending on symptoms, and may remain at a step longer if needed. If symptoms worsen, the CMT should reassess. If symptoms quickly improve, a student may also skip a step or two. Be flexible!

Steps	Progression	Description
1	HOME – Cognitive and physical rest	<ul style="list-style-type: none"> ➤ Stay at home ➤ No driving ➤ Limited mental exertion – computer, texting, video games, homework
2	HOME – Light Mental Activity	<ul style="list-style-type: none"> ➤ Stay at home ➤ No driving ➤ Up to 30 minutes mental exertion ➤ No prolonged concentration

Progress to Step 3 when student handles up to 30 minutes of sustained mental exertion without worsening of symptoms.

3	SCHOOL – Part Time Maximum adjustments Shortened day/schedule Built-in breaks	<ul style="list-style-type: none"> ➤ Provide quiet place for scheduled mental rest ➤ Lunch in quiet environment ➤ No significant classroom or standardized testing ➤ Modify rather than postpone academics ➤ Provide extra time, help, and adjustment of assignments
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Progress to Step 4 when student handles 30-40 minutes of sustained mental exertion without worsening of symptoms.

4	SCHOOL – Part Time Maximum adjustments Shortened day/schedule	<ul style="list-style-type: none"> ➤ No standardized testing ➤ Modified classroom testing ➤ Moderate decrease of extra time, help, and modification of assignments
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Progress to Step 5 when student handles 60 minutes of mental exertion without worsening of symptoms.

5	SCHOOL – Part Time Minimal adjustments	<ul style="list-style-type: none"> ➤ No standardized testing; routine tests are OK ➤ Continued decrease of extra time, help, and adjustment of assignments ➤ May require more support in academically challenging subjects
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Progress to Step 6 when student handles all class periods in succession without worsening of symptoms AND receives medical clearance for full return to academics and athletics.

6	SCHOOL – Full Time Full academics No adjustments	<ul style="list-style-type: none"> ➤ Attends all classes ➤ Full homework and testing
---	---	--

When symptoms continue beyond 3-4 weeks, prolonged in-school supports are required. Request a 504 meeting to plan and coordinate student supports.

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RETURN TO PLAY PROGRESSION

Return to play is a medical decision. The CMT will be familiar with state concussion laws and understand which healthcare providers may clear a student. **To begin the Return to Play Plan, the student must be free of all symptoms (see Signs and Symptoms of Concussion), have no academic adjustments in place, and be cleared by a healthcare provider.** The student may spend 1-2 days at each step before advancing to the next. If post-concussion symptoms occur at any step, stop activity and have the CMT reassess.

Rehabilitation Stage	Functional exercise at each stage of rehabilitation	Objective of each stage
1. No activity	Symptom limited physical and cognitive rest.	Recovery
2. Light aerobic exercise	Walking, swimming or stationary cycling keeping intensity <70% maximum permitted heart rate. No resistance training.	Increase HR
3. Sport-specific exercise	Skating drills in ice hockey, running drills in soccer. No head impact activities.	Add movement
4. Non-contact training drills	Progression to more complex training drills, e.g., passing drills in football and ice hockey. May start progressive resistance training.	Exercise, coordination and cognitive load
5. Full-contact Practice	Following medical clearance. Participate in normal training activities.	Restore confidence and assess functional skills by coaching staff
6. Return to play	Normal game play	

Recommendations from 2012 Zurich Consensus Statement on Concussion – McRory, P., Meeuwisse, WH, Aubry, M, et. al., *Br. J Sports Med* 2013; 47:250-258.

Post-Concussion Symptom Checklist

Name: _____ Date: _____

Please indicate how much each symptom has bothered you over the past 2 days.

	Symptoms	None	Mild		Moderate		Severe	
PHYSICAL	Headache	0	1	2	3	4	5	6
	Nausea	0	1	2	3	4	5	6
	Vomiting	0	1	2	3	4	5	6
	Balance Problem	0	1	2	3	4	5	6
	Dizziness	0	1	2	3	4	5	6
	Blurry or double vision	0	1	2	3	4	5	6
	Sensitivity to Light	0	1	2	3	4	5	6
	Sensitivity to Noise	0	1	2	3	4	5	6
	Balance Problems	0	1	2	3	4	5	6
	Pain other than headache	0	1	2	3	4	5	6
THINKING/ COGNITIVE	Feeling "in a fog"	0	1	2	3	4	5	6
	Feeling Slowed Down	0	1	2	3	4	5	6
	Difficulty concentrating	0	1	2	3	4	5	6
	Difficulty Remembering	0	1	2	3	4	5	6
SLEEP ISSUES	Trouble Falling Asleep	0	1	2	3	4	5	6
	Fatigue or low energy	0	1	2	3	4	5	6
	Drowsiness	0	1	2	3	4	5	6
EMOTIONAL	Feeling more Emotional	0	1	2	3	4	5	6
	Irritability	0	1	2	3	4	5	6
	Sadness	0	1	2	3	4	5	6
	Nervousness	0	1	2	3	4	5	6

Do symptoms worsen with physical activity? Yes _____ No _____ Not Applicable _____

Do symptoms worsen with thinking/cognitive activity? Yes _____ No _____ Not Applicable _____

Activity Level: Over the past two days, compared to what I would typically do, my level of activity has been _____% of what it would normally be.

TIPS FOR TEACHERS

Concussion Symptoms, Possible School Problems & Adjustments/Accommodations

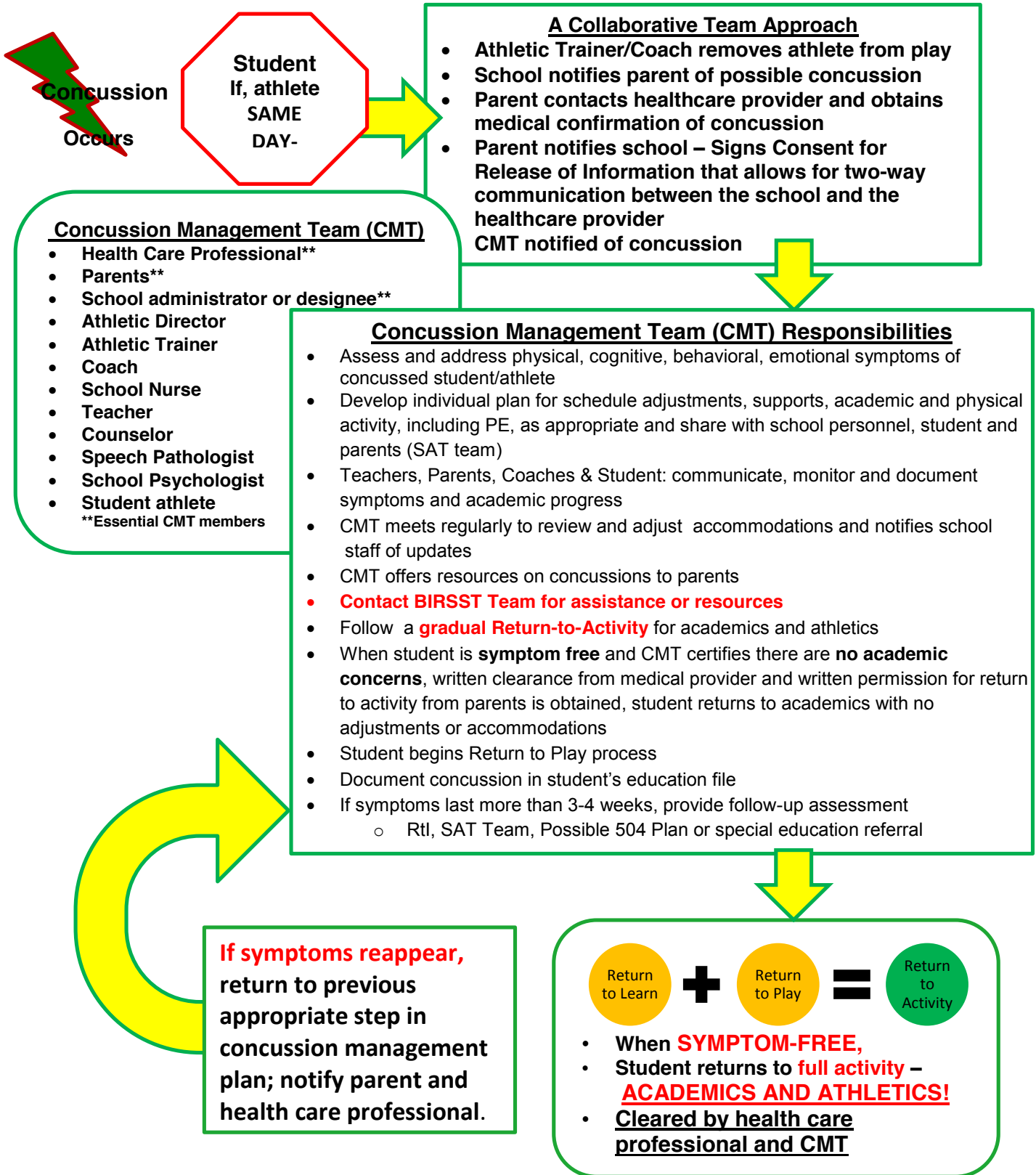
Concussion Symptoms	Implications at school	Potential Adjustments in School Setting
PHYSICAL SYMPTOMS <ul style="list-style-type: none"> • Headache (most common symptom reported in concussions) 	<ul style="list-style-type: none"> • Poor concentration - may vary throughout day; • Can be triggered by fluorescent lighting, loud noises and focusing on tasks 	<ul style="list-style-type: none"> • Frequent breaks • Reduce exposure to aggravators, i.e., turn off fluorescent lights • Rest as needed in nurse's office or quiet area
<ul style="list-style-type: none"> • Dizziness/Lightheadedness 	<ul style="list-style-type: none"> • Standing quickly or walking in crowded environment may present a challenge • Often provoked by visual stimulus (rapid movements, videos, etc.) 	<ul style="list-style-type: none"> • Allow student to put head down if symptoms worsen • Early dismissal from class and extra time to get from class to class to avoid crowded hallways
<ul style="list-style-type: none"> • Visual Symptoms <ul style="list-style-type: none"> ○ Light sensitivity ○ Double vision ○ Blurry vision 	<ul style="list-style-type: none"> • Trouble seeing slide presentations, movies, smart boards, computers, handheld computers (tablets) • Difficulty reading & copying • Difficulty paying attention to visual tasks 	<ul style="list-style-type: none"> • Reduce brightness on the screens • Student may wear hat or sunglasses in school • Audiotapes instead of books • Seat student close to center of classroom activities (preferential seating if blurry vision) • Turn off fluorescent lights • Cover one eye with patch/ tape or one lens if glasses are worn (double vision)
<ul style="list-style-type: none"> • Noise Sensitivity 	<ul style="list-style-type: none"> • Troubles with various noises in several school settings: Lunchroom, shop classes, music classes (band, choir), physical education classes, hallways • Organized sports practice 	<ul style="list-style-type: none"> • Allow student to eat lunch in quiet area with classmate • Limit or avoid band, choir or shop classes • Avoid noisy gyms and organized sports practices and games • Consider use of earplugs • Early dismissal from class to avoid crowded, noisy hallways
THINKING/COGNITIVE SYMPTOMS <ul style="list-style-type: none"> • Difficulty concentrating or remembering 	<ul style="list-style-type: none"> • Challenges learning new tasks and comprehending new material (slowed processing speed) • Difficulty recalling and applying previously learned material • Lack of focus in the classroom • Difficulties with test taking, including standardized tests 	<ul style="list-style-type: none"> • Avoid testing or completion of major projects during recovery time when possible • Provide extra time to complete non-standardized tests in a quiet environment • Postpone standardized testing when possible • Consider one test per day during exam periods • Assess knowledge using multiple-choice instead of open-ended questions

Concussion Symptoms	Implications at school	Potential Adjustments in School Setting
THINKING/COGNITIVE SYMPTOMS (cont'd)		<ul style="list-style-type: none"> • Consider use of preprinted notes, note taker, scribe or reader for oral testing • Consider tape recorder for note taking • Reduce the cognitive load & focus on the most important concepts for student to know – quality vs. quantity • Consider decreasing homework and reducing make-up work • Provide both oral and written instructions; clarify instructions
SLEEP ISSUES	<ul style="list-style-type: none"> • Excessive fatigue can hamper memory for new or past learning or ability to attend and focus • Insufficient sleep can lead to tardiness or excessive absences • Difficulty getting to sleep or frequent waking at night may lead to sleeping in class • Excessive napping due to fatigue may lead to further disruptions of the sleep cycle 	<ul style="list-style-type: none"> • Allow for late start or shortened school day to catch up on sleep • Allow rest breaks during day if needed
EMOTIONAL/MOOD SYMPTOMS	<ul style="list-style-type: none"> • Sadness, Irritability, changes in mood, nervousness, anxiety may affect social relationships with adults and peers • Student may feel scared, angry or depressed as a result of the concussion. 	<ul style="list-style-type: none"> • Develop an emotional support plan for the student. This may include an adult with whom the student can talk if feeling overwhelmed • Mental fatigue may result in emotional meltdowns • Allow “signal” for student to remove himself/herself from classroom to de-escalate • Provide reassurance that what they are feeling is typical in the course of recovery – i.e., concern about getting behind in school work and/or grades • Share difficulties and progress with parents, CMT contact person, medical personnel, athletic coaches/ trainers as appropriate

Sources: Halstead, M., McAvoy, K., *et al.* ***Returning to Learning Following a Concussion.***
Pediatrics: originally published online October 27, 2013.
<http://pediatrics.aappublications.org/content/early/2013/10/23/peds.2013-2867>
Oregon Concussion Awareness and Management Program (OCAMP)
http://media.cbirt.org/uploads/files/sports_concussion_management_guide.pdf

NE Concussion Management Recommended Best Practices

(Adapted from CDC, OCAMP Advisory group June 2010 and Oregon Concussion Awareness and Management Program)



Information from Teachers for CMT

Date: Student Name:

Date of Concussion:

To Teachers: The above named student has been diagnosed with a concussion. Please indicate if you are seeing physical, cognitive, emotional or sleep/energy symptoms in your classroom related to this concussion, or if you have concerns about this student's progress, please state them below. Thank you for your valuable feedback.

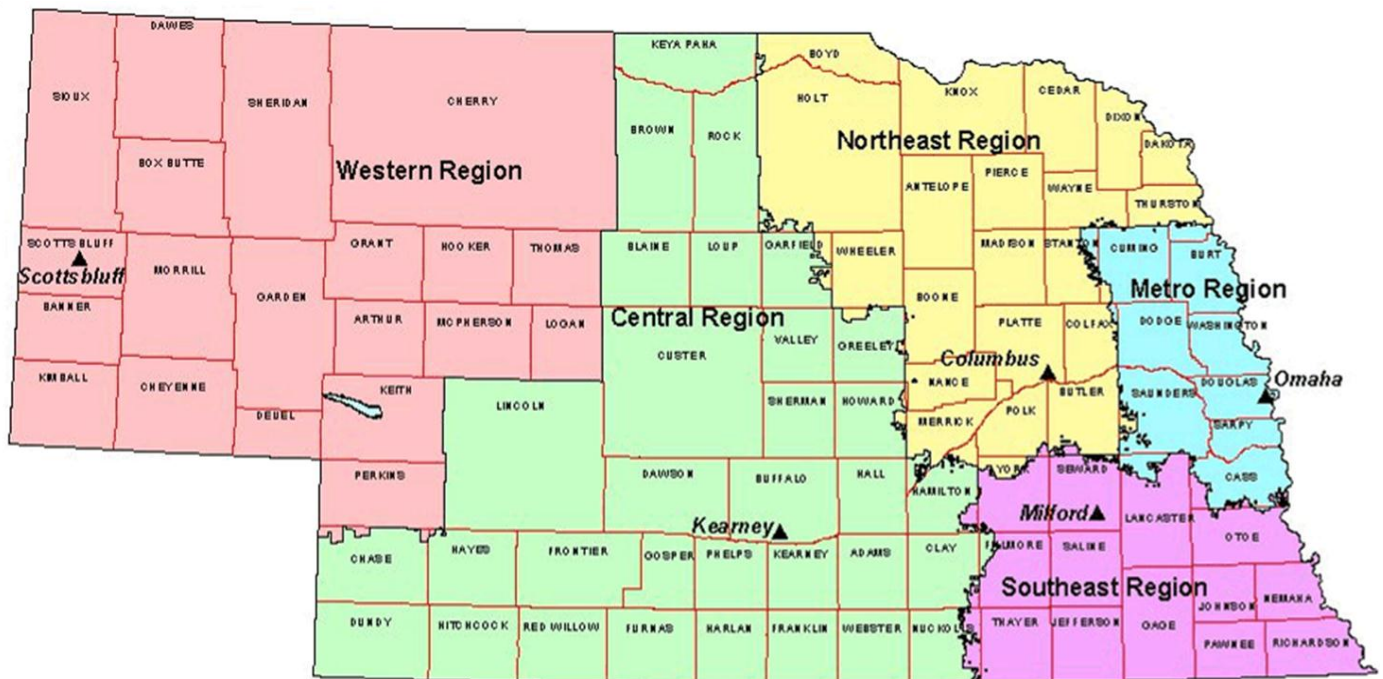
Class: Teacher:	What academic adjustments, if any, is the student still receiving in your classroom?	Has the student reported or have you noticed any concussion symptoms in the last two days? (Headaches, dizziness, difficulty concentrating, remembering, more irritable, fatigued than usual?) If YES, please explain:	Is this student performing at their pre-concussion learning level? Yes or No? If NO, please explain:

A fillable version of this document is available at: <http://www.education.ne.gov/sped/birsst.html>

BIRSST - Brain Injury School Support Team Contacts 2013-2014

Central Region	Kristine Einspahr ESU #10 76 Plaza Boulevard Kearney, NE 68848	(308) 237-5927 X 314 keinspahr@esu10.org
Metro Region	Greg Gaden ESU #3 6949 S. 10th Omaha, NE 68128 Andrea McDonald ESU #2, #3 and \$19 Lou Bauer ESU #2	(402) 597-4934 (402) 610-4240 (cell) ggaden@esu3.org (402) 350-5622 andrea.mcdonald30@gmail.com (402) 721-7710 X 209 lbauer@esu2.org
Northeast Region	Cathy Schroeder ESU #1 211 Tenth Street Wakefield, NE 68756	(402) 287-2061 (712) 490-6571 cschroeder@esu1.org
Southeast Region	Cindy Brunken Lincoln Public Schools 5905 O Street Lincoln, NE, 68510	(402) 436-1902 cbrunk@lps.org
Western Region	Steve Helgeland ESU #13 4215 Avenue I Scottsbluff, NE 69361	(308) 635-3696 shelgeland@esu13.org

BIRSST Region Map – 2013-2014



InstructionActivitiesConcussions1. Training.

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

2. Education.

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

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

3. Response to Concussions.

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

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

The signature of an individual who represents that he or she is a licensed health care professional on a written clearance to resume participation that is provided to the school shall be deemed to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school is not required to determine or verify the individual's qualifications.

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

4. Responsibility of Coaches.

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

5. Students and Parents.

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

Legal Reference: Neb. Rev. Stat. §§ 71-9102 to 71-9106

Date of Adoption: [Insert Date]

InstructionStudent Participation in Athletic Contests Between Schools

Students in kindergarten through sixth grade may not participate in athletic contests between schools within a school system or between school systems. Annual field or play days are excluded from this restriction.

Students in seventh and eighth grades may participate in interscholastic competitions subject to and in a manner consistent with the bylaws of the Nebraska School Activities Association. The scholastic eligibility rules for seventh and eighth grades shall be the same as established by the school board for high school interscholastic competitions and, in the absence of such rules, shall be the minimum established by the Nebraska School Activities Association.

Legal Reference: NDE Rule 10.004.02C
Nebraska School Activities Association Middle Level Activities Bylaws,
Article 9

Date of Adoption: [Insert Date]

OPTION 2 Final

Springfield Platteview Community Schools
2015 - 2016

July 2015							August 2015							September 2015						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
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5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30			
							30	31												

October 2015							November 2015							December 2015						
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				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

January 2016							February 2016							March 2016							
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10	11	12	13	14	15	16	14	15	16	17	18	19	20	13	14	15	16	17	18	19	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	20	21	22	23	24	25	26	
24	25	26	27	28	29	30	28	29						27	28	29	30	31			
31																					

April 2016							May 2016							June 2016						
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3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		

Bold Contract Day - No Classes **Double** No Classes,- No Teachers **L** 1st Day of Quarter
Strike Early Dismissal **Bold Strike** One (1) Hour Late Start **┘** Last Day of Quarter

Note: All Mondays that school is in session is a one hour late start.

First Semester

- 8/12 New Teacher Workshop
- 8/13-14, 17 All Staff Report
- 8/18 First Day of Classes
- 9/7 Labor Day – No Classes
- 10/16 Early Dismissal – End of 1st Quarter

(43 Student Days/47 Teacher Days)

Second Semester

- 1/4 Teacher In-Service – No Classes
- 1/5 1st day of 3rd Quarter - 2nd semester
- 1/18 No School – Martin Luther King Day
- 2/10-11 Early Dismissal – Parent-Teacher conferences
- 2/12 Comp Day – No Classes
- 2/15 No School – President's Day
- 3/11 Early Dismissal – End of 3rd Quarter

(46 Student Days/48 Teacher Days)

- 10/19 1st Day of 2nd Quarter
- 10/21-22 Early Dismissal – Parent-Teacher Conferences
- 10/23 Comp Day – No Class
- 11/25 Early Dismissal – ½ Teacher Contract Day
- 11/26-27 No School - Thanksgiving
- 12/18, 21-22 Early Dismissal – Semester Finals
- 12/22 ½ Teacher Contract Day
- 12/23-1/4 Break

(44 Student Days/45 Teacher Days - 44 Teacher Contract Days)

- 3/14 1st Day of 4th Quarter
- 3/24-25, 28 Spring Break
- 4/22 Teacher In-Service – No Classes
- 5/10 Last Day for Seniors
- 5/15 Commencement
- 5/17-18 Early Dismissal – Finals
- 5/19 Early Dismissal – Finals – Last Day
- 5/20 Teacher Work Day

(45 Student Days/47 Teacher Days)

178 Total Student Days

187 Total Teacher Days (186 Total Teacher Contract Days)

SPRINGFIELD PLATTEVIEW
COMMUNITY SCHOOLS

ELEMENTARY
SCHOOL
HANDBOOK

2014-2015

Springfield Platteview Community Schools

Elementary Schools

Springfield Elementary

765 Main Street
Springfield, NE 68059
402-253-2245
Wes Reed, Principal

Westmont Elementary

13210 Glenn Street
Omaha, NE 68138
402-895-9602
Melissa Hasty, Principal

Secondary Schools

Platteview Central Junior High

108th & Platteview Road
Springfield, NE 68059
402-339-5052
Darin Johnson, Principal

Platteview Senior High

108th & Platteview Road
Springfield, NE 68059
402-339-3606
Angela Simpson, Principal
Steve Joekel, Assistant Principal

Administrative Office

Brett Richards
Anita Belsky
Holli Kirwan

Superintendent
Director of Special Services
Director of Learning

District Administrative Offices

14801 South 108th Street
P.O. Box 365
Springfield, NE 68059
402-592-1300

Table of Contents

Springfield Platteview Community School Mission	5
Procedures and Regulations Subject to Change	6
Abuse and Neglect Reporting Procedures	6
Accident Insurance	6
Accreditation	6
Achievement Testing	6
Annual Notice of the Family Educational Rights and Privacy Act	7-8
Arrival and Dismissal Times	8
Asbestos Notification	9
Assignment of Pupils	9
Attendance Boundaries	9
Attendance and Tardies	9-11
Bicycles	11
Birthday Treats	11
Bullying	11
Change of Address, Phone Numbers, Work, etc.	11
Child Custody - Right of Information	12
Clothing: Dress and Grooming	12
Consent/Opt Out for Specific Activities	12
Counseling Services	13
Curriculum	13
Directory Information	13-14
Discovery Program	14
Entrance Age	14-15
Field Trips	15
Gifts	15
Health, Accidents, Illnesses, and Medications	15-16
Homework	16
Invitations	16
Lunchroom Guidelines	16-17
Newsletter / Website	17
Parent Concern Procedure	17
Parent Teacher Conferences	17
Parent Teacher Organization	17
Personal and School Property	17
Physical Education	17-18
Play Fighting/Imaginary Weapons	18
Progress Reports/Report Cards	18
Safety	18
Playground, General Safety Rules, Bus Rules	18-19
Safety Drills	19
School Cancellations	19
School Hours	19
School Library Birthday Book Club	19

School Lunch/Breakfast Program	19-20
School Parties	20
School Pictures	20
School Supplies and Fees	20-21
School Visitation	21
Search and Seizure	21
Smoking and Tobacco	21
Social Skills Curriculum	21-22
Special Services	22
Staff Qualifications	22
Student Assistance Through Interventions Teams	22
Student Conduct	22-23
Student Rights and Responsibilities	23
Telephone Usage	23
Title IX and the Rehabilitation Act Compliance	23
Use of School Facilities	23-24
Withdrawals	24
Board Responsibility	24
Prohibited Student Conduct	24
Emergency Exclusion	24
Terms Defined	24-25
Appendix A - Student Fee	25-27
Elementary Personal or Consumable Supply Recommendations	28
Procedure for Accepting and Filing Complaints of Discrimination in NE School Meal Programs USDA Healthy, Hunger Free Kids Act 2010	28
Student Fee Schedule	28
School Calendar	29

Springfield Platteview Community Schools

Mission Statement

The Mission of Springfield Platteview Community Schools is to ensure that all students acquire the 21st century skills and behaviors necessary for each student to succeed now and into his/her future.

21st century skills and behaviors are defined as follows:

Core Knowledge/Literacy (Essential Learning Proficiency (Standards); Global Literacy; Financial and Economic Literacy; Civic Literacy; Health and Wellness Literacy, Beginning Career Knowledge)

Higher Level Thinking Skills(Problem Solving; Decision Making; Making Inferences; Application; Synthesis and Creativity/ Innovation; and Analysis and Evaluation)

Communications Literacy (Communications and Information Technology; Reading/Writing/Speaking/Listening Proficiency; Collaboration; and Research)

Life Skills (Ethics; Responsibility and Personal Productivity; Self-Reflection and Direction; Social Responsibility; Leadership; and Adaptability)

Springfield Platteview Community Schools Procedures and Regulations Subject to Change

The information contained in this handbook is current and in effect at the time of the printing. The procedures and regulations set forth may be altered or revised as dictated by necessity. Some procedures and regulations may be altered as we work within the framework of our building, staff members, parent response, student input, and Board of Education policies.

Abuse and Neglect Reporting Procedures

Nebraska Child Abuse Reporting Law, State Statute 28-711, includes the following:

When any physician, medical institution, nurse, school employee, social worker, or any other person has reasonable cause to believe that a child or an incompetent or disabled person has been subjected to conditions or circumstances which reasonably would result in abuse or neglect, he or she shall report such incident or cause a report to be made to the proper law enforcement agency or to the department. Such report may be made orally by telephone, with the caller giving his or her name and address, and shall be followed by a written report, and to the extent available all contain the address of the person or persons having custody of the abused or neglected person, the nature and extent of the abuse or neglect, or the conditions and circumstances which would reasonably result in such abuse or neglect, and evidence of previous abuse or neglect including the nature and extent, and other information which, in the opinion of the person, may be helpful in establishing the cause of such abuse or neglect and the identity of the perpetrators.

Accident Insurance

Parents may enroll in an insurance program at the beginning of the year. This program covers a child going to and coming from school, within the school building or grounds, or during school-sponsored activities. Cost of the program is paid by the parents.

Accreditation

All elementary schools in Springfield Platteview Community Schools (Springfield and Westmont) are fully accredited by the Nebraska State Department of Education. In addition, the schools are also accredited by the North Central Association Commission on Accreditation and School Improvement. This accreditation process assures that the schools programs and operations are reviewed on an annual basis and will continually strive to improve the quality of education.

Achievement Tests

The school will administer the Northwest Evaluation Association Measures of Academic Progress to students. This is also known as the MAP achievement test. It will be administered twice per year. Regular attendance is encouraged during the testing sessions. The purpose of this testing has several reasons:

1. To be in compliance with state guidelines.
2. To help make placement decisions about students.
3. To provide for continuity in the educational experience.
4. To interpret the effectiveness of the schools educational program against state and national norms.

Students in grades K-6 also participate in a variety of assessment activities in meeting requirements for the Nebraska Department of Education.

Annual Notice of the Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords parents and students under 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are outlined below:

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Springfield Platteview Community Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student by the superintendent or designee when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task such as an attorney, auditor, medical consultant, or a therapists; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting in another school official in performing his or her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request the Springfield Platteview Community Schools discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Springfield Platteview Community Schools, District 46, Sarpy County, Nebraska, to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, DC 20202-4605
Upon request, the Springfield Platteview Community Schools may disclose directory information about former students.

FERPA permits the disclosure of PII from students’ education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the

disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))

Arrival and Dismissal

Westmont and Springfield Elementary Schools each have different procedures to aid in the safe arrival and dismissal of students in and around the school. This includes students walking, riding bikes, or being transported by car or bus. Please look for these guidelines in your newsletter. Children should leave the building to go home upon dismissal unless specifically directed by a teacher to remain. The school cannot assume responsibility for children who remain on the school grounds after dismissal. Parents/guardians are responsible for their child's conduct enroute to and from school. Misconduct will result in notification of parents/guardians.

All students must be checked out of the office by a parent or a guardian before leaving school for appointments or other family needs. Please note that in the event of a school emergency or disaster, only persons noted as your emergency contacts on the contact information sheet are able to have the student released to them. Students will remain in class until the arrival of the parent/guardian.

Springfield Platteview Community Schools views your child's safety as a top priority. During a lockdown drill or situation, your child will not be released until it has been deemed safe or an all-clear signal has been issued.

Asbestos Notification

IEA, Inc. has been retained by the Springfield Platteview Community Schools to review and prepare an asbestos management plan identifying the presence of asbestos, if any, within any of the school district buildings. The intent of these inspections is to comply with the requirements of the Environmental Protection Agency's (EPA's) Asbestos Hazard Emergency Response Act (AHERA). The district will conduct periodic surveillance of all asbestos materials on an annual basis. The periodic surveillance has been conducted to provide continuous assessment to assure safety conscious management of any asbestos materials in all buildings. The detailed plan and updated information for each building, or for the entire district, is open to public review and is located in the office of each building. If you have any questions, please contact the Superintendent at (402) 592-1300.

Assignment of Pupils

In determining student placement, all educational, academic, and social factors are the primary considerations. Staff recommendations and written parent requests will be considered. The final decision on all placements rests with the principal.

Attendance Boundaries

Individual school attendance boundaries shall be established by the Office of the Superintendent of Schools and may be changed as population conditions change or capacities of buildings require adjustment of pupil load. In general, pupils shall attend the school in the attendance area in which they live unless assigned to another school by the Superintendent of Schools. Exceptions may be granted when a program is not available in the home attendance school, but is available at another site within the district. Parents wishing to choose a different attendance center than the one in which they reside must submit a request to the Board of Education stating their reasons. Each case will be handled on an individual basis taking into account class sizes and population trends. Parents will have complete responsibility for regular attendance and transportation.

Attendance and Tardies

Parents are asked to call between 7:45 AM and 9:00 AM any morning that your student(s) will be absent. In the event the school is not contacted, parents will be called at home or work after this time. An unexcused absence will be recorded for any absence where parent contact is not able to be made or if there is an invalid reason for a student absence.

Excused vs. Unexcused Absence:

Circumstances of Absences – Definitions. The circumstances for all absences from school will be identified as **School Excused** or **Not School Excused**.

Excused Absence. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/ or death in the family, require advance approval.

An absence for any of the following reasons may be excused, provided the required procedures have been followed:

- . Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents),
- . Illness which causes a student to be absent from school,
- . Doctor or dental appointment which require student to be absent from school,
- . Court appearances that are required by a court order,
- . School sponsored activities which require students to be absent from school,

- . Family trips in which student accompanies parent(s)/legal guardian(s), and
- . Other absences which have received prior approval from the Principal.

The Principal shall have the discretion to deny approval for any of the foregoing reasons, depending on circumstances such as the student's number of other absences (in which case the principal may ask for doctor's notes excusing student from school), the student's academic status, tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

Not School Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows:

- . Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments, which are excessive in nature.

- . Other absences are those in which the parent has not communicated a reason for the student's absence.

Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." When a student has excessive absences, the following procedures shall be implemented:

- . Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of any child; and

- . One or more meetings between the school's attendance officer, the child's parent(s) or guardian(s), and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:

- . (i) Illness related to physical or behavioral health of the child;
- . (ii) Educational counseling;
- . (iii) Educational evaluation;
- . (iv) Referral to community agencies for economic services;
- . (v) Family or individual counseling;
- . (vi) Assisting the family in working with other community services.

If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child's attendance records.

Informing Parents of Student Absenteeism

Although students may be excused from school, individual students (and parents) should not ignore the natural consequences of missing class. The progress of a student or grades earned by a student may be affected by extended or excessive absences.

Attendance letters will be sent home to parents when:

- * a student has five or more days of unexcused absences at any time during the school year;
- * seven or more excused absences in the first semester;
- * 15 total absences at any time during the school year; or
- * at the Principal's discretion as deemed necessary.

Reporting Excessive Absenteeism to the County Attorney

The school may report to the county attorney when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per year. The school shall notify the child's family in writing prior to referring the child to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

Bicycles

Riding bicycles to and from school is permitted for students in grades 1-6. Bikes should be parked in the bike racks. Bike riding on the playground is not permitted during school hours.

Birthday Treats

Bringing birthday treats is optional for parents/students. If birthday treats are brought to school, please understand that academics are our priority during our school day. The amount of time given for birthday treats is limited to approximately five minutes and at the discretion of each classroom teacher. As a courtesy, please contact the classroom teacher in advance. To ensure the safety of all children, due to the variety of allergies and health related conditions, all birthday treats should be peanut/nut free. The most convenient birthday treats are easy to hand out, do not require refrigeration, and are easy to clean up. Please provide the teacher with any serving items necessary to distribute the treats such as spatulas, eating utensils, plates, bowls, napkins, etc.

Bullying

Springfield Platteview Community Schools is proactive in educating all students with good social skills and behaviors through our counseling courses, all school assemblies and programming. Bullying is not acceptable and will be dealt with on a case by case basis under the code of conduct policies and procedures outlined within this handbook.

Change of Address, Phone Numbers, Work, etc.

Parents are requested to notify the school secretary whenever there is an address, a home telephone or work telephone number change. Also, please report any change in emergency numbers. THIS INFORMATION IS VITAL FOR THE SAFETY AND WELL-BEING OF YOUR CHILD IF AN EMERGENCY OCCURS. IT IS IMPERATIVE THAT THE SCHOOL BE ABLE TO CONTACT YOU IN CASE OF EMERGENCY OR ILLNESS.

Child Custody - Right of Information

Schools are required to provide information concerning the progress and activities of a student to the custodial and non-custodial parent equally, unless restricted by a court order. If a restriction is to apply, a certified copy of the court order outlining the rights and restrictions must be placed on file in the school office.

As specified in current law, the school may release a student to a non-custodial parent unless a court order specifically barring such a release has been filed in the school office.

Clothing: Dress and Grooming

The school does not dictate the type or style of clothing to be worn and allows the parents to choose clothing that best fits the season. The school administration has the responsibility to help develop values which contribute to good taste in matters of dress and appearance.

1. Student appearance should be of a high enough standard as to contribute to the general learning environment.
2. Shoes will be worn at all times during the school day.
3. Printed wording or pictures on clothing advertising or promoting alcohol, drugs, cigarettes, or is vulgar in interpretation will not be permitted to be worn.
4. Head wear is not to be worn in the building during the school day. Examples of head wear would include hats, bandanas, and scarves.
5. Clothing that exposes a bare midriff or underwear will not be permitted during the school day. This would include tank tops or muscle shirts without another shirt under them.
6. Students are not permitted to wear clothing that is ripped or torn, i.e. holes in the knees or pants.
7. Students are not permitted to wear sagging pants or shorts. Sagging is defined for the purposes of this policy to include pants or shorts worn with the waist area of the clothing below the hip bones.
8. Inappropriate Clothing: All staff members have been given the responsibility to check for inappropriate clothing. Students wearing inappropriate clothing will be referred to the administration. The inappropriate clothing will be documented and an appropriate sanction will be administered. Sanctions could be as little as asking the student to turn a shirt inside out or cover an objectionable part of the clothing to suspension from school for repeat offenders.

Consent/Opt-Out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Springfield Platteview Community Schools to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

The Springfield Platteview Community Schools will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

Counseling Services

Springfield Platteview Community Schools is proud of their elementary counseling service options. Our counselor provides classroom lessons to help students see the many ways social skills can be used to communicate more effectively. The school counselor is also available for private counseling for any student needing his/her assistance. Parents/guardians are welcome to call the counselor directly to answer any questions you might have in this area of development.

Curriculum

The curriculum in the elementary schools focuses on educating the whole child, not just for now, but for the future. With that in mind, the curriculum centers on self-esteem, communication, the values of honesty and respect, career/life directions, problem solving, thinking skills, multicultural understanding, technology, and the arts. These goals are accomplished through multiple learning and teaching styles.

Our program is continually monitored and regularly revised. All curriculum areas are reviewed at least annually with new materials and major revisions offered every seven years.

Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Springfield Platteview Community Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Springfield Platteview Community Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Springfield Platteview Community Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. **[Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]**

If you do not want Springfield Platteview Community Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 1. Springfield Platteview Community Schools has designated the following information as directory information:

-Student's name
-Address
-Telephone listing
-Electronic mail address
-Photograph
-Date and place of birth
-Major field of study
-Dates of attendance

**-Participation in officially
recognized activities and sports**
**-Weight and height of members of
athletic teams**
**-Degrees, honors, and awards
received**
**-The most recent educational agency or
institution attended**

-Grade level

-Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

Discovery Program

The Discovery Program provides opportunities for high ability learners to have a challenging and differentiated curriculum. Students are identified by the gifted coordinator and staff. Selection is based upon a matrix of criteria. A high ability brochure is available in each school's office upon request.

Entrance Age

The Nebraska legislature passed LB 1006 during the spring 2011, which revises the age requirements for students entering kindergarten in the 2012-2013 school year. To be eligible for enrollment in kindergarten, a child must have reached his or her fifth birthday on or before July 31st.

The compulsory attendance age for any child is age 6 prior to January 1st of the current school year. The child must be enrolled in Kindergarten or a higher grade level. Pupils upon entering school shall present a birth certificate as satisfactory evidence of age, record of immunizations, eye exam, dental exam, and physical. Failure to provide these materials may result in a student being ineligible for entrance.

Students entering school for the first time, or from a home school setting, may be placed at the school's discretion based on the school's educational assessment of the child. The child will be placed in the appropriate grade/class.

Starting with the 2012 – 2013 school year, students who turn five after July 31st and before October 16th of the current school year are eligible to request early entrance into kindergarten, provided that the child's parent or legal guardian requests admission under one of the following:

1. The parent/guardian provides a written statement that the child attended kindergarten in another public school in the current school year or that the family anticipates relocation to another school district where kindergarten admission will be allowed within the current school year;
2. The child demonstrates that he/she is capable of carrying out the work of the kindergarten curriculum through appropriate assessment procedures and entrance guidelines approved by the school board.

A student admitted for early kindergarten entrance should demonstrate an advanced level of comprehension; have extensive speaking vocabularies; and advanced listening/memory skills or numerical ability. A student should also demonstrate a social competence commensurate with the expectations of the kindergarten curriculum.

As part of the process of determining your child's eligibility for early entrance into kindergarten, a battery of assessments will be administered by trained personnel to gather information concerning your child's general knowledge, reasoning skills, adaptive skills, and visual motor skills.

Evaluation components will include:

Wechsler Preschool and Primary Scale of Intelligence-Third Edition (WPPSI-III)

- A norm-referenced, standardized, diagnostic tool which provides an overall score or estimate of a child's "ability" to learn
- Child must score at or above the 95th percentile/standard score of 125 or greater

Wechsler Individual Achievement Test-Third Edition (WIAT-III)

- A norm-referenced, standardized, diagnostic tool which measures a child's basic academic skills including phonemic awareness and early number concepts

- Child must score at or above the 95th percentile/standard score of 125 or greater in all areas assessed
- Behavior Assessment System for Children-Second Edition (BASC-2)
- A norm-referenced, standardized, rating scale completed by a child's parent, and, if applicable, a preschool teacher
 - Child must score within the average range on all subscales

Administrative Procedures

Parents/guardians seeking early kindergarten entrance for their child must submit the completed consent form, a copy of the child's birth certificate, and a \$100 assessment fee by July 15th. Evaluations will be completed prior to the first day of the upcoming school year. Results will be discussed with parents/guardians, and a decision will be made to accept or decline the early entrance application based upon assessment results.

An evaluation report documenting results and the eligibility decision shall be written by the school psychologist. This report will be provided to the parents/guardians and become part of the child's school records.

There is no provision in this policy and administrative procedures for a reevaluation, retest, or appeal of the decision of the evaluator(s).

Field Trips

Part of the educational program of the school includes learning activities that take children away from their regular meeting place by transportation. These activities often cannot be duplicated in the regular classroom and provide students with valuable education, musical, cultural or artistic opportunities. Such trips are made only with the written permission of a parent or guardian. These educational excursions are scheduled by the teaching staff. All field trips begin and end at the school and are normally scheduled during school hours. Field trips require detailed planning and teachers will send home basic information regarding the experience, including any fees for lunch or admission. Sack lunches are available for students requesting them and a deduction from the student's lunch account will be made to cover the cost of the lunch. All field trips are supervised by classroom teachers. Students who do not have parent permission to attend a field trip will be expected to attend school. An alternative educational activity will take place for students not attending the field trip.

Gifts

Giving gifts by children to school personnel is not encouraged.

Health, Accidents, Illnesses, and Medications

The health of all students is one of our primary concerns. We encourage children to be in regular attendance at school. However, if a child has signs of illness such as vomiting or fever over 100 degrees within the last 24 hours, he/she should stay home. Parents are required to contact the school office by 9:00 a.m. to report the child's illness or absence. All children are expected to participate in recess and outdoor activities unless they have a signed excuse from their parents.

Since accidents can occur even though reasonable precautions are taken, we require an immediate and complete report of injury. If a child is injured or becomes ill while at school, the school will make every effort to notify the parent or person to be contacted in case of emergency. No child will be sent home unless contact is made with the parent or guardian. In the case of an accident or illness of a serious nature, a rescue unit will be called immediately.

The school district provides a school nurse who has various hours in each of the schools. She is, however, on call to any building at any time during school hours. If the nurse is not available, a health room paraprofessional will be available to assess the needs.

If over the counter (OTC) medication is needed at school, please provide a written consent form signed by parent/guardian for the medication with detailed directions for administering with a start and stop date. If you would like to have OTC medication left at school for the year, please have a physician send a prescription for that medication. All medication must be in the original bottle and properly labeled.

If prescription medication is needed at school, please provide a written consent form signed by the parent/guardian with a prescription from the doctor. Bring the medication in the original prescription bottle, properly labeled by a registered pharmacist as prescribed by law. Prescription medication is to be brought in by an adult and picked up by an adult.

During the first quarter of each school year, health screenings will be conducted as per the Department of Health and Human Services minimum requirements per grade. The screening may consist of all or some of the following: hearing, vision, dental, height and weight. Parents/Guardians shall be notified in writing of any concerns and encouraged to seek a professional evaluation. If a Parent/Guardian wishes to refuse school health screening they must submit written statement(s) from a qualified examiner that the child has received the minimum required screenings within the previous six months, or the child will be screened at school.

Homework

Teachers set purposes for homework, establish the amount, and communicate requirements to children and parents. Using home practice in a positive manner will not only assist children in remembering learned skills, but make the children feel good about themselves. When parents express the importance of completing school work and the significance of education, the child may learn responsibility as well.

Invitations

Invitations must be distributed to all students in the classroom for out of school parties or not at all.

Lunchroom Guidelines

In order to provide an atmosphere that is appropriate for all students, it is necessary to have lunchroom rules. The following guidelines will be stressed during lunch:

1. Talking quietly to friends.
2. Using appropriate table manners.
3. Keeping hands and feet to yourself.
4. The responsibility of cleaning up after yourself.
5. Raising hands to get permission.
6. Saying please and thank you.
7. All food items are to be eaten in the lunchroom.
8. Hot lunch students should not bring additional food or drink.
9. Cold lunch students are encouraged to bring a nutritious meal.
10. Pop is not allowed as part of a sack lunch.
11. Water is available to students in the cafeteria during their designated lunch time.

In general, exchanging food or playing with food is unacceptable. Parents who wish to treat their child to a special lunch are encouraged to take their child out rather than bringing special food into the

lunchroom. Students who violate the above guidelines may face possible consequences such as loss of recess, cleaning up after lunch, being assigned to a specific seat in the lunchroom, etc.

Newsletter/Website

The school publishes a weekly newsletter which will be e-mailed home at the end of each week. This newsletter contains information concerning the lunch menu, planning dates, classroom news, PTO information, late start/early dismissal times, and other items of general interest to parents. The district student handbook does not cover all items specific to individual school buildings. These items will be communicated through the school newsletter. Parents are strongly encouraged to read the newsletter each week.

Current information and copies of all newsletters are also available on the district website with links to all Springfield Platteview Community School buildings. The district website address is: <http://springfieldplatteview.org>.

Parent Concern Procedure

If parents have a concern regarding a situation in their child's school, as outlined by Board of Education policy, they should first contact the student's teacher to discuss the problem and possible solutions. Teachers are available for telephone calls between 7:55 a.m. - 8:05 a.m. and 3:15 p.m. - 3:25 p.m. If the matter cannot be resolved, the parent should then request a conference with the building principal. If the parent still believes their concern has not received favorable consideration, they may appeal to the Superintendent of Schools and Board of Education.

Parent/Teacher Conferences

Parent/teacher conferences are held during the first and third academic quarters. Conferences are opportunities for parents and teachers to discuss progress, strengths, and areas for improvement in each child. Please note, we will only be able to provide one conference time per child. Multiple conferences for extended family members will not be held. Parents are encouraged at anytime to contact their child's teacher(s) in the event of questions or concerns about their child's progress.

Parent/Teacher Organization

The Parent/Teacher Organization (PTO) is organized to foster a better understanding and cooperation between the home and school. Since its beginning, the PTO has been giving its support to our schools in many ways. Parents are urged to participate and support this excellent organization. Information concerning your school's PTO scheduled activities is published throughout the year.

Personal and School Property

Care for personal and public property is part of growing up and exercising good citizenship. Students shall be held responsible for all school property which they use. Children are responsible for all books, supplies, and furniture provided for their use, and will be expected to pay for lost or damaged items. Parents/guardians should have their children mark their personal items with adequate identification so that items may be identified as belonging to that child.

Personal items which may cause disruptions during any school related event including bus routes are not allowed. The teacher may permit some of these items to be brought to school if they serve a school purpose. However, parents should understand the school cannot accept the responsibility for such items becoming broken or stolen. Whenever an item becomes a nuisance, such as a cell phone, it will be confiscated and returned to the parent or the student. Any weapons, toy guns, toy knives, pocket knives, and play swords are examples of objects that are not allowed.

Physical Education

Students should wear tennis shoes for participation in physical education classes. Students are not allowed to wear anything that may cause injury to themselves or to their classmates. All students will

be expected to participate in physical education classes. A written note from the child's physician should be provided in order to excuse a child from participating in physical education classes.

Play Fighting/Imaginary Weapons

There has been recent attention on shootings, guns, and violence in school settings. The impact of violent video games has also influenced students, and their imaginary play. To maintain a safe and respectful environment at school for all students, children are expected to engage in appropriate games, play, and conversation, void of imaginary weapons and actions. Students are prohibited from bringing real weapons to school. Students are encouraged to use language that is appropriate for a school settings by using kind words and actions with peers and be respectful of others.

Progress Reports/Report Cards

Assessing and reporting pupil progress serves as a means of establishing communication among the school, the student, and the home in the interest of providing feedback and guidance to maximize personal growth and development. Report cards are issued to each child on a quarterly basis. Mid quarter progress reports are also sent home with students in selected grade levels.

Safety

The safety of our students is one of the most important concerns. Exercising safety practices begins on the first day of school and continues throughout the year. With the home and school working as a team, safety can be a natural practice of the child.

Playground

Playground rules are established for the safety of all students. Activities normally acceptable at home, or for a small group of children, may be inappropriate in a large group setting at school. Each grade level has a designated area in which to play and is supervised by an adult (teacher/aide). Supervision of the playground is not provided before school, after school, or on weekends.

General Safety Rules

- 1) Respect the property of others and do not cut across other people's yards.
- 2) Follow school district bus regulations. (Policies are provided for each family using buses.)
- 3) Refuse to accept rides, candy or gifts from strangers.
- 4) Refrain from bringing playground equipment to school, because the school is not responsible for lost or damaged articles.
- 5) Be considerate of smaller children.
- 6) Do not throw snowballs.
- 7) Arrive at school (unless riding the bus, or attending extended care) no earlier than 10 minutes prior to start time.
- 8) Leave animals and pets at home unless prior arrangements have been negotiated with school.
- 9) Make safety a very important part of each school day and parental support in helping the school to teach safety is greatly appreciated.
- 10) Follow the directions of the school's Safety Patrol. These students arrive on patrol to assist students in crossing the street and they provide a safer environment for students arriving and departing the school grounds.
- 11) Keep your hands, feet, whole body to yourself.

Bus Rules

- 1) Cooperate with the driver.
- 2) Stay seated facing the front of the bus.
- 3) Bus drivers may assign seating as necessary.
- 4) Students are to be dropped off at their designated stop.

- 5) Keep your hands, feet, whole body to yourself.
- 6) Talk quietly, no profane language.
- 7) No talking at railroad crossings.
- 8) No radios, including headphones, will be allowed on buses.
- 9) Keep your head, hands, feet, and all objects inside the bus.
- 10) Aisles must be kept clear and unobstructed.
- 11) Do not litter on or off of the bus.
- 12) No eating or drinking on the bus.
- 13) No hazardous materials on the bus.
- 14) No animals on the bus.
- 15) Do not tamper with or damage the bus or its equipment.
- 16) Students shall not use the emergency exits unless an emergency exists.

Safety Drills

A fire drill is held once a month as required by Nebraska state law. Tornado drills will be held at appropriate times, with all students receiving instructions concerning safe areas of the building and precautions to be followed during a tornado. Bus evacuation drills are also held twice during the school year as required by Nebraska state law. Intruder drills are practiced annually. Additional safety drills may be practiced in compliance with school safety procedures and policies.

School Cancellations

All weather related announcements concerning the cancellations of school, late starts, early dismissals, as well as emergency closings, are made on local television and radio stations. Parents may also register to receive notification of school closings via the School Messenger system, our district automated notification system. When registered, parents will receive announcements through email and phone calls in the event of school closing or emergency. These announcements are made as early as possible in the morning. Please note that our school district is described as Springfield Platteview Community Schools. Determining weather conditions is somewhat subjective. As a parent or guardian, if you feel your child's safety is in jeopardy you may pick your child up anytime severe weather develops.

The Office of Civil Defense has assisted each school principal in developing a comprehensive plan for safety procedures to be followed in case of tornado warnings. If immediate danger occurs at the time of dismissal, students will be kept inside until the danger has passed. Parents are urged to make an alternate plan and file it with the teacher for their children on those occasions when parents are away from the home during an emergency school closing.

School Hours

Springfield:	Kindergarten - 6th	8:20 - 3:20
Westmont:	Kindergarten - 6th	8:10 - 3:10

School Library Birthday Book Club

Parents who would like to do something special for their child's birthday are encouraged to make a \$5.00 contribution for a library book. The child's name will be placed in the book, designating it as a book donated in honor of their birthday. Please call the librarian for more details.

School Breakfast/Lunch Programs

Hot lunch and breakfast programs are provided in all elementary schools. A hot lunch may be purchased or a child may bring his/her lunch and buy milk at the cafeteria. Parents and grandparents are always welcome to eat at school if they call the office by 9:00 A.M. The price of an adult lunch is \$3.00. Copies of menus are sent home monthly.

The price of an elementary student hot lunch is \$2.55 (subject to change) and the price of an elementary breakfast is \$1.55 including milk. Each student will have their own lunch account that money will be deposited into. Children are welcome to bring a sack lunch and are required to eat in the lunch room with their respective classes. Milk may be purchased separately for 55 cents each. Pop is not allowed to be included as part of the sack lunch.

Students are required to pay for all lunches received. Parents should keep enough money in the food service account to stay current. Each week on Tuesdays and Fridays – generic emails will be sent to families with low account balances (\$5.00 or less in a student account).

The School Nutrition program understands that situations may occur when a child forgets his/her lunch money and will allow a student to charge a meal. A meal charge is defined as a short-term loan for a child to eat because the child forgot lunch, their lunch money or has lost it. On the first negative charge, school personnel will send home a slip with the student. The Food Service Office as well will mail letters notifying the parents or guardians of their child's negative account. If there is no response from the parent or guardian, a meal application for free or reduced lunch will be mailed out. If negative charges continue to occur, the matter will be turned over to the school principal for resolution. Insufficient funds checks do count as charges for these rules. A \$5.00 fee will be added to all returned checks.

Free or reduced price lunches are provided for those children whose parents can meet federal income guidelines. Application forms for this service are available in each school office and are sent home at the beginning of the school year with each child. The school district must have an approved application (or a list of student names from the state's direct certification list) before meal benefits can be given. The school district cannot claim any free and reduced meals to new children without a processed application. Lunch applications are processed daily upon arrival in the School Nutrition Office and are completely confidential.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call toll free (866)632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800)877-8339 or (800)845-6136 (Spanish). USDA is an equal opportunity provider and employer.

School Parties

Room parties will be held in conjunction with school personnel and the PTO. Parents interested in helping sponsor these activities are asked to contact the PTO early in the year. Room parties will be limited to the last hour of the school day including time to clean up.

School Pictures

Children in grades K-6 will have an opportunity to have individual pictures taken. Parents will be offered a choice of different packages and prices. This is a service to our parents who wish to take advantage of this offer. Participation is optional.

School Supplies and Fees

Most of the textbooks and supplies needed by elementary students are provided by the school district. At the beginning of the school year, teachers will post a list of supplies students will need in their rooms. Children are responsible for all materials supplied by the school, and any damage to textbooks, workbooks, etc., beyond normal wear will be charged to the pupil as well as loss of books. Individuals

approved for free/reduced price school lunches may complete a fee waiver form which eliminates all student fees and supplies for the year. Forms are available in the school office upon request. Please refer to the student fees policy in Appendix A.

School Visitation

Visitors need to check in with the office immediately after entering the building. Parents are extended an open invitation to visit their school at any time. Calling ahead of time to confirm a visit is preferred. A short visit is highly recommended as opposed to spending a full day. This allows the parent to see their child in their natural setting without putting unneeded pressure on their own youngster, other students, or the teacher.

Because of liability, responsibilities, and the need for a structured school day, visitations by children outside of the school district are prohibited. In the event an emergency arises and you must confer with a teacher and are unable to make an appointment, please wait until the teacher is on a break or students have been dismissed so as not to disrupt the classroom.

Search and Seizure

School lockers are the exclusive property of the district. School lockers may be opened or searched by certificated staff members without notice and without student consent. Students, students' possessions including, but not limited to, purses, bags, may be searched whenever there is a reasonable suspicion that the student possesses any illegal substance or object which is in violation of law or District Policy, or which could cause bodily harm or damage to property. The principal or his designee can confiscate any illegal substance or object which is in violation of law or District Policy, or which could cause bodily harm or damage to property. As part of the district's effort to keep the school safe and free from illegal drugs, the Principal may authorize the use of law enforcement drug detection dogs to search school lockers.

Smoking and Tobacco

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by the smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings. For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars and chewing tobacco), vapor products (such as e-cigarettes, non-medical, and other vapor dispensers - regardless whether such products contain nicotine), alternative nicotine products, look-alike tobacco products, and products intended to replicate tobacco products either by appearance or effect.

Social Skills Curriculum

Good social skills are equally important for strong academic development. The following social skills are taught throughout the year in all classrooms. Parents are urged to practice these skills with their children at home as well.

- 1) How to greet someone.
- 2) How to follow instructions.
- 3) How to accept criticism.
- 4) How to accept no for an answer.
- 5) How to get the teacher's attention. (Asking permission)
- 6) How to make a request.
- 7) How to disagree appropriately.
- 8) How to give negative feedback.
- 9) How to resist peer pressure (or say no).
- 10) How to apologize.
- 11) How to engage in a conversation.

- 12) How to give a compliment.
- 13) How to accept a compliment.
- 14) How to volunteer.
- 15) How to report peer behavior.
- 16) How to introduce yourself.

Special Services

Springfield Platteview Community School District believes all children have unique learning needs and styles. Special services include speech and language therapy, learning center programs, Title I, special needs, and counseling services. Services are available if students qualify. Parental permission by signature may be required for evaluation and placement into any program. Parental involvement and support is a key factor in determining the success of these programs.

Staff Qualifications

The No Child Left Behind Act of 2001 gives parents the right to get information about the professional qualifications of their child's classroom teacher(s). Upon request, the Springfield Platteview Community Schools will give parents the following information about their child's classroom teacher(s):

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certifications or degrees held by the teacher, and the field of discipline of the certification or degree.
4. The district will also, upon request, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional.

The request for information should be made to the principal in your child's building. The information will be provided to you in a timely manner. Finally, Springfield Platteview Community Schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the No Child Left Behind Act.

Student Assistance Through Intervention (SATI)

When a student experiences an academic or behavioral problem in school, the teacher will consult the student's parents. If the problem is of academic or behavioral nature, the teacher may also seek advice or suggestions of other professionals. The brainstorming of other experts, whether the problem is simple or complex, often results in suggestions or strategies which may be helpful in solving the problem. Each elementary school has personnel referred to as the Student Assistance Through Intervention Team. They meet regularly to assist in providing the best educational opportunities for students.

Student Conduct

Springfield Platteview Community Schools is in compliance with LB 503 and State Law 79-4-169 through 79-4-205 which assures all elementary and secondary students rights to due process and fundamental fairness. Please refer to Student Rights and Responsibilities at the end of this handbook.

In general, if a student does not follow a school rule, disciplinary action may be initiated. Such action may include exclusion from the classroom or school, extension of the school day, and parental conferences.

We urge all parents and children to help us keep our school a safe, pleasant and good place to learn. We expect our children to obey our school and classroom policies, be courteous toward employees and each other, respect the care of personal and school property, dress appropriately, display good manners, and use acceptable language. Cheating, lying, or stealing will not be tolerated.

The use of abusive, derogatory, profane, or obscene language or gestures is prohibited and offenders may be disciplined accordingly. Abusive language will mean: any words spoken or written

about any student or school employee which may be interpreted as slanderous or defamatory including, but not limited to racial, ethnic, religious background, or physical appearance.

Student Rights and Responsibilities

This information is designed in both general and specific terms, to describe many of the rights and responsibilities of students in Springfield Platteview Community Schools and to identify appropriate regulations governing student management. Nebraska Statutes 79-4, 170 to 79-4, 205 assure all elementary and secondary school students constitutional rights to due process and fundamental fairness within the context of an orderly and effective educational process.

Springfield Platteview Community Schools, in order to function in the best interests of all school personnel, must provide equal opportunities to all its students. In addition to its present curriculum, principles and practices, good citizenship must be taught, demonstrated, and sustained as a way of living in a democratic society.

All individuals of the school community - parents, students and staff - are members of a team working together to create an optimal learning environment. However, no school can provide this learning atmosphere if students conduct themselves in an irresponsible manner by disregarding school policies designed and adopted for the benefit of all people in the community.

The policies contained herein apply to the building and school grounds, immediately before or immediately after school hours. They also apply to any school function or event whether on or off the school premises. The Board of Education has the responsibility to set forth policies. Rules and regulations help students conduct themselves as responsible citizens. The successful operation of the school requires the exercise of good faith by students, parents, and staff as well as the basic respect for the worth of each individual and her/his ability to contribute to society.

Telephone Usage

The telephones in the school offices are for business purposes and should be used by students only in emergencies and special situations. Before a child uses the phone, permission from the school staff should be obtained. Parents need to make arrangements with their children prior to the start of the school day regarding transportation, meeting places, etc.

Cell phones are discouraged from being brought to school. It will be kept off and in the student locker, book bag, or other designated area. Failure to follow these procedures may result in the phone being confiscated. Cell phones will be treated as a personal item in our student handbook.

Title IX and the Rehabilitation Act Compliance

It is the policy of Springfield Platteview Community Schools to comply with the Title IX guidelines that, no person in the United States shall, on the basis of sex, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.

Springfield Platteview Community Schools complies with the Rehabilitation Act of 1973 which states, no qualified individual with disabilities, shall, solely by reason of her or his disability be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Use of School Facilities

Permission for the use of school facilities and equipment must be obtained from the principal. An application for use of the school facilities form must be completed and submitted to the building principal for approval. This contract must be signed for acceptance of responsibility for use of school facilities

and liability in case of injury or damage to school property. The school's daily educational and athletic programs shall always have priority, in terms of granting permission.

Withdrawals

Pupils moving from this school district are to report to their teacher before checking out. Parents should give the school advance notice, when possible, of an imminent transfer. Children are to return all school district property and pay all bills before leaving. Parents are asked to sign a Release/Request for Records form that permits the new school to receive the student's academic records. After all obligations have been met, records will be sent upon request. Parents are also required to sign a School Withdrawal form.

BOARD RESPONSIBILITY

The Board of Education may establish written policies governing student conduct in its schools. The Board may also extend Emergency Exclusion days beyond the five prescribed by LB503. The building administrators, additionally, may establish building rules and regulations consistent and within the frame work of Board policies.

PROHIBITED STUDENT CONDUCT

The following student conduct shall constitute grounds for short term suspension (up to 5 days) long term (up to 20 days) and expulsion, subject to due process of the law as established by Nebraska Legislative Bill 503.

- 1) The use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
- 2) Willfully causing or attempting to cause damage to private or school property.
- 3) Stealing or attempting to steal private or school property.
- 4) Causing or attempting to cause physical injury to a school employee or to any student. (Snowball throwing is included.)
- 5) Threatening or intimidating any student with the intent of obtaining money or anything of value from a student.
- 6) Possessing, handling, or transmitting any object that is generally considered a weapon.
- 7) Engaging in the unlawful possession, selling, using, or dispensing of alcoholic beverages, smoking, chewing tobacco, narcotics, drugs, or controlled substances.
- 8) Truancy or failure to attend assigned classes or activities.
- 9) The repeated violation of any school rule which interferes with the purpose of the school.
- 10) Insubordination, defined as the willful refusal of a reasonable request or the voicing of disrespect to those in authority.
- 11) The use of profanity or obscene language, or the possession and/or distribution of obscene printed material while on school premises.
- 12) Engaging in any other activity forbidden by the laws of the State of Nebraska which constitutes a danger to other students or interferes with the school program.

EMERGENCY EXCLUSION

A student may be excluded by an Emergency Clause from school for a period up to 5 days for the following reasons, but this time may be extended by Board Policy:

- 1) Dangerous communicable disease.
- 2) Creating a danger to self or others.
- 3) Disrupting others opportunities to learn.

TERMS DEFINED

- 1) Short Term Suspension - Excluded from attendance in school up to 5 days.
- 2) Long Term Suspension – Excluded from attendance in school from 6 to 19 days.

- 3) Expulsion – Excluded from attendance in all schools for a period not to exceed the remainder of the semester in which it took effect.
- 4) Mandatory Reassignment - The involuntary transfer of a student to another school within the district for disciplinary action.

Appendix A Student Fees

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

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

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

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy, its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies; this policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The policy includes the Student Fee Schedule, which provides further specifics of student fees and materials required of students for the 2013-2014 school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

(1) Guidelines for clothing required for specified courses and activities

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

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

(2) Personal or consumable items

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

(b) Courses

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the district for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class

supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

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

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

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

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

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

(4) Extracurricular Activities - Fees for participation. Any fees for participation in extracurricular activities for the 2014-2015 school year are further specified in the Student Fee Schedule. Admission fees are charged for extracurricular activities and events.

(5) Post secondary education costs. Students are responsible for post secondary education costs. The phrase "post secondary education costs" means tuition and other fees associated with obtaining credit from a post secondary educational institution. For a course in which students receive both high school and post secondary education credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a post secondary educational institution.

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

(7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian, or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee

schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

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

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

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

(11) Waiver Policy The District's policy is to provide fee waivers in accordance with the Public Elementary and secondary Student Fee Authorization Act. Students who qualify for free or reduced price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced price lunch program is not required to qualify for free or reduced price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

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

(13) Student Fee Fund The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for:

(1) Participation in extracurricular activities, (2) post secondary education costs, and (3) summer school or night school.

SEE STUDENT FEE SCHEDULE AT THE BACK OF THIS HANDBOOK.

CERTIFICATION

On the 15th day of July 2014, the school board held a public hearing at a meeting of the school board on a proposed student fee policy. Such public hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the 2013-2014 school year.

The foregoing student fee policy was adopted after such public hearing by a majority vote of the school board at an open public meeting in compliance with the public meeting's laws.

Superintendent or Other Authorized School Official

Legal References:

Neb. Rev. Stat. 79-2,125 to 79-2,135 and laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act)

Neb. Constitution, article VII, Section 1.

- Neb. Rev. Stat. 79-241, 79-605, and 79-611 (transportation)
- Neb. Rev. Stat. 79-2, 104 (student files or records)
- Neb. Rev. Stat. 79-715 (eye-protective devices)
- Neb. Rev. Stat. 79-737 (liability of students for damages to school books)
- Neb. Rev. Stat. 79-1104 (before-and-after-school or pre kindergarten services)
- Neb. Rev. Stat. 79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

Date of Adoption: July 8, 2013.

Elementary Personal or Consumable Supply Recommendations

- Crayons
 - Pencils
 - Glue
 - Scissors
 - Erasers
 - Markers
 - Paper
 - Reeds, Instrument Oil (Band)
- This list will vary according to individual buildings and teachers.

PROCEDURE FOR ACCEPTING AND FILING COMPLAINTS OF DISCRIMINATION IN NEBRASKA SCHOOL MEAL PROGRAMS.

USDA - Healthy, Hunger –Free Kids Act of 2010

This explains what to do if you believe you have been treated unfairly. “In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.”

To file a complaint of discrimination, write USDA, Director of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.”

STUDENT FEE SCHEDULE

SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS



MISSION STATEMENT

The Mission of Springfield Platteview Community Schools is to ensure that all students acquire the 21st century skills and behaviors necessary for each student to succeed now and into his/her future.

DISTRICT ADMINISTRATION

Mr. Brett Richards, Superintendent
Mrs. Holli Kirwan, Director of Learning
Mrs. Anita Belsky, Director of Special Education

BOARD OF EDUCATION

Mrs. Brenda Sherman, President
Mr. Brian Wichman, Vice President
Mrs. Jennifer Kreifels, Secretary

Mr. Robert Icenogle, Member
Mrs. Lori Bartels, Member
Mr. Kyle Fisher, Member

PURPOSE OF STUDENT AND PARENT HANDBOOK

The Platteview Central Junior High School Student and Parent Handbook outlines conduct expectations for students. At the same time, it outlines federal privacy, due process, special education, use of technology and other issues for parents and students.

The handbook establishes the responsibilities of all students:

- Attend school to receive an education.
- Be on time for all classes.
- Come to class with necessary materials.
- Complete all in-class and homework assignments. Meet all deadlines.
- Obey school rules and school personnel.
- Cooperate with and respect school faculty and staff.
- Respect other students and their property.
- Respect public property.

MESSAGE FROM THE PRINCIPAL

I invite all students and parents to participate in Platteview Central's educational opportunities. As part of our philosophy, we feel that teachers, support staff, students, parents, counselors, community, and administrators mutually share the responsibility of guiding each student in a positive direction regarding our school's curriculum, extra-curricular offerings and district mission. This partnership is crucial to each student's success here at Platteview Central.

Please feel welcome to communicate with any of our staff concerning areas that affect your student(s). Always start with the person closest to your area(s) of concern, then work your way up to the principal. As a staff, we have made a commitment to serving you and your children and we always try to make the best decisions based on individual student needs, while protecting our outstanding learning environment.

We are looking forward to an exciting school year and thank you for choosing Platteview Central for your child's educational needs. We feel we offer the best education in the Learning Community and have the test scores and educational climate to prove it! Thanks for your support. Let's have a great year!

Sincerely,

Darin Johnson
Principal

TABLE OF CONTENTS

School Contact Information and Office Hours	4
Daily Bell Schedule	5
Visitors	5
Staff Directory	6
Important Dates	7
Closed Campus	8
Student Records FERPA	8
Withdrawing a Student	8
Telephone Use	8
Curriculum and Course of Study	8-10
Supply Lists	10-11
Grading Policy	12
Homework and Make-up Policy	12
Parent Web	13
Homework Online	13
Lunch Study	13
Middle School Assistance Program (MSAP) After-school	14
Watch List MSAP	14
Guided Study	14
Progress Reports	15
Student Activities and Programs	15-16
Guidance Services	17-18
Health Services	18-19
Food Service- Lunch program	19-20
Lost and Found	20
Media Center	20-21
Transportation Guidelines and Regulations	21-22
Student Expectations and Responsibilities	23
Boys Town Social Skills	23
Students' Rights and Responsibilities	24-28
Dress Code	28-29
Student Code of Conduct and Discipline	29-33
Bullying, Hazing, or Harassment of Students	30
Prohibited Student Conduct	30
Tobacco and Drugs	31
Drug Dogs/ Locker Searches	31
Alcohol and Drug Use Policy	31
Suspensions and Expulsions	31-32
After-school detentions	32
Sexual Harassment	32

Discipline Matrix Guide	33-40
Attendance	40-43
Tardies	43
Lockers and P.E. Lockers	43-44
Child Abuse	44
Dances	44-45
Drop-off and Pick-up of students	45
Safety Drills	45
School Closings	45
Athletics	46
Fees Schedule	46-47
Sportsmanship, Ethics, and Integrity	47-48
FERPA - Educational Records	49-51
FERPA - Directory Information	52-53
PPRA - Conduction of Surveys	53-54

Contact Information and School / Office Hours:

Mr. Darin Johnson, Principal 402-339-5052
 djohnson@springfieldplatteview.org
 Ms. Peggy Davidson, Counselor 402-339-5052
 pdavidson@springfieldplatteview.org
 Mrs. Tren Svendsen, Office Manager 402-339-5052
 tsvendsen@springfieldplatteview.org

School Hours: Monday 9:10 AM-3:25 PM
 Tuesday through Friday 8:10 AM- 3:25 PM
Office Hours: 7:30 AM to 4:00 PM Monday through Friday.

Address: 14801 South 108th Street
 Springfield, NE 68059

Website: <http://pc.springfieldplatteview.org>

Facebook: www.facebook.com/platteviewcentral

Daily Bell Schedule:

Mondays	<u>Late Start</u>	Regular	<u>Tues-Fri</u>	Early Dismissal	<u>1:25 PM</u>
Period	Times	Period	Times	Period	Times
1	9:10- 9:48	1	8:10- 9:00	1	8:10- 8:43
2	9:52- 10:27	2	9:04-9:50	2	8:47- 9:19
Homeroom	10:31- 11:01	3	9:54-10:40	3	9:23- 9:55
3	11:05- 11:40	4	10:44- 11:31	4	9:59- 10:32
5	11:44- 12:49	5	11:35- 12:51	6	10:36- 11:09
7 th	11:40- 12:10	7 th	11:31- 12:01	5	11:13- 12:13
8 th	12:19- 12:49	8 th	12:21- 12:51	7 th	11:09- 11:39
4	12:53- 1:28	6	12:55- 1:42	8 th	11:43- 12:13
6	1:32- 2:07	7	1:46- 2:33	7	12:17- 12:49
7	2:11- 2:46	8	2:37- 3:25	8	12:53- 1:25
8	2:50- 3:25				

Visitors

Parents or guardians are welcome at Platteview Central Junior High. Please check in at the office before moving about on campus. Parents asking to visit a classroom in session are asked to contact the school office one day in advance to help with necessary planning. Students are NOT allowed to bring student visitors to school. Any visitor to the campus must be approved ahead of time with the principal.

Staff Directory

Staff Name	Assignment	Phone #	Email Address
Bos, Michael	Industrial Tech II	339-5052	mbos@springfieldplatteview.org
Davidson, Peggy	Counselor	339-5052	pdavidson@springfieldplatteview.org
Dolezal, Susan	Pre-school	339-5052	sdolezal@springfieldplatteview.org
Elder, Christina	PE / Health	339-5052	celder@springfieldplatteview.org
Ewin, Stephanie	Paraprofessional	339-5052	sewin@springfieldplatteview.org
Farr, Denise	Evening Custodian	339-5052	dfarr@springfieldplatteview.org
Foutch, Dustin	Industrial Tech I	339-5052	dfoutch@springfieldplatteview.org
Goodrich, Mary Ann	Reading	339-5052	mgoodrich@springfieldplatteview.org
Hansen, Jamie	Art	339-5052	jhansen@springfieldplatteview.org
Hilkemann, Laura	Spanish	339-5052	lhilkemann@springfieldplatteview.org
Jamber, Kim	Food Service	339-5052	kjamber@springfieldplatteview.org
Janak, Marla	Band	339-5052	mjanak@springfieldplatteview.org
Jennings, Jim	Keyboarding	339-5052	jjennings@springfieldplatteview.org
Jenson, Scott	Phys Ed	339-5052	sjenson@springfieldplatteview.org
Johnson, Darin	Principal	339-5052	djohnson@springfieldplatteview.org
Karasek, Jim	Math 7	339-5052	jkarasek@springfieldplatteview.org
Karnik, Billie Jo	Asst Office Manager	339-5052	bjkarnik@springfieldplatteview.org
King, Matt	Choir	339-5052	mking@springfieldplatteview.org
Kuhl, Adam	Phys Ed	339-5052	akuhl@springfieldplatteview.org
Layher, Jerry	Band	339-5052	jlayher@springfieldplatteview.org
Layher, Patti	Business	339-5052	playher@springfieldplatteview.org
Laughlin, Frank	Social Studies 8	339-5052	flaughlin@springfieldplatteview.org
Lynam, Jim	Math 8	339-5052	jlynam@springfieldplatteview.org
Murphy, Bobbi	Paraprofessional	339-5052	bomurphy@springfieldplatteview.org
Scanlan, Arlis	Science 7	339-5052	ascanlan@springfieldplatteview.org
Schroeder, Dennis	Daytime Custodian	339-5052	dschroeder@springfieldplatteview.org
Seifert, Jean	Media Para	339-5052	jseifert@springfieldplatteview.org
Soneson, Andrew	Social Studies 7	339-5052	asoneson@springfieldplatteview.org
Staskiewicz, Frank	Technology Dir.	339-5052	fstaskiewicz@springfieldplatteview.org
Svendsen, Tren	Office Manager	339-5052	tsvendsen@springfieldplatteview.org
Svoboda, Sarah	Language Arts 7	339-5052	ssvoboda@springfieldplatteview.org
Thayer, Amy	Media Specialist	339-5052	athayer@springfieldplatteview.org
Thomas, Tina	Science 8	339-5052	tthomas@springfieldplatteview.org
Tiller, Michele	Language Arts 8	339-5052	mtiller@springfieldplatteview.org
Woodward, Marty	Special Education	339-5052	mwoodward@springfieldplatteview.org

Important Dates

***All Mondays that school is in session will be a 9:10 AM start time

Quarter 1

August 7-13	Teacher Workdays
August 11	7th/8th Orientation, iPad Deployment, & Open House
August 14	1 st day of School
August 26	School Pictures
September 1	Labor Day NO SCHOOL
September 29	Teacher in-service- NO SCHOOL
October 17	End of 1 st Quarter- Early Dismissal at 1:25 PM

Quarter 2

October 20	Start of 2 nd Quarter
October 22/23	P/T Conferences 2-7:30 PM - Early Dismissal 1:25 PM
October 24	Teacher Comp Day - NO SCHOOL
November 26	Early Dismissal 11:25 AM
November 27/28	Thanksgiving break- NO SCHOOL
December 17/18	Early Dismissal 1:25 PM - Semester Finals
December 19	Early Dismissal 11:25 AM - Semester Finals
December 22-Jan 2	Winter Break- NO SCHOOL

Quarter 3

January 5	1 st day of 3 rd quarter; 2 nd semester
January 19	Martin Luther King Jr. Day- NO SCHOOL
February 11/12	P/T Conferences 2-7:30 PM - Early Dismissal 1:25 PM
February 13	Teacher Comp Day - NO SCHOOL
February 16	President's Day - NO SCHOOL
March 13	End of 3 rd Quarter - Early Dismissal at 1:25 PM
March 16/18	Break
March 18	Teacher In-Service - NO SCHOOL

Quarter 4

March 19	1st Day of 4th Quarter
April 3 and 6	NO SCHOOL
May 19/20	Early Dismissal 1:25 PM - Semester Finals
May 21	Last Day for Students Early Dismissal 11:25 AM - Finals

Closed Campus

Platteview Central is a closed campus and students may not leave school grounds during regular school hours. The campus is also closed during lunch time. Students may leave during lunch time only if a parent signs them out and accompanies them off campus. Exceptions must be approved by the principal.

Student Records

Parents have rights to: 1) inspect and review educational records; 2) request an amendment of the student's record to ensure accuracy; 3) consent to disclosures of personally identifiable information to the extent of the law; 4) file a complaint concerning alleged failures by the school to comply with regulations; 5) obtain a copy of the school district's policy on records. See FERPA and PPRA attachments on pages 48–54.

Withdrawal of a Student

Parents should notify the school at least two days ahead of the student's last day of attendance. The student will be given a withdrawal form to take to all classes. All textbooks, iPad (cord and puck), materials, and equipment must be returned to the school. Items lost or damaged must be paid before withdrawing from Platteview Central.

Telephone Use

Telephones are primarily for business use. Office and classroom phones are available to students in the event of an emergency or to conduct business as authorized by a staff member. Telephone use during the school day by students is restricted to only school phones. Cell phones may only be used with faculty permission during the school day at Platteview Central. See page 38 in the discipline matrix for cell phone/device violations.

Curriculum and Course of Study

The course of study at Platteview Central is designed to provide learning experiences for each student to develop the readiness skills necessary for future learning and life. All students in grades 7–8 take courses in mathematics, science, language arts, and social studies. The curriculum is aligned to the Nebraska State Standards for education.

In addition to the core classes, 7th graders will also take reading. Students will have the opportunity to receive instruction in other areas as well, including art, physical education, health, keyboarding, business, vocational technology, media skills, general music, choir, band, spanish and family consumer science.

7th Grade Course of Study

Subject	Length of Course
Math 7 or JH Pre–Algebra	Year
Life Science 7	Year
Language Arts 7	Year
Social Studies 7	Year
Reading 7	Year
Physical Education	Year, every other day
Choir (elective)	Year, every other day
Band (elective)	Year
Business	1 Semester
Keyboarding	1 Semester
Technology I	1 Semester
Art	1 Semester
Special Education	Individually scheduled
Guided Study	Year (if in Band, every other day)

***7th grade students may take junior high pre–algebra if test scores, classroom performance and teacher recommendation align. Parents, teachers, and administrators may be asked to participate in math course selection to ensure adequate placement.

8th Grade Course of Study

Subject	Length of Course
Pre–Algebra or HS Algebra	Year
Language Art 8	Year
Physical Science 8	Year
Social Studies 8	Year
Physical Education	Year, every other day
Choir (elective)	Year, every other day
Band (elective)	Year
Art	1 Semester
Business	1 Semester
Health	1 Semester
Media Skills	1 Semester
Technology II	1 Semester
Spanish	1 Semester
Family Consumer Science	1 Semester
Exploratory Music	1 Semester
Special Education	Individually Scheduled
Guided Study	Year (if in Band, every other day)

Additional information on curriculum and assessments can be found on our district's website at [www.http://springfieldplatteview.org](http://springfieldplatteview.org) and in the Platteview Central Curriculum guide. Parents are always welcome to review textbooks and curricula materials used for student instruction.

Supply List – 7th Grade

All Classes: Bring a bag to carry things to and from school. A small pencil bag is recommended. Bring your iPad to all classes as directed by your teachers. Please have your iPad charged and ready for each school day.

Band: Bring your instrument to all classes. For concerts, wear a Band shirt, black slacks, black socks and Band shoes. (The Band shirt and shoes are available through the band department).

Language Arts: Two **Green** folders, 1 **Green** large spiral notebook, pens and/or pencils.

Math 7: One **Black** 3–ring binder (1”) with loose–leaf paper, at least 3 wooden pencils (or one mechanical pencil with extra lead, plus two wooden pencils), and a separate eraser.

Physical Education: Tennis shoes (non–marring type), socks, athletic shorts (not made of jean or khaki material), t–shirt and sweats.

Reading: Two **Blue** folders for reading class only, one **Blue** 1–subject notebook, pens and/or pencils.

Science: One **Black** 3–ring 1” binder, one **Yellow** pocket POLY folder with 3 hole punch, pens, pencils, and **FOUR** yellow highlighters.

Social Studies: One **Red** folder for handouts and old tests, one **Red** spiral notebooks, pens and/or pencils.

Art 7: Wood pencils (not mechanical), eraser, personal pencil sharpener, small box of Kleenex, pocket folder w/ ring fasteners.

Supply List – 8th Grade

All Classes: Bring a bag to carry things to and from school. A small pencil bag is recommended. Bring your iPad to all classes as directed by your teachers. Please have your iPad charged and ready for each school day.

Art 8: Q-Tips, wood pencils (not mechanical), eraser, small box of Kleenex, pocket folder w/fasteners.

Band: Bring your instrument to all classes. For concerts, wear a Band shirt, black slacks, black socks and Band shoes. (The Band shirt and shoes are available through the band department).

Exploratory Music: One three ring binder, paper, a folder for assignments and a pencil.

Family /Consumer Sciences: Notebook, pens and/or pencils

Media / Information Skills: Pencils, loose leaf paper

Health: Notebook, pens and/or pencils.

Language Arts: Loose leaf paper (50–100 pages per quarter), 2 pocket folders, blue or black ink pens for class and 2 pens with colored ink (red, green, blue, black), for use when editing.

JH Algebra: One 3–ring binder (1”), with loose leaf paper, pencil, scientific calculator (optional).

Pre–Algebra: Notebook, paper, folder, pencil and scientific calculator (optional).

Physical Education: Tennis shoes (non marring type), socks, athletic shorts (not made of jean or khaki material), t–shirt and sweats (take home for washing).

Science: notebook or folder, pencils and/or pens, poly 2 Pocket folder without clasps.

Social Studies: One folder for handouts and old tests, two spiral notebooks, pens and/or pencils.

Spanish: Folder or binder, pens and/or pencils, notebook or loose leaf paper, coloring utensils.

Grading Policy

The grading system uses a number grade to represent the student's progress. To more accurately reflect the precise grade, a plus or minus may be used. The following table shows the range and meaning for each numerical grade assigned:

Grade	Range	Student Effort
1	100-93	Excellent
2	92-85	Good
3	84-77	Average
4	76-70	Below Average
5	Below 70	Failing
INC	Incomplete	
P	Satisfactory	
F	Unsatisfactory	
NG	Not Graded	

Homework and Make-Up Work Policies

Homework supports the educational program at Platteview Central. It is used to reinforce skills already being taught in the classroom, to work on independent study, complete projects, and to complete classroom assignments. Students and parents should develop a study time set aside at night for this purpose (70 minutes for a 7th grader and 80 minutes for an 8th grade is recommended). This will develop habits for your student to become successful at high school and college levels of education, as well as their future careers.

With each Platteview Central student being assigned an iPad, the expectation is that each student will use a homework and/or calendar app for purposes of staying current with homework, upcoming quizzes, tests or projects.

Students need to make-up assignments and tests missed due to an absence from school. The student is responsible for requesting missing assignments from the teacher and turning them in at the designated deadline set by the teacher (minimum 1 day for each day missed). Any parent wishing to pick up work for a student who is absent, needs to request it from the Office Manager before noon. Collected work will then be available by 3:25 PM unless arrangements are made with the Office Manager to pick it up sooner.

Parent Web

Student assignments, grades, progress reports, and attendance records are available through use of our grades 7–12 Parent Web.

To learn more about our Parent Web please go to the Platteview Central web site at www.pc.springfieldplatteview.org (click on Parent Web) or contact the school office 402–339–5052 and request the necessary application form. Paper application forms can be downloaded from our school’s web site. This is the suggested application process as it increases the probability of confidentiality.

You can use any web browser installed on your computer. Once your account is set up, simply go to <http://simsweb.esu3.org> and log in with your assigned user i.d. and password. You will then be able to navigate through the information available for your student(s).

Complete guidelines and instructions will be included in your account activation letter. It is important that each legal guardian protect their password. **The Parent Web is not intended to replace teacher – student and / or teacher – parent communication.** Please contact the individual teacher if you have questions about your student’s progress before contacting the school counselor.

Homework Online

All daily homework can be found online. When accessing homework online, go to our school website at www.pc.springfieldplatteview.org and click on the school resources tab on the left hand side of the page. Then, under daily homework, select either 7th or 8th grade to find homework for the given day. Homework remains listed for one week.

Lunch Study

Students who do not turn in their homework on time will be assigned to Lunch Study. Students must meet in Mr. Laughlin’s classroom by the cafeteria before eating lunch to complete the late assignment. This program has been a huge success in helping students who are late with assignments to stay current with what is being taught in the classroom. Students may also voluntarily attend Lunch Study to get ahead on work or study for an afternoon test.

Middle School Assistance Process (MSAP):

Students are expected to complete, on time, each assignment given by each teacher. The following process will be used to help students experience success when having trouble completing assignments on time. The probability of student learning is increased significantly when each teacher given assignment is completed in a timely and thorough manner.

- (1) If an assignment is not completed or presented, the student will be directed by the teacher to stay after school or be assigned Lunch Study that same day.
- (2) The student will be directed to call her/his parent(s) or guardian to make necessary ride arrangements.
- (3) MSAP (Middle School Assistance Process) will be from 3:25–4:05 PM on a daily basis for all teacher identified students.
- (4) Student assignments completed during this time will receive credit for work completed by 4:05 PM.
- (5) Students not appearing as directed by a teacher, if appropriate parent contact is made, may earn discipline consequences. It is expected that assignments be completed as directed by each teacher (regardless of grade assigned).

A student refusing to complete teacher assignments and to work to their potential may be assigned to In-School Suspension (ISS), Saturday School, suspended from class and/or school, and be subject to other appropriate school action which includes expulsion for the remainder of the current semester.

Watch List MSAP

Students who appear on our Monday Watch List (4's and 5's) three or more times will earn MSAP for one week during the week they are listed on the Watch List. Parents will be notified and asked to make transportation arrangements.

Guided Study Class

Platteview Central students will be assigned to Guided Study during their 7th and 8th grade school years. Students not in band will have Guided Study each day, while band students will attend every other day. This study period will be used for mandatory silent reading (15 minutes to begin class), interventions for struggling students, additional assistance, homework completion, gifted opportunities and test make-ups. All core teachers are available during this time. Students will be assigned to a particular Guided Study, but can request a pass to get help from any teacher, as needed. This is an excellent way to make sure your student understands the work before he/she comes home.

Progress Reports

Quarterly grades are issued four times during the school year. In addition, progress report grades are sent home with students at the mid-point of each quarter. The scholastic reports communicate academic achievement, citizenship standing, tardies and student absences to parents.

Student Activities and Programs

Student Council:

The Platteview Central Student Council is composed of ten 7th and 8th grade students who are elected by the student body. The student council serves as a liaison between students and members of the faculty and administration. Members are expected to be positive student leaders who exhibit proper behavior and passing grades. Student Council members who do not meet these prerequisites may be replaced by an alternate member.

The student council is responsible for planning student activities throughout the school year and also functions in a leadership and organizational role. Individual students are encouraged to seek out their student council representatives to express views concerning school activities and programs.

Music Programs:

1. Vocal Music Program:

Choir is an elective course for all 7th and 8th grade students. In 8th grade, students take Exploratory Music as one of their rotation classes if they are not in band or choir.

2. Instrumental Music Program:

Junior High Band is offered (as an elective) to both 7th and 8th grade students as a continuation of the elementary music curriculum. The junior high band participates in a Winter Holiday Concert, a Spring Concert, and also marches at a high school home football game in the fall of the year.

National Junior Honor Society:

The National Junior Honor Society (NJHS) was founded at Platteview Central to stimulate high scholarship, develop leadership, provide service to school and community, and to recognize students who excel academically. Qualifications for induction into the National Junior Honor Society include a high academic average, recommendations by members of the faculty and the school principal. Candidates for induction into the National Junior Honor Society will be judged on character, leadership, and service in addition to academic excellence.

Gifted / HAL / DEM (Discovery Educational Model):

The purpose of the DEM program is to provide gifted students with challenges that go beyond those offered in the regular classroom. DEM also provides an opportunity to improve decision-making skills by planning individual/group activities. Qualification for the DEM program involves three levels of criteria. The student must qualify in all of the following areas: test scores, teacher recommendation, and gifted placement exams. Students, in cooperation with the Discovery teacher, will be allowed to choose the units and activities they'd like to be involved in.

Student of the Month Awards: This student recognition by staff members is made to students who demonstrate the following characteristics:

Cooperativeness in class	Academic improvement
Responsibility in completing work	Concern for quality work
Positive classroom leadership	Consistent academic achievement

E.L.I.T.E. Club Recognition: Nominations for an E.L.I.T.E. Club membership come when students demonstrate outstanding qualities in specific areas, such as: Trustworthiness, Responsibility, Respect, Fairness, Caring, Citizenship, Determination, Enthusiasm, Kindness, Patience, Helpfulness, Perseverance, Reliability and Humor. These are awarded on a monthly basis with students winning small prizes, including five t-shirt winners each month.

Activity Period: An activity period (30 minutes) is used at Platteview Central on each Monday when school is in session. The purpose is:

1. to provide an opportunity for clubs, organizations, and other student groups to meet;
2. to give students an additional opportunity to meet with teachers for help on academic issues;
3. to recognize student achievement.

Students attending a meeting announced in our daily bulletin may attend after signing out with their Activity Period teachers. A student planning to receive help from another teacher during Activity Period should obtain a pre-signed pass from the teacher before the start of Activity Period. It is expected that students leaving their Activity Period class will remain at their meeting with the teacher.

Guidance Services:

There is a full-time counselor assigned to students in Grades 7–9. Counselor goals include: providing assistance to all students in selecting classes and activities; administering and interpreting the junior high testing program; working with teachers, students and parents in assuring educational continuity; establish bullying prevention and dating violence lessons in accordance with state statutes; and assisting junior high students both on the personal and academic level.

Contact with the Counselor: Students may arrange for an appointment with the school counselor during study halls or before/after school. Parents may contact the counselor and arrange for a conference to discuss areas of concern, test results or other school related matters.

Testing Program: Northwest Evaluation Assessment (NWEA – a.k.a. MAP Test for Measures of Academic Progress) is administered twice a year and the Nebraska State Accountability (NeSA) assessment is administered during the fourth quarter. NWEA testing includes assessments in Math, Science, Language, and Reading. NeSA tests will cover Math and Reading in grades 7 and 8 and Writing and Science in grade 8. Individual student profiles with test data are returned to parents along with the students' report card after school's completion in late May. Additional information may be obtained from the counselor regarding interpretation of the data.

Student Scheduling: Students register for classes in the spring of the school year with the guidance counselor. A parental signature is required on the student registration form to ensure parental involvement in this process. Questions concerning recommendations, requirements, electives, etc. should be referred to the counselor.

Schedule Changes: Elective courses may be dropped or added only after a parental note of approval has been given to the counselor. These schedule changes may be performed only during the first seven days of a quarter class, or the first seven days of each semester of a year-long elective class. Changes are also dependent upon space availability in the new class. Exceptions to these rules are discouraged and will not be made unless there is teacher, parent, counselor, and administration consensus.

Special Parent Reports: Parents/students requesting more frequent feedback about progress of a student should contact the teacher/counselor if they have immediate needs. Increasing communication between home and school is a goal of the counseling and guidance service.

Honor Roll: Any student who receives a 3.5 grade point average or better will be placed on the Honor Roll. In addition, students who receive a GPA ranging between 3.0 – 3.49 will be placed on the Merit Roll.

Health Services

Purpose: School health services are intended to provide emergency service for injury or sudden illness in addition to helping prevent and control diseases. School officials will work hard to respect/support parent decisions to withhold a sick child from school.

Health Office: The Health Office is located next to the counselor's office on the upper level. Services provided by the school nurse/health paraprofessional/authorized school personnel are not intended to substitute for those provided by your family physician.

Illness: If a student becomes ill during school, he/she should obtain a pass from the classroom teacher and report directly to the health office. If the nurse/health paraprofessional is not scheduled at Platteview Central that day, the student should report to the school secretary. Based on the severity of the illness or injury, the parents will be contacted. If we are unable to contact parents, persons listed on the student's Health and Accident card will be notified. An accident report will be filed for all serious accidents.

Physical Examinations and Immunizations: Seventh grade students and other new students at Platteview Central must have a complete physical and immunization record by the first day of class. Immunizations: All students should show evidence of immunizations as stipulated by State School Law upon entering school, they are: 3 doses of DTaP, DTP, or Td vaccine, one given on or after the 4th birthday; 1 dose of Tdap (must contain Pertussis booster) which can be received any time after 10 or 11 years of age, depending on which brand of vaccine is used; 3 doses of Polio vaccine; 2 doses of MMR vaccine, given on or after 12 months of age and separated by at least one month; 3 doses of Hepatitis B vaccine; 2 doses of Varicella (chickenpox), given on or after 12 months of age. Written documentation, including the year, of Varicella disease from parent/guardian or health care provider will be accepted if the child has had Varicella disease. In this case, they do not need any Varicella shots. Students whose immunizations are not completed may NOT be allowed in school until these Nebraska Department of Health Standards have been met. The 7th grade physical will be accepted for athletic participation providing proper signatures and doctor release is present. Eighth graders must have a sports physical to participate in athletic practices/ events. Please have sports physicals scheduled on or after June 1st for the upcoming school year. Any questions concerning school health care can be answered by contacting the school nurse (402-339-5052).

Medication(s) in school: State law prohibits the nurse (or any other school official) from giving medication (including aspirin) without written authorization from the parent. Springfield Platteview Community Schools requires that all students, who need medication during school hours, do the following:

Over the Counter (OTC) Medication – Present the Springfield Platteview Community Schools Over-The-Counter consent form signed by the parent or legal guardian for over the counter medications. The medication must be in the original bottle and properly labeled with instructions for administration.

Prescription Medication – Present the Springfield Platteview Community Schools Prescription Medication consent form signed by the parent or legal guardian and prescription from the physician. Bring the medication in the original prescription bottle, properly labeled by a registered pharmacist as prescribed by law. Control Substance medication (some ADHD medication) needs to be brought in by the parent and counted with the school nurse/health paraprofessional/authorized school personnel and initialed. Also these medications need to be picked up at the end of the school year by the parent and counted again with parent initials.

Medication Administration: The school nurse/health paraprofessional/authorized school personnel may refuse to administer medication if the parent/guardian is unavailable at the time of administration or safety is in question.

Health Screening: During the school year, health screenings will be conducted as per the Department of Health and Human Services minimum requirements per grade. The screening may consist of all or some of the following: hearing, vision and dental check-ups in addition to measuring height and weight. Parents/guardians shall be notified in writing of any defects and encouraged to seek a professional evaluation. If a parent/guardian wishes to refuse school health screening they must submit a written statement(s) from a qualified examiner that the child has received minimum required screenings within the previous six months.

Food Service– Lunch Program

Hot lunch programs are provided in all Springfield Platteview schools and will be outsourced by Taher Food Management Services. A hot lunch may be purchased or a child may bring his/her lunch and buy a milk at the cafeteria. Parents/guardians are always welcome to eat at school if they call the office by 9 AM. The price of an adult lunch is \$3.15. Copies of all menus are sent home monthly or can be found on our school website at www.pc.springfieldplatteview.org.

The price of a student lunch at Platteview Central is \$2.80, which includes milk. Each student will have their own lunch account that money can be deposited into. Children are welcome to bring a sack lunch and are required to eat in the lunchroom with their classmates. Milk may be purchased separately for \$.55 cents. Pop is not allowed to be included as part of any sack lunch.

Breakfast is served daily at the high school. Platteview Central students are welcome to walk over to PHS for breakfast from 7:50–8:05 AM. Breakfast is \$1.80 for students. Free and reduced qualifications also apply to breakfast meals.

Students are required to pay for all lunches received. Parents should keep enough money in the food service account to stay current. Each week on Tuesday and Friday, generic emails will be sent to families with low account balances (\$5.00 or less per student on account).

The School Nutrition program understands that situations may occur when a child forgets their lunch money and will allow a student to charge a meal. A meal charge is defined as a short-term loan for a child to eat as a result of forgetting their lunch, losing their money, etc. On the first negative charge, school personnel will send home

a slip with the student detailing the negative balance. The Food Service Office will mail a letter notifying parents of the negative account. If there is no response from the parents or guardian, a meal application for free or reduced lunch may be mailed out. If negative charges continue to occur, the matter will be turned over to the school principal for resolution. Insufficient funds checks do count as charges for these rules. A \$5.00 fee will be added to all returned checks.

Free or reduced price lunches are provided to those children whose parents can meet federal income guidelines. Application forms for this service are available in each school office and are sent home at the beginning of the year with each child. The forms are also available on the school website. The school district must have an approved application (or a list of student names from the state's direct certification list) before meal benefits can be given. The school district cannot claim any free and reduced meals to new children without a processed application. Lunch applications are processed daily upon arrival in the School Nutrition Office.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1500 Independence Ave., S.W., Washington D.C. 20250-9410 or call toll free (866) 632-9992. Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Lost and Found

If your student has lost anything at school, chances are it can be found at the "Lost and Found" located in the school cafeteria. Parents, please feel free to browse if your student is missing something.

Media Center – Computer Lab

All students at Platteview Central will have an opportunity to utilize our outstanding media center facility. Students will contact the person in charge of the Media Center to receive the necessary pass. The media center is designed to be used as a resource center for students. When students report to the media center, they should be businesslike, possess paper and writing instrument(s) and display appropriate behavior throughout the entire period. Students who violate media center or computer room policies or rules are subject to the loss of media center/computer room privileges for a stated period of time and/or additional school discipline to include expulsion from Platteview Central. Media Center privileges can be adjusted for students having failing grades or failing to meet other achievement expectations.

Book Responsibility: Each student is responsible for his/her library books. Books damaged/lost as a result of misuse will result in fines and/or replacement fees for the cost of the book. Library materials may be checked out for a maximum of two weeks. A fine of 5 cents per day will be charged for late books. Students consistently having late books, etc. will lose media center privileges. Students will be allowed to use both the junior high and senior high libraries for reference materials.

If a book is lost, the student who checked out the book is responsible for payment. The money for the book will be returned if the book is found in that school year. As replacement books are ordered over the summer, money will not be returned on books paid for in the previous year.

Transportation Guidelines and Regulations

Bus Service: Springfield Platteview Community Schools provides transportation as a privilege to all students throughout the district. The school bus is considered an extension of the school, and all rules and regulations are considered in effect while on the bus.

Bus Regulations and Procedures

In order to increase the probability of safe transportation for each/all students riding school transportation, we will use the following plan. Please read and review these rules with your student(s).

SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS BUS REGULATIONS

Authority of Driver: Students transported in a school bus shall be under the authority and/or responsible to the driver. The driver shall be responsible for the orderly conduct of the children while they are on the bus.

PHILOSOPHY: Safety is the first consideration when transporting students to school. If the driver is distracted or directs attention away from the road, danger exists. This is why there must be rigid standards of discipline established. These standards must be maintained for your students' safety.

BUS RULES:

1. **Cooperate with your driver.**
2. Stay seated and face the front of the bus.
3. Bus drivers may assign seats as necessary.
4. Students are to be dropped off at their stop. Drivers must receive a signed note by parent/guardian giving permission for other "drop-off" arrangements.
5. Keep head, hands, and feet to yourself. (No fighting, pushing, shoving, spitting, teasing, etc.)
6. Talk quietly. Be courteous and do not use profane language.
7. Students must be absolutely quiet at railroad crossings.
8. Keep head, hands, feet and objects inside the bus.
9. Aisles shall be clear and unobstructed at all times.

10. Help keep your bus clean. Do not litter.
11. Do not eat or drink on the bus. (Candy, gum, etc.)
12. Do not bring hazardous materials on the bus.
13. No animals may be brought on the bus.
14. Do not tamper with/damage the bus or its equipment.
15. Students shall not use the emergency door unless an emergency exists.

IF A STUDENT BREAKS A BUS TRANSPORTATION RULE:

1st Incident: Driver verbally warns student.

2nd Incident: Student receives citation; parent and principal are notified of the infraction by the bus driver.

3rd Incident: Student receives citation and is suspended from the bus for 3 to 5 days; parent is notified of the infraction by the principal.

4th Incident: Student receives citation and is suspended from the bus up to the remainder of the school year.

Activity Bus Rules:

1. No student shall stand when the bus is moving.
2. Students shall not exchange seats when the bus is moving.
3. Students shall not extend their hands, heads, or objects from the bus when it is moving.
4. Student noise shall be kept to a minimum (this includes screaming and loud singing).
5. Students shall be quiet at all railroad crossings.
6. Anything a student brings on the bus should be taken off by that student. (Sponsors should check the bus for litter at the end of each trip.)
7. The bus driver is to drive the bus. Conduct is the responsibility of the activity sponsor or coach and should be assumed by them.
8. Sponsors should be seated so they can observe the entire group and their actions.
9. Communication between the bus driver and sponsor is essential if we are to have safe and organized bus trips.
10. Students should respect all employees and fellow students of the district and may be disciplined by the activity sponsor/ school personnel for their use of profanity, disrespectful actions, or improper behavior. Students are financially responsible for any damage they cause.
11. Food and beverages may not be allowed on the bus, except during activity related trips as authorized by the sponsor.

Bus Stop Rules:

1. School rules apply at the bus stop. Students will be held accountable for their actions. The bus stop is an extension of the school day, both before and after class.
2. Do NOT arrive at the bus stop more than five minutes before your scheduled pick up time.

For additional information on school transportation, please contact First Student at 402-339-4496. In the event you have a need for additional assistance please call 402-339-5052 and we will work with you.

Student Expectations

- Attend school to receive an education. Schools cannot educate students who do not attend. Students must attend school daily unless ill or legally excused.
- Be on time for all classes. Students who enter a classroom after a lesson has begun are interfering with the rights of others to learn and study. Punctuality is a habit that students must develop if they are to be successful in the world of work. This includes the first period of the day..... be on time for school!
- Come to class with necessary materials. A teacher should not have to delay instruction because a student comes to class unprepared. This interferes with the rights of others to learn and study.
- Complete all in-class and homework assignments and meet all deadlines. The full responsibility for student learning does not rest solely with the teacher. Educational efforts cannot be effective unless students participate in class and complete all assignments.
- Obey school rules and school personnel. No one has the right to interfere with the education of others. Rules are designed to allow a school to meet its obligation to educate students. Students are required to obey and be courteous to everyone who works in our schools.
- Cooperate with school staff. Every community depends upon its citizens to uphold the rules by which everyone has agreed to live. Students have the responsibility to provide truthful information when asked by school authorities.
- Respect the rights and property of others. Respecting the rights and properties of others and demonstrating personal integrity should guide student behavior at school, on the way to and from school, and school sponsored events. Always be a good neighbor.
- Respect public property. Schools are a community investment and resource for young people. People who damage school property will be held responsible.
- See that school correspondence to parents reaches home.

Boys Town Social Skills: Springfield Platteview Community Schools is committed to teaching all students important social skills. Social skills are “following directions” and “accepting no for an answer.” These examples have specific and observable behaviors which are taught and reinforced by staff. Student success in the social skill area is critical to a quality learning environment for all students.

STUDENTS' RIGHTS AND RESPONSIBILITIES

Platteview Central Junior High School

This section is based on beliefs and principles about how students learn and what they must know to act as responsible citizens and productive workers in a highly competitive and increasingly global society.

This policy statement provides the general guidelines of conduct, which are expected of our students. It also describes the responsibilities of the students in relation to this conduct standard.

These rules and standards apply to all school buildings and grounds, during and immediately before or after school hours. They also apply to school-sponsored functions both on and off school property, including the bus stop and other extensions of the school day.

The Board of Education has adopted the following policies of general application governing student conduct in all schools. Principals will establish other rules and regulations applicable to conduct at their respective sites that are consistent with those established by the Board of Education.

I. GENERAL STANDARDS OF BEHAVIOR:

It is expected that students will conduct themselves in a manner, which is considerate of others, respectful of property and mindful of the good of all. Students should therefore:

- Attend school regularly and punctually.
- Act in a manner that will enhance the learning environment for all students.
- Use school facilities in a way that will conserve their continued usefulness.
- Apply themselves to the best of their ability to the learning tasks assigned.
- Abide by school regulations and assist in their enforcement and modification.
- Participate constructively in school government and assist in modification or regulations for general school improvement.

II. STUDENT USE/ABUSE OF ALCOHOL AND OTHER SUBSTANCES:

All students have a right to attend school in an environment conducive to learning. Since alcohol and other drug use is illegal, addictive, and interferes with both effective learning and the healthy development of children and adolescents, the school has a fundamental legal and ethical obligation to prevent drug use and to maintain a drug-free educational environment.

No student may use, possess, be under the influence of, sell, or distribute alcohol or other substances, nor may use or possess drug paraphernalia (except drugs/medications as prescribed by a physician) on school grounds or at school-sponsored events. The same restrictions apply to students participating in extracurricular activities. The terms "alcohol or other substances" shall refer to the use of all substances including, but not limited to, alcohol, tobacco, E-Cigarettes (Vapor Cigarettes), inhalants, illicit drugs, and look-a-likes. The inappropriate use of prescription and over-the-counter drugs shall also be prohibited. This policy applies to all school buildings, grounds and school-sponsored functions or events whether on or off school grounds.

The school district will provide a health curriculum that will include strategies of prevention and intervention designed to educate students on the use/abuse of alcohol and other substances.

Violations of this policy will be handled in accordance with the rules and regulations set forth in this document.

III. ATTENDANCE POLICY

- A. Nebraska State Statute (79-201) requires that all students between the ages of 6 – 18 attend school. It is the responsibility of the parent/guardian to see that the student is at school at the appropriate time in a proper state of health and cleanliness. Notification of an absence must be made to the school

office or the absence will be considered unexcused. The school district may be required by law to notify the county attorney when students reach 20 absences in a school year, regardless if the absences are school excused or not school excused.

IV. CONSEQUENCES OF DISRUPTIVE BEHAVIOR:

Conduct which violates the rules and regulations and policies adopted by the Board of Education and as set forth below will subject the student to disciplinary action. Disciplinary action may be, but is not limited to:

- A. Counseling of the student. In alcohol/drug related incidents students shall have an alcohol evaluation performed by a qualified drug/alcohol counselor. Payment will be at the student's expense.
- B. Parent conferences.
- C. Rearrangement of schedule/assignment to another school.
- D. Requirement that the student remain in school after regular hours, during summer and Saturdays to complete additional work.
- E. Restriction of participation in extracurricular activities.
- F. Involving law enforcement and/or social service agencies.

Short-term suspension: Any student may be excluded from Springfield Platteview Community Schools for a period of time not to exceed five school days provided that the suspension is assigned under the guidelines provided by Nebraska State Law and as set forth below.

1. Circumstances warranting short-term suspension:

- a. If the student has a dangerous communicable disease transmissible through normal school contacts.
- b. If the student is infected with or can be proven to be a carrier of external parasites (such as head lice) which may be transmissible through normal school contacts and which pose a threat to the safety and well-being of the school community.
- c. If the student is involved in behavior or activities which interfere with any educational function or which infringe upon the rights of other students to pursue an education. Some **objectionable activities or behavior** which could result in short-term suspensions are as follows:
 - 1. Refusal to comply with reasonable standards of behavior established by teachers or building administrator and the general guidelines within this Student / Parent Handbook.
 - 2. Use of abusive or profane language.
 - 3. Fighting.
 - 4. Willful truancy or willful and repeated tardiness.
 - 5. Vandalism, theft or pilferage of property belonging to the school district staff members or students.
 - 6. Engaging in the unlawful possession, being under the influence of, selling, dispensing, or use of an illegal substance, tobacco, E-Cigarette (vapor cigarette) or alcohol.
 - 7. Committing any other act or becoming involved in any other activity, which causes a disruption in the normal educational opportunity for other students.
- d. If the student's conduct presents a clear threat to the physical safety of himself/herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.
- e. Conduct constituting grounds for expulsion or long-term suspension as set out in Nebraska law.

2. Procedure for short-term suspension:

- a. When a student is accused of conduct which might result in suspension under this section, the building administrator is to conduct an investigation into the charges made and ascertain whether there is evidence of a violation of sufficient seriousness to warrant further action.
- b. When the building administrator believes that further action is needed, he/she shall inform the student of the charges against him/her and give the student an opportunity to present his/her version of the incident.

- c. Should the building administrator believe that a short-term suspension is justified, the building administrator shall make every reasonable attempt to notify the student's parent or guardian immediately.
- d. The suspension shall take effect at the time specified by the building administrator. Written notification of the suspension shall be sent by regular mail to the parent or guardian as soon, as is reasonably possible.
- e. Such suspension may be either "in-school," wherein a student does not attend classes but reports for study under supervised conditions as the building administrator may direct, or "out-of-school," wherein a student is not permitted to be present on school property. In either case, students may not participate in or attend any activities sponsored by Springfield Platteview Community Schools.
- f. Opportunity will be given students so suspended to make up work missed. This work must be completed by the time they return to their regular schedule.

Long-term suspension/expulsion:

Long-term suspension shall mean the exclusion of a student from attendance in all schools within Springfield Platteview Community Schools for a period of time exceeding five but less than twenty school days. **Expulsion** shall mean exclusion from attendance in all schools within the system.

1. Length of expulsions for regular and special circumstances:
 - **Regular Circumstances.** The expulsion of a student shall be for a period not to exceed the remainder of the semester in which it took effect, unless the misconduct occurred (1) First Semester, within ten (10) school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester or (2) Second Semester – within ten (10) school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year (subject to automatic review).
 - **Special circumstances involving firearms.** Expulsion period not less than one calendar year.
2. **The following student conduct shall constitute grounds for a long-term suspension or expulsion** subject to the procedural provisions of Nebraska State Law when such activity occurs on school grounds or during a school function or event off school grounds:
 - a. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
 - b. Willfully causing or attempting to cause substantial damage to private or school property, stealing or attempting to steal private or school property of substantial value, or repeated damage or theft involving private or school property of small value.
 - c. Threatening, intimidating, causing or attempting to cause physical injury to a school employee or to any student. Physical injury caused by accident, self-defense or an action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
 - d. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
 - e. Students are forbidden, knowingly or voluntarily, to bring to school, possess, handle, transmit, or use any firearm, knife, or other dangerous weapon in school, on school grounds, or at a school function off school grounds. Dangerous weapons shall include: a) firearms [including starter pistols, B-B guns (rifles and pistols), shotguns, air rifles and pistols, CO₂ propelled rifles and pistols, copy-cat or look-a-like rifles or pistols whether or not they are capable of expelling a projectile, see also definition below]; b) bombs, razor blades, grenades, rockets, explosives, or similar devices; c) knives, dirks or stilettos of any type, or any other dangerous instrument capable of inflicting cutting, stabbing, or tearing wounds; d) knuckles consisting of finger rings, guards or similar devices made of a hard substance that is designed, made or adapted for the purpose of inflicting serious bodily injury by striking a person with a fist or open hand which is either enclosed by, worn on, or held by the hand or knuckles.
 - f. Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally considered a firearm. The term "firearm" as described in 18 U.S.C. 921 means (1) any weapon (including a starter gun), which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive. [This would include rifles, pistols and shotguns.]

(2) the frame or receiver of any such weapon; (3) any firearm muffler or firearm silencer, or (4) any destructive device. Such term does not include an antique firearm.

The term “destructive device” means

- any explosive, incendiary, or poison gas such as a (1) bomb, (2) grenade, (3) rocket having a propellant charge of more than four ounces, (4) missile having an explosive or incendiary charge of more than one-quarter ounce, (5) mine, or (6) device similar to any of the devices described in the preceding clauses;
 - any type of weapon by whatever name known which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter (a shotgun or a shotgun shell which is generally recognized as particularly suitable for sporting purposes is not a destructive device within the meaning of this definition since a shotgun is a firearm as defined above); and
 - any combination of parts either designed or intended for use in converting any device into any destructive device described in paragraph A. or B. and from which a destructive device may be readily assembled.
- g. Engaging in the unlawful possession, being under the influence of, selling or use of an illegal substance or alcoholic beverage, or that which is represented to be an illegal substance or alcoholic beverage.
- h. Public indecency.
- i. Sexually assaulting or attempting to sexually assault any school employee or student (this may result in mandatory reassignment).
- j. Engaging in any other activity forbidden by the laws of the State of Nebraska when this activity constitutes a danger to other students or interferes with school purposes.
- k. Continuation of disruptive activities, which resulted in disciplinary action or short-term suspension(s), if such violation constitutes a substantial interference with school purposes.

3. **Procedure for long-term suspension/expulsion:**

The procedure shall be the same as that of short-term suspension except as follows:

- a. The principal may suspend a student immediately, regardless of the fact that a hearing was requested within five days of notice of expulsion or long-term suspension by the school, if the principal determines that such immediate suspension is necessary to prevent or substantially reduce the risk of: a) interference with an educational function or school purpose or b) personal injury to the student, other students, school employees, or school volunteers. Although the preferable practice is that the principal makes such determination in writing, nothing in this policy shall so require. If no hearing is requested, the immediate suspension will continue until the date the long-term suspension, expulsion, or mandatory reassignment takes effect. If a hearing is requested, the suspension will continue until the date the hearing examiner files the report of his or her findings with the Superintendent, if the principal has made a determination as above described.
- b. On the date of the decision a written charge and a summary of the evidence supporting such charge shall be filed with the Superintendent. The school shall, within two school days of the decision, send written notice by registered or certified mail to the student's parent or guardian and by regular mail to the student.
- c. Such written notice shall include the following:
1. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion, including a summary of the evidence to be presented against the student.
 2. The penalty, if any, which the building administrator has recommended in the charge, and any other penalty to which the student may be subject.
 3. A description of the hearing procedures provided along with procedures for appealing any decision rendered at the hearing.
 4. A statement that the building administrator, legal counsel for the school, the student, the student's parent or guardian, and/or the student's representative (or legal counsel) shall have the right to examine the student's academic and disciplinary records and any affidavits to be

used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.

5. A form on which the student, student's parent, or guardian may request a hearing to be signed by such parties and delivered to the building administrator or Superintendent in person or by registered or certified mail as prescribed by state law.
- d. Nothing in this policy shall preclude the student or the student's parent/guardian or representative from discussing and settling this matter with appropriate school personnel prior to the hearing.
- e. If a hearing shall be requested within five school days of the receipt of the written notice by the student or the student's parent or guardian, the Superintendent shall appoint a hearing examiner and all of the provisions of the Nebraska statutes which relate to such a hearing shall be adhered to.
- f. If the student, parent or guardian institutes the appeal following the determination of the Superintendent, they may appeal to the Springfield Platteview Community Schools Board of Education. Such an appeal shall be made within seven school days following receipt of the written notice of the determination of the Superintendent.
- g. A hearing shall be held before the Board of Education within a period of ten school days after it is requested and such time for a hearing may be changed by mutual agreement of the student and Superintendent, except that the hearing may be held before the Board of Education of not less than three members.

Dress Code:

Platteview Central's Junior High staff believes that there is a connection between student dress and academic success. As such, any attire that detracts from the learning environment is not acceptable. Students should dress in a manner that takes into consideration the educational environment. The following guidelines are not intended to be entirely inclusive of all dress code situations. Therefore, school administrators will have the final decision when applying the guidelines to student appearance standards.

Shirts/Tops

- Must not include tank tops, spaghetti straps, halter tops, strapless tops, racer back tops. Tank tops are any sleeveless top with a strap of less than 2 inches. Apparel that is revealing, backless, too tight, or low cut will not be allowed.
- Boys are not allowed to wear tank tops.
- Must not include any reference to a gang.
- Must not include any defamatory writing, obscene language or symbols, or symbols of drugs, sex or alcohol.
- Must not expose any part of the midriff when sitting, bending or standing.

Pants/ Shorts

- Must not expose undergarments when sitting, bending or standing.
- Must be worn at the waist at all times and not sag.
- Must not include any reference to a gang.
- Must not include any defamatory writing, obscene language or symbols, or symbols of drugs, sex or alcohol.
- Must cover the entire buttocks when sitting or bending and have at least a 2 inch inseam.
- Must not be see-through.
- Must not be severely ripped, have large holes, or be torn above acceptable length for shorts.

Shoes

- Must be worn at all times.
- Must be closed-toe shoes for any type of physical activity.

Accessories

- Must not present a safety hazard to self or others at the administrator's discretion.
- Must not include any reference to a gang including, but not limited to bandanas or other head covering material.
- Must not include any defamatory writing, obscene language or symbols, or symbols of drugs, sex or alcohol.
- Must not include hats or any other head apparel inside school building unless for pre-approved religious, medical or safety reasons.
- Must not include sunglasses worn inside any building.

Other Guidelines

- Must not include Pajamas or other loungewear.

- Must not include undergarments worn as outergarments.
- Must not contribute to an atmosphere of threat, intimidation or negative peer pressure.
- Must not display anything that is otherwise illegal to possess at school.
- Prohibited is dress which causes or has the potential to cause either a substantial disruption or material interference with the educational process or may be offensive to a group of students.
- Must not color hair to distract from the learning environment.

Inappropriate Clothing

All Staff members have been given the responsibility to check for inappropriate clothing. Students wearing inappropriate clothing will be referred to the administration or counselor. The inappropriate clothing will be documented and an appropriate sanction will be administered. Sanctions could be as little as asking the student to turn a shirt inside out or cover an objectionable part of the clothing to suspension from school for repeat offenders.

Student Code of Conduct and Discipline:

Code of Conduct: The students, teachers, support staff, and administration at Platteview Central Junior High School strive for an atmosphere of cooperation, mutual respect, safety, and an equal opportunity to learn for all students. Discipline is essential to maintaining a quality learning environment, which will enable students to achieve at their highest levels of success. Students will be required to behave appropriately at school to meet these objectives at Platteview Central.

Student Discipline: The teaching and administrative staff will maintain close contact with the parents and students in disciplinary matters. All parents and students are asked to understand that all possible circumstances that may lead to a student being disciplined cannot all be listed in this handbook. The rules listed in this handbook represent the most frequently violated policies in most schools. The principal will be required to handle all other situations that occur in the school and use the legal remedies available to them to resolve situations and maintain a safe and productive school environment.

Behavior Expectations and other areas of student conduct:

- 1) Keep **hands, feet** and objects to yourself.
- 2) Use **appropriate language and keep volume level of voice** down on campus.
- 3) **Snacks and gum** are allowed on campus, however certain teachers may not allow these in the classroom. You must respect different rules in different classrooms. We ask that you respect the school property and not put gum under desks or litter on floors of school. Snacks and gum are a privilege and can be revoked if the school is not kept clean.
- 4) **No running** on campus allowed.
- 5) **No throwing objects**, such as snowballs or rocks.
- 6) **Water pistols and fake weapons** are NOT allowed on school grounds. These can be mistaken for real weapons and cause a substantial disruption to the school environment.
- 7) **Public Displays of Affection** are not allowed on campus. Hugging, kissing, and other forms of intimate behavior are prohibited.
- 8) **School Vandalism** is the willful destruction of school or personal property and is prohibited. Students and parents are required to pay for any damage done to school or personal property and students will face appropriate consequences.
- 9) **Gang language, signs, and clothes are strictly prohibited.** Students will face at minimum a detention and up to a long term suspension for gang related behavior.
- 10) **Bullying** is unacceptable. Students are severely affected by continual jokes being made at their expense. Students who choose to make fun of or continuously joke about other students will face consequences from a detention up to a long term suspension.
- 11) If a parent and student decides an **Electronic Device**, such as cell phones or ipods, is important to bring to school, please remember:

- The district and school are NOT responsible for the loss or theft of any of these types of devices.
- In order to use these items, teacher permission must be obtained in order for their use to be acceptable.

Bullying, Hazing, and/or Harassment of Students

Bullying and/or harassment of students are prohibited. Harassment and bullying mean physical or psychological abuse of another student by means of verbal or physical threats, intimidation, insults or other aggressive behavior and include abuse based upon race, ethnicity, gender, religion, sexual orientation or disability. Hazing means forcing a student to risk or suffer physical or mental harm or degradation to join, participate or remain in a school-affiliated organization. If a student believes that he or she has been harassed, bullied or hazed, the student and/or parent should report the behavior to the principal and/or counselor. Students who engage in harassment, bullying or hazing will be subject to disciplinary and possible criminal sanctions. Students and parents should be aware that bullying, hazing, and harassment **off school grounds** through various means including Facebook, text messaging, Twitter and other means of social networking could lead to school disciplinary actions if the bullying, hazing, and/or harassment affects another student's learning or disrupts the educational environment here at school. Bullying, hazing, and harassment will not be tolerated at Platteview Central Junior High. Required counseling and/or consequences will be applied when appropriate to ensure behavior stops.

Prohibited Student Conduct:

Fighting and Violence:

Fighting on school property, fighting directly adjacent to school property during school hours, fighting at bus stops or on the way to or from school, and/or setting up a fight to be held off school campus, and/or fighting at school sponsored activities will result in disciplinary action to include suspension or expulsion. Causing or attempting to cause physical injury to a school employee or to any student will result in suspension or expulsion. Regardless of how a fight starts, any student guilty of posturing to fight, throwing punches, and/or contributing to the fight may be suspended. The principal will investigate the fight and one student may have more consequences than the other student involved depending on the circumstances of the fight. Self-defense is allowed when a student chooses to walk away and is assaulted by another student.

Abusive Language:

The use of abusive, derogatory, profane, or obscene language or gestures is prohibited and offenders may be given detention(s) or suspended from class or school.

- **Abusive language means: any words spoken or written about any student or school employee which may be interpreted as slanderous or defamatory including, but not limited to: racial, ethnic, religious background, sexual orientation or physical appearance.**

Fire Alarm or Smoke Detector:

A student guilty of intentionally setting off a fire alarm or smoke detector will be suspended for nine (9) days. The school resource officer will also be notified and the student may be ticketed.

Mace/Tear Gas:

The topic of mace/tear gas canisters for self protection has become a current concern in schools. Due to the unpleasant and potentially harmful effect that this gas can have on people these canisters will be considered a weapon when discharged in school unless being used for legitimate self defense. Accidental discharge of a canister will be viewed as the use of a weapon carelessly. Mace or tear gas are prohibited from being brought to school.

Tobacco Policy

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by the smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings. For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars and chewing tobacco), vapor products (such as e-cigarettes, non-medical, and other vapor dispensers – regardless whether such products contain nicotine), alternative nicotine products, look-alike tobacco products, and products intended to replicate tobacco products either by appearance or effect.

Drug dogs/Locker Searches:

Drugs and weapons are a safety concern for every school. Parents and students are here notified that, since the lockers at Platteview Central are the property of the school and loaned to the students for use during the school year, searches of lockers by school officials based on reasonable suspicion of rule violation may occur. In addition, drug sniffing dogs can/will be brought to the school to canvas the lockers and the parking lot on a regular basis. Lockers and cars will be searched based on alerts by the drug dogs.

Drug Dog Policy:

The District retains the right to utilize the services of area law enforcement authorities' canine units in the detection of illegal drugs and/or contraband at any time, announced or unannounced at the District's schools.

1. A building principal may request the canine unit be utilized to search all inside areas of a school building at any time.
2. A building principal may request that a canine unit be utilized to search vehicles on school property during or after school hours. If a dog alerts to a student's vehicle, the student will be required to unlock the vehicle doors and trunk for an internal inspection. Any refusal to unlock the vehicle will be handled by law enforcement.
3. Any illegal drugs and/or contraband found on school grounds, whether in a student locker, vehicle, or any other place on school grounds, will be confiscated and the student may be subject to disciplinary action specified in the student handbook.
4. The student's parent(s) or guardian(s) shall be notified should illegal drugs and/or contraband be discovered.

In-School Suspension:

An alternative to out-of-school suspension is in-school-suspension. The administration can choose to assign students to serve suspension days for most ordinary reasons in the In-School suspension facility. While serving ISS, students will be provided all assigned work from their classes to be completed while serving ISS. Students may also be assigned a writing activity to be completed for each day in ISS.

Any student who does not comply with the rules of ISS will be suspended out-of-school for a period of time (generally two days). At the conclusion of out-of-school suspension time, the student will be returned to ISS to complete the original suspension.

Students in ISS are not allowed to talk to other students. They are not allowed to eat, drink, or sleep while in ISS. There will be one restroom break per half day.

After-School Detentions

Teachers may assign students detentions after school for inappropriate behavior in the classroom. Each teacher has their own expectations and rules to be followed in their classroom. Students will be given a warning for inappropriate behavior or not following rules before assigning a detention. Detentions are after-school for 35 to 45 minutes each, dependent on the violation. Individual teachers are generally responsible for supervising students in detention. Parents will be called or emailed to choose a day for the detention to be served so proper transportation home can be arranged. Students will never be held after-school without proper notification to parents. Once detentions are arranged, students that skip detentions may have consequences double for each time skipped.

Sexual Harassment:

Sexual harassment of students by any student, officer, administrator, or employee of the district is strictly prohibited. Sexual harassment is a violation of both state and federal law.

In the student context, sexual harassment includes any unwelcome conduct of a sexual nature directed at or to a specific student or students, or conduct that has the purpose or effect of unreasonably interfering with a student's work or performance, or which creates an intimidating, hostile, or offensive environment.

Both verbal and nonverbal conduct occurring outside the context of the district's authorized curriculum may constitute prohibited sexual harassment. Specific types of conduct which are prohibited include, but are not limited to, jokes, statements, or comments, whether derogatory or complimentary in nature, which either explicitly or by implication, contain or can reasonably be interpreted to contain or refer to matters of a sexual nature; physical contact, touching, or physical interference; and visual conduct such as gestures, pictures, posters, cartoons, drawings or other written, printed or published materials of a like or similar nature, which either explicitly or by implication, contain or can be reasonably inferred to contain matters of a sexual nature.

The district cannot prevent violations of this policy, unless such behavior is observed by the staff, or the staff is told of violations. If you have any reason to believe that you or any other student has been sexually harassed, you should immediately report the violation to your classroom teacher or counselor. If you feel that your classroom teacher or counselor do not give you satisfactory results, or if you feel that your classroom teacher or counselor is part of the problem or you are for any other reason uncomfortable in discussing the matter with that individual, then please contact the building principal or any other teacher or administrator of your choice, including, but not limited to, the superintendent of schools.

Except to the extent disclosures are required by law or are necessary for investigation or disciplinary action, all complaints will be kept confidential. You can be assured that you will not suffer any negative consequence as a result of bringing your concerns to the attention of the staff. All complaints will be promptly and thoroughly investigated. If the investigation reveals that you or others have been the subject of sexual harassment, appropriate disciplinary action will be immediately taken against the individual or individuals involved.

Those offenses that on their own may not lead to long term suspension or expulsion, if repeated, may lead to long term suspension or expulsion.

This is the guide used by Platteview Central Junior High School to conduct disciplinary action. The code of conduct allows for interpretation by the administration due to circumstances and the severity of the incident.

Discipline Matrix Guide

Infraction	1st Intervention/ Consequence	2nd Intervention/ Consequence	3rd Intervention/ Consequence
A1 Assault on student without injury	ISS 1-3 days. Notify parents	OSS 1-3 days. Notify parents	OSS 5-10 days. Notify parents. Possible expulsion.
A2 Assault on student with injury	OSS 3-5 days. Notify parents and police. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents and police. Recommendation for expulsion.	
A3 Assault on school personnel, with or without result of injury	OSS 10-19 days. Notify parents and police. Recommendation for expulsion.		
A4 Fighting	ISS/OSS 1-3 days. Notify parents.	ISS/OSS 3-5 days. Notify parents.	OSS 5-10 days. Notify parents. Possible expulsion.
A5 Threats, intimidating, or menacing another student, including hazing.	2 Detentions Administrative Documentation	ISS 3 Days. Notification of Parents	ISS 3-5 Days. Notification of Parents
A6 Threats, intimidating, or menacing school personnel.	ISS 3 Days Notify parents	OSS 3-5 Days Notification of Parents Possible Expulsion	
A7 Swearing at school personnel	ISS 3 Days Notification of Parents	OSS 3-5 Days Notification of Parents Possible Expulsion	OSS 5-10 days. Notify parents. Possible expulsion.

A8	OSS 5-19 Days		
Initiating threatening calls to school, i.e. bomb threats, etc.	Notify parents, police, and fire marshal...		
	Recommendation for Expulsion		

- The level of violence may affect the length of suspension.
- If both students are involved in physical contact, both are considered to have fought and using self-defense is not a defense.
- Individuals that verbally entice a fight, call out another student, or challenge the other students are also considered to be guilty of fighting if it results in a fight.

Infraction	1st Intervention/ Consequence	2nd Intervention/ Consequence	3rd Intervention/ Consequence
B1 Weapon	OSS 10-19 days. Retain the object. Notify parents and police. Possible Recommendation for expulsion.	Retain the object. Notify parents and police. Recommendation for expulsion.	
B2 Firearm	Mandatory 1 calendar year expulsion.		
B3 Nuisance or dangerous items: stink bombs, squirt guns, snowballs, etc.	ISS 1-3 days. Notify parents.	ISS 3-5 days. Notify parents.	OSS 1-3 days. Notify parents.

Infraction	1st Intervention/ Consequence	2nd Intervention/ Consequence	3rd Intervention/ Consequence
C1 Possession, under the influence of, and/or use of alcohol, controlled substance, intoxicant or placebo/lookalike/imitation	OSS up to 19 days. Notify parents. Notify police. Recommend drug/alcohol evaluation.	Recommendation for expulsion.	
C2 Selling or offering a controlled substance, prescription drug, alcohol, and intoxicant of any kind	Recommendation for expulsion.		

C3 Possession and/or sale of drug paraphernalia.	OSS 5 days. Notify parents and police. Possible recommendation for expulsion.	OSS 5-10 days. Notify parents and police. Possible recommendation for expulsion.	Recommendation for expulsion.
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Infraction	1st Intervention/ Consequence	2nd Intervention/ Consequence	3rd Intervention/ Consequence
D1 Robbery Use of Force or Fear	OSS 5 days. Notify parents and police. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents and police. Recommendation for expulsion.	
D2 Extortion	2 Detentions Notify parents.	ISS 1-3 days. Notify parents. Notify police.	OSS 3-5 days. Notify parents and police. Possible recommendation for expulsion.

Infraction	1st Intervention/ Consequence	2nd Intervention/ Consequence	3rd Intervention/ Consequence
E1 Fire setting, arson.	OSS 10 days. Notify parents, police, and fire marshal. Reimburse district for loss. Recommendation for expulsion.		
E2 Graffiti or causing damage to school property, private property	ISS 1-3 days. Notify parents and police. Reimburse for loss	ISS 3-5 days. Notify parents and police. Reimburse for loss	OSS 3-5 days. Notify parents and police. Reimburse for loss. Recommendation for expulsion.
E3 Signaling false fire alarm, tampering with equipment or extinguishers.	OSS 3-5 days. Notify parents, police, and fire marshal. Reimburse district for loss.	OSS 5-19 days. Notify parents, police, and fire marshal. Reimburse district for loss. Possible recommendation for expulsion.	Recommendation for expulsion.

Infraction	1st Intervention/ Consequence	2nd Intervention/ Consequence	3rd Intervention/ Consequence
F1 Theft or attempted theft of school or private property.	ISS 1-3 days. Notify parents and police. Reimburse for loss.	ISS 3-5 days. Notify parents and police. Reimburse for loss..	OSS 1-5 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.
F2 Wrongful possession of school or private material	ISS 1-3 days. Notify parents. Notify police.	ISS 3-5 days. Notify parents. Notify police.	OSS 3-5 days. Notify parents. Notify police. Possible recommendation for expulsion.
F3 Knowingly receiving stolen school property.	OSS 3 days. Notify parents. Notification of police. Reimburse for loss.	OSS 3-5 days. Notify parents and police. Reimburse for loss.	OSS 5 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.

Infraction	1st Intervention/ Consequence	2nd Intervention/ Consequence	3rd Intervention/ Consequence
G1 Smoking, E-cigarettes (vapor cigarettes) or use of tobacco products.	ISS 1-3 days. Notify parents.	OSS 1-3 days. Notify parents.	OSS 5 days. Notify parents.
G2 Possession of matches, lighter, or cigarettes (including E-cigarettes or vapor cigarettes)	ISS 1-3 days. Confiscation of matches, lighter, or cigarettes. Notify parents.	ISS 3-5 days. Confiscation of matches, lighter, or cigarettes. Notify parents.	OSS 1-3 days. Confiscation of matches, lighter, or cigarettes. Notify parents.

Infraction	1st Intervention/ Consequence	2nd Intervention/ Consequence	3rd Intervention/ Consequence
H1 Written or oral harassment: including profane or abusive language/gestures towards staff or students, bullying, jokes, slurs, graphic or verbal comments about an individual's body of a sexual nature or racial background.	Conference with administrator.	ISS up to 3 days. Notify parents.	ISS up to 5 days. Notify parents.
H2 Visual harassment: offensive posters, pornography, photos, cards, cartoons, graffiti, drawings, objects or gestures, PDA, and locker décor.	ISS up to 3 days	ISS 3 days. Notify parents.	ISS 3-5 days. Notify parents.
H3 Physical harassment: Intentional or obvious unwelcome or offensive physical contact.	ISS up to 3 days. Notify parents and police.	ISS up to 5 days. Notify parents and police.	OSS 3-5 days. Notify parents and police. Recommendation for expulsion.

****Please refer to the Platteview Central JH policy included in Student Rights and Responsibilities. The victim may take action beyond the scope of building discipline in regards to harassment.

Infraction	1st Intervention/ Consequence	2nd Intervention/ Consequence	3rd Intervention/ Consequence
I1 Defiance of authority. Failure to obey a direct instruction including lying and refusing to provide or falsifying information.	Up to 2 detentions. Notify parents.	ISS 1-3 days. . Notify parents.	ISS 3-5 days. Notify parents.
I2 Disruption of school activities, i.e. excessive talking, horseplay, play fighting, misuse of passes, etc.	Conference with administrator.	2 detentions. Notify parents.	ISS 1-3 days. Notify parents.
I3 Disruption while in ISS	OSS for 2 days. Return to complete ISS days assigned.	OSS 3 days. Return to complete ISS days assigned.	OSS 5 days. Recommendation for expulsion.
I4 Use of electronic devices i.e. beepers, radios, tape players, cellular phones, laser pointers, etc.	Confiscate device. Conference with administrator. Device may be reclaimed at the end of the school day.	Detention. Confiscate device. Conference with administrator.	2 Detentions. Confiscate device. Parent picks up the device.
I5 NO SHOW to after school detention assigned by an administrator.	Assignment to 2 detentions.	ISS 1 day	ISS 1-3 days
I6 Any lunchroom misconduct	Detention.	2-5 Detentions. Notify parents.	ISS 1-3 days. Notify parents.
I7 Fraudulent use of school or public phone	ISS 1-3 days. Notify parents. Notify police.	ISS 3-5 days. Notify parents. Notify police.	OSS 5 days. Notify parents. Notify police.
I8 Buying or selling food, drinks, or any unauthorized use of a student id number.	Detention. Notify parents.	ISS 1-3 days. Notify parents.	ISS 3-5 days. Notify parents.

I9 Falsifying or altering signatures, misrepresenting or calling self in.	ISS 1-3 days. Notify parents.	ISS 3-5 days. Notify parents.	OSS 1-3 days. Notify parents.
I10 Gambling in any form: pitching coins, dice, wagering with cards, etc.	1-3 Detentions. Conference with Administrator.	3-5 Detentions. Notify parents.	ISS 1-3 days. Notify parents.
I11 Wrongful use of skateboard, roller blades, bicycles, etc. on school property	Confiscate. Notify parents. Parents must pick up.	1 detention. Confiscate. Notify parents. Parents must pick up.	2 detentions. Confiscate. Notify parents. Parents must pick up.
I12 Truancy (1 period)	2 Detentions.	3-5 Detentions.	ISS 1 day. Notify parents.
I13 Truancy (More than 3 periods)	ISS 1-3 days.	ISS 3-5 days.	
I14 Unauthorized entry into any unattended school area	Detention.	2-5 Detentions.	ISS 1-3 days.
I15 Loitering	Conference with administrator. May issue detention.	2 Detentions	3-5 Detentions
I16 Leaving school without following procedure	Detention Notify parents.	2-5 Detentions. Notify parents.	ISS 1-3 days. Notify parents.
I17 Willful violation of other school rules and regulations (i.e. bringing open beverages into the building, dress code violation, etc)	Warning issued to student. Staff may confiscate and retain items for parent. Clothing changed or corrected.	2 Detentions Clothing changed or corrected.	3-5 Detentions Clothing changed or corrected
I18 Violating the closed campus policy	Detention.	1-3 Detentions.	ISS 3 Days. Notify parents.
I19 No show for Teacher detention	2 Detentions.	4 Detentions.	ISS 1-3 Days. Notify parents.

I20 Misconduct for a Guest Teacher	2 Detentions.	ISS 1-3 days. Notify parent.	ISS 3-5 days. Notify parents.
I21 Continual violation of school rules	ISS 3-5 Days. Notify parents.	OSS 1-3 Days. Notify parents.	OSS 3-5 Days. Notify parents.
I22 Violation of Tardy Policy	1 Detention with teacher.	2 Detentions. Notify parents.	ISS 1 day. Notify parents.
I23 Cell Phone/Device Violation	Documentation of Violation. Phone/Device will be returned at the end of the school day.	Parents will be notified. Phone/Device will be returned to Parent Only	Parents notified. Phone/Device will be returned to Parent Only. Detention(s) assigned.
I24 Misuse of School issued technology (iPad or other)	Conference with administrator.....up to 3 Days ISS dependent upon violation. Possible loss of device.	3-5 Days ISS, dependent upon violation. Loss of device for a set period of time, dependent upon the violation.	1-5 Days OSS, dependent upon violation. Loss of device for remainder of the semester/school year.

Attendance

Parents are asked to call between 7:45 AM and 9:00 AM any morning that your student(s) will be absent. In the event the school is not contacted, parents will be called at home or work after this time. An unexcused absence will be recorded for any absence where parent contact is not able to be made or if there is an invalid reason for a student absence.

Excused vs. Unexcused Absence:

Circumstances of Absences – Definitions. The circumstances for all absences from school will be identified as **School Excused** or **Not School Excused**.

Excused Absence. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/ or death in the family, require advance approval.

An absence for any of the following reasons may be excused, provided the required procedures have been followed:

- . Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents),

- . Illness which causes a student to be absent from school,
- . Doctor or dental appointment which require student to be absent from school,
- . Court appearances that are required by a court order,
- . School sponsored activities which require students to be absent from school,
- . Family trips in which student accompanies parent(s)/legal guardian(s), and
- . Other absences which have received prior approval from the Principal.

The Principal shall have the discretion to deny approval for any of the foregoing reasons, depending on circumstances such as the student's number of other absences (in which case the principal may ask for doctor's notes excusing student from school), the student's academic status, tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

Not School Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows:

- . Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments, which are excessive in nature.
- . Other absences are those in which the parent has not communicated a reason for the student's absence.

Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

- . Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of any child; and
- . One or more meetings between the school's attendance officer, the child's parent(s) or guardian(s), and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:

- (i) Illness related to physical or behavioral health of the child;
- (ii) Educational counseling;
- (iii) Educational evaluation;
- (iv) Referral to community agencies for economic services;
- (v) Family or individual counseling;
- (vi) Assisting the family in working with other community services.

If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child's attendance records.

Informing Parents of Student Absenteeism

Although students may be excused from school, individual students (and parents) should not ignore the natural consequences of missing class. The grades earned by a student may be affected by extended or excessive absences.

Attendance letters will be sent home to parents when:

- * a student has five or more days of unexcused absences at any time during the school year;
- * seven or more excused absences in the first semester;
- * 15 total absences at any time during the school year; or
- * at the Principal's discretion as deemed necessary.

Reporting Excessive Absenteeism to the County Attorney

The school may report to the county attorney when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per year. The school shall notify the child's family in writing prior to referring the child to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

Attendance at School Activities

To participate in any after school or evening activity that is sponsored by the school, the student must be in attendance during the school day or not less than half the school day which includes the afternoon session of school (last four periods). This rule applies to school dances, band and choir performances, sporting events and club activities.

Tardies

Being prompt is a valuable lifetime habit and should be encouraged by staff and parents. Tardiness affects everyone. A student who arrives late to school should report to the office to sign in. When students continue to be tardy to a class or school the following consequences will serve as a reminder to the importance of being on time and to help build proper habits. Tardies are kept per quarter, per period and include tardies to school. Regardless if parents call the school to notify the office, a student is still tardy if they do not have a valid reason (doctor note, appointment verification, etc.).

- 1) **1-2 Tardies**– student signs tardy sheet.
- 2) **3-4 Tardies**– 35 minute detention assigned on each.
- 3) **5-6 Tardies**– 45 minute detention assigned on each.
- 4) **7 plus Tardies**– Parent meeting required and student put on behavior plan, signed by student/parent/ teachers/ and principal. Possible suspension time may be required.

Locker Rules and Regulations:

Locker combinations will be given to students at the beginning of the school year. Lockers should be kept neat and in good taste at all times. There will be periodic "clean-ups" during the school year. **The school administration reserves the right to inspect lockers for any reasonable cause at any time during the school year. Students should use only the locker assigned to them.** Taking property not belonging to you is considered theft and will be subject to appropriate school discipline which can include suspension and expulsion. Students are not to tamper with other lockers **nor give their combinations to another student(s).**

P. E. Lockers: Lockers are provided for Platteview Central student use during P.E. classes. **Students are required to place a lock on their P. E. locker to protect valuables.** This lock is to be used at all times to help protect your valuables.

Platteview Central students will be issued a school padlock at the beginning of the school year. The padlock is to be used at the direction of the Physical Education Teacher(s). The padlock is to be returned in satisfactory condition at the end of the school year. Students losing or having the padlock damaged will be expected to pay the \$5.00 replacement cost. Students are not to tamper with other lockers nor give their padlock combinations to another student(s).

If students elect to use a padlock brought from home an extra key or a copy of the combination must be given to the P.E. teacher before the padlock is used. In the event school officials need access to the padlocked locker and a student has not provided the necessary information or key, the padlock will be cut off in order that locker access is obtained. Periodic checks of student lockers are made.

Any missing property should immediately be reported to the P.E. teacher. After reporting the missing property to the P.E. teacher, contact the school office manager and fill out a **Theft Report** when appropriate. Timeliness in this process is very important!

Child Abuse

To comply with current Nebraska Statute, Article 15, Abuse of Minor Children, Incompetent or Disabled Persons, Sections 28-1501 to 28-1508, any teacher or other school employee who suspects that a child's physical or mental health or welfare may be adversely affected by abuse or neglect shall report or cause a report to be made on any suspected case.

Abuse or neglect shall mean knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (a) placed in a situation that may endanger his life or physical or mental health, (b) tortured, cruelly confined, or cruelly punished, (c) deprived of necessary food, clothing, shelter, or care, (d) left unattended in a motor vehicle, if such a child is six years of age or younger, or (e) sexually abused.

State School Law provides immunity from liability to those reporting or investigating child abuse.

School Dances

Dances will be held periodically throughout the school year. The dances are open to students in grades 7 and 8 only and anyone attending must be a student of Platteview Central. **NO EXCEPTIONS WILL BE MADE.** This includes friends, relatives, and former students. The following are guidelines for school dances:

- 1) All regular school rules are in effect before, during, and after school dances. Students not following rules or displaying inappropriate behavior will be asked to leave the dance and parents will be called to come pick up the student.
- 2) All students are to enter the dance through the designated door. Students will not be allowed to leave the dance once being admitted unless a parent is picking them up early.
- 3) Students who are under the influence of drugs or alcohol will be referred to the police, parents will be called, and school disciplinary procedures will follow.

Dropoff and Pickup of Students

The main drive in front of the building has a lane for drop-off and pick-up of students. **Buses will have priority- parents in vehicles need to stay clear until the buses have loaded and unloaded in the morning and afternoons.** Buses leave the area at 3:35 PM, so any parent picking up their student should plan on being there after 3:30 PM.

Safety Drills

Platteview Central will conduct a variety of safety drills throughout the year. All safety drills, including fire and severe weather, are important safety precautions. It is essential that when the first signal is given, everyone obeys instructions promptly and reports to the various areas assigned for safety. All classrooms have maps on where to go for safety and teachers will lead students to those areas of safety during a severe weather situation.

School Closings

Any time school may be closed due to bad weather, please listen to local television stations and check the district website. Television will be notified as early as possible. PLEASE DO NOT CALL THE SCHOOL FOR INFORMATION ON SCHOOL CLOSINGS. If school is open during inclement weather, parents should decide whether or not their children should attend school. We will work with you on an excused absence.

Athletics

Various athletic programs are available for both male and female students. Activities throughout the school year include:

- 7th-8th grade boys' / girls' cross country
- 7th-8th grade girls' volleyball
- 7th-8th grade boys' football
- 7th-8th grade boys' basketball
- 7th-8th grade girls' basketball
- 7th-8th grade boys' wrestling
- 7th-8th grade girls' track
- 7th-8th grade boys' track

A current school physical must be on file prior to participation in athletic practices or games.

Items regarding athletic department policies and problems will be handled within the confines of the athletic department first. All coaches are directly responsible to the Activities Director, who in turn is responsible to the Principal and Superintendent. Any concerns of the athletic department should first be brought to the coach, and if not resolved, to the Activities Director. If it is of such magnitude that requires outside suggestions or opinions, the Principal or Superintendent will be involved.

Fees Schedule

Program	Amount of Fee (\$) OR Specific Material Needed
PE / Physical Education	Soft Soled/Tennis Shoes and socks, running shorts, T-Shirt(s)
Music - Optional (Band)	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments are available for use by any student. Instrument Rental Fee is \$35 for Tier 1 and \$60 for Tier 2 per year for use of school owned instrument(s).
Classroom Supplies	Necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
School Meals	Lunch - \$2.80; Milk - \$0.55; Breakfast - \$1.85; Prices are maximums based on one meal per day and will vary depending on the number of meals or items purchased by the student and may be adjusted during the year.
Lost or Damaged Books (textbooks)	Costs are variable based on age of textbook. Binding replacement begins at \$9.50. Replacement costs are prorated and max out at \$70 per book.

Program	Amount of Fee (\$) OR Specific Material Needed
Yearbook	Yearbooks are published and made available annually at a cost estimated to be around \$20. Yearbooks are an optional purchase.
Locker and Lock Use	\$5.00 fee if lock not returned at the end of the year or damaged beyond use.
iPad Usage and Insurance	\$25 per year, per student; \$100 maximum insurance fee per family.
iPad Damage or Lost/Stolen iPad	\$75 for damaged or broken iPad \$250 for lost or stolen iPad
iPad Puck and Cord	\$5 to replace damaged/lost/stolen cord * \$10 to replace puck * \$15 for both
Athletic Physicals	Costs varies; payable directly to student's physician or clinic.
School Pictures	Students purchase pictures as desired and pay directly to photo company. Pictures are optional for purchase but necessary for yearbook(s).
Field Trips	Costs of school sponsored field trips will remain minimal. Costs will not exceed \$20 on any single occasion. Students are responsible for meals as directed by the school officials in charge of the trip.

Community Relations

Sportsmanship, Ethics, and Integrity

The Board of Education of Springfield Platteview Community Schools recognizes the value of extracurricular activities in the educational process and the values that students may develop when they have an opportunity to participate in organized activities outside of the traditional classroom.

Student participants and district appointed sponsors involved with school board and/or school approved extracurricular activities are expected to demonstrate the same level of responsibility and behavior at practice, competitions, and extracurricular events as is expected in the classroom. School district representatives and students are responsible for maintaining sportsmanlike behavior, exhibiting ethical conduct and demonstrating integrity. The Board of Education of Springfield Platteview Community Schools further encourages the development and promotion of sportsmanship, ethics, and integrity in all phases of the educational process as well as segments of the community. This includes administrators, participants, adult supervisors, parents, fans, spirit groups, and support/booster groups.

Spectators are permitted to attend extracurricular activities only as guests of the school district. Accordingly, as a condition of this permission, they must comply with the school district's rules and policies. Spectators will not be allowed to interfere with the enjoyment of the students participating, other spectators or with the performance of employees and officials supervising the extracurricular activity. Spectators, like the student participants, are expected to display mature behavior and sportsmanship. The failure of spectators to do so is not only

disruptive, but also embarrassing to the students, the school district, and the entire community.

Any spectator, including adults, who behave in a manner that is not consistent with school district expectations and this policy, may be removed from the event by security personnel, school officials, or by the individual in charge of the event. In addition, the individual may be denied admittance to future school events or activities for a specified period of time. School officials shall send a notice of exclusion from future extracurricular activities to the spectator involved. Such notice is to be provided from the activities director and/or the respective building principal. Due process shall be provided in accordance with school district policies and shall include the opportunity for a hearing with school officials. In the event the spectator removed or denied future admittance is a student from a visiting school, an effort will be made to work with the administration of the visiting school with respect to future exclusion.

The district shall also have full authority to invoke penalties or pursue legal action as consistent with district rules, regulations, school board policies, and Nebraska and Federal laws.

To protect the rights of students to participate without fear of interference and to permit the sponsors and officials of extracurricular activities to perform their duties without interference, the following provisions are in effect, but not limited to:

1. Abusive verbal or physical conduct of spectators directed at participants, officials or sponsors of extracurricular activities or conduct that interferes with the administration of the extracurricular activity will not be tolerated.
2. The use of vulgar or obscene language directed at students, officials or sponsors participating in an extracurricular activity or at other spectators will not be tolerated.

The Board of Education of Springfield Platteview Community Schools hereby adopts the following Spectator Code of Sportsmanship Behavior, Ethics, and Integrity.

It is the responsibility of the spectator to:

1. Keep cheers positive. There should be no profanity or degrading language / gestures.
2. Avoid actions that offend visiting teams or individual players
3. Show appreciation of good play by both teams
4. Learn the rules of the game in order to be a better informed spectator.
5. Treat all visiting teams in a manner in which you would be expected to be treated.
6. Accept the judgment of coaches and officials.
7. Encourage other spectators to participate in the spirit of good sportsmanship
8. Obey the instructions of school employees and officials supervising the extracurricular activity.

Date of Adoption: May 10, 2004

Board of Education Policy 1114

FERPA Notification of Rights for Springfield Platteview Community Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day Springfield Platteview Community Schools receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask Springfield Platteview Community Schools to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Springfield Platteview Community Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

[NOTE: In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]

[Optional] See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State.

Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))

**Family Educational Rights and Privacy Act (FERPA)
Notice for Directory Information for Springfield Platteview Community Schools**

[Note: Per § 99.37(d), your school may adopt a limited directory information policy. If you do so, the directory information notice to parents and eligible students must specify the parties and/or purposes that may receive directory information.]

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Springfield Platteview Community Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Springfield Platteview Community Schools may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Springfield Platteview Community Schools to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

[Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

If you do not want Springfield Platteview Community Schools to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by August 15, 2013. Springfield Platteview Community Schools has designated the following information as directory information: **[Note: an LEA may, but does not have to, include all the information listed below.]**

- | | |
|--------------------------|--|
| -Student’s name | -Participation in officially |
| -Address | recognized activities and sports |
| -Telephone listing | -Weight and height of members of |
| -Electronic mail address | athletic teams |
| -Photograph | -Degrees, honors, and awards |
| -Date and place of birth | received |
| -Major field of study | -The most recent educational agency or |
| -Dates of attendance | institution attended |

-Grade level

-Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

**Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)
Springfield Platteview Community Schools**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of*–
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Springfield Platteview Community Schools will/has develop[ed] and adopt[ed] policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Springfield Platteview Community Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Springfield Platteview Community Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Springfield Platteview Community Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

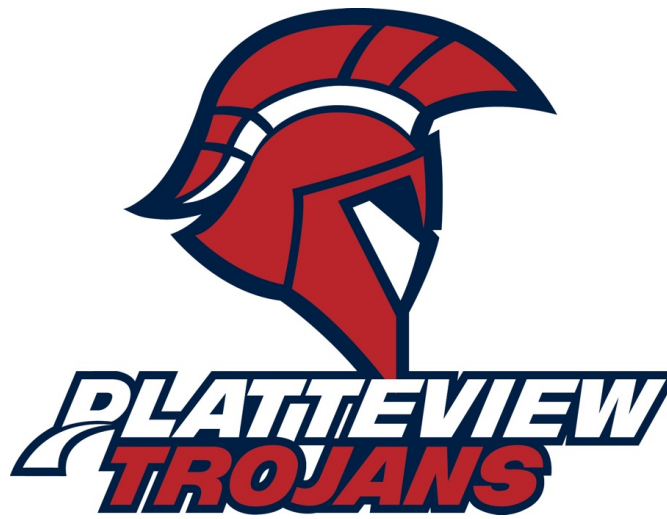
- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

PLATTEVIEW HIGH SCHOOL

Parent & Student
Handbook
2014-2015



CHAPTER 1

Welcome to Platteview

This parent-student handbook is designed to provide the reader with valuable information about the everyday operation of Platteview High School. Included you will find academic information helpful to each student along with graduation requirements, activity information, and behavior expectations for all of our students.

If you have any questions about the information contained in this handbook please contact the main office of Platteview High School at 402-339-3606.



SECTION 1

Letter to Parents

Students and Parents:

The Platteview High School staff welcomes you to the 2014-2015 school year. We hope this will be a most productive and rewarding year for you. This handbook has been prepared to communicate the school policies and procedures, activities, guidance, and other helpful information to you and your parents. You are responsible for the information in the handbook. If you have any questions, feel free to contact the high school office, at 402-339-3606.

The staff of Platteview High School will provide each student an outstanding educational program combined with a rewarding and successful activities program for all of our students. As mentioned in the handbook, we hope you take advantage of these opportunities.

Education is the keystone to our existence. Platteview High School shall provide the best and most rewarding education possible. A sure path to high school success is to attend school each and every day school is in session. Attendance has shown to be a strong indicator of student success and habitual absences tend to be a disruption to the educational process of the student and the students around them.

We are looking forward a great school year! We hope each student and parent enjoys the educational opportunities at Platteview High School.

Sincerely,

Angela Simpson, Principal

SECTION 2

School Calendar



PLATTEVIEW HIGH SCHOOL 2014-2015 CALENDAR



AUGUST 2014							JANUARY 2015						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
					1	2					1	2	3
3	4	5	6	7	8	9	4	5	6	7	8	9	10
10	11	12	13	14	15	16	11	12	13	14	15	16	17
17	18	19	20	21	22	23	18	19	20	21	22	23	24
24	25	26	27	28	29	30	25	26	27	28	29	30	31
31													

7 New Teachers Report
 8 Teacher In-Service
 11 First Day of Practice FB, GG & SB
 14 First Day of Classes
 16 First Day of Practice CC & V
 19 Open House

SEPTEMBER 2014							FEBRUARY 2015						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
		1	2	3	4	5	1	2	3	4	5	6	7
7	8	9	10	11	12	13	8	9	10	11	12	13	14
14	15	16	17	18	19	20	15	16	17	18	19	20	21
21	22	23	24	25	26	27	22	23	24	25	26	27	28
28	29	30											

7 No School
 Labor Day
 8-12 Homecoming Week
 29 No School
 Teacher In-Service

OCTOBER 2014							MARCH 2015						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
				1	2	3	1	2	3	4	5	6	7
5	6	7	8	9	10	11	8	9	10	11	12	13	14
12	13	14	15	16	17	18	15	16	17	18	19	20	21
19	20	21	22	23	24	25	22	23	24	25	26	27	28
26	27	28	29	30	31		29	30	31				

17 End of Quarter 1
 Early Dismissal 1:25pm
 22-23 Parent Teacher Conferences
 Front Gym, 2-7:30pm
 Early Dismissal 1:25pm
 24 No-School

NOVEMBER 2014							APRIL 2015							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
						1					1	2	3	4
2	3	4	5	6	7	8	5	6	7	8	9	10	11	
9	10	11	12	13	14	15	12	13	14	15	16	17	18	
16	17	18	19	20	21	22	19	20	21	22	23	24	25	
23	24	25	26	27	28	29	26	27	28	29	30			
30														

11 Veterans Day Program, 9:30am
 17 First Day of Practice BB & W
 26 Early Dismissal, 11:25am
 27-28 No School

DECEMBER 2014							MAY 2015						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
	1	2	3	4	5	6						1	2
7	8	9	10	11	12	13	3	4	5	6	7	8	9
14	15	16	17	18	19	20	10	11	12	13	14	15	16
21	22	23	24	25	26	27	17	18	19	20	21	22	23
28	29	30	31				24	25	26	27	28	29	30
							31						

17-18 Semester 1 Finals
 Early Dismissal 1:25pm
 Semester 1 Finals
 19 End of Semester 1
 Early Dismissal, 11:25am
 22-31 No-School

1-2 No School
 Start of Semester 2
 5 No School
 19 No School

2 First Day of Practice BB, BG, Soc. & Tr
 13 End of Quarter 3
 Early Dismissal, 1:25pm
 16-17 No School
 18 No School
 Teacher In-Service
 28 Prom

3 No School
 6 No School

13 Last Day for Seniors
 Commencement, 1pm
 17-20 Semester 2 Finals
 Early Dismissal, 1:25pm
 Semester 2 Finals
 21 Early Dismissal, 11:25am
 22 Teacher Work Day

SECTION 3

Professional Staff

Board of Education

Mrs. Brenda Sherman, President
Mr. Brian Wichman, Vice President
Mrs. Jenny Kreifels, Secretary
Mrs. Lori Bartels
Mr. Kyle Fisher
Mr. Bob Icenogle




Administration

	Mr. Brett Richards Superintendent
	Mrs. Holli Kirwan Director of Learning
	Mrs. Anita Belsky Director of Special Services
	Miss Angela Simpson Principal
	Mr. Steve Joekel Assistant Principal/Activities Director

Art

	Mrs. Jamie Hansen jhansen@springfieldplatteview.org
---	---

Business

	Mr. Jim Jennings jjennings@springfieldplatteview.org
	Mrs. Patti Layher playher@springfieldplatteview.org
	Mrs. Teresa Starks tstarks@springfieldplatteview.org

Counseling

	Ms. Peggy Davidson pdavidson@springfieldplatteview.org
	Mr. John Stanton jstanton@springfieldplatteview.org

Family & Consumer Science

	Miss Nicki Pedeliski npedeliski@springfieldplatteview.org
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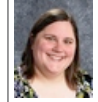
Industrial Technology

	Mr. Michael Bos mbos@springfieldplatteview.org
	Mr. Dustin Foutch dfoutch@springfieldplatteview.org

Language Arts

	Mrs. Shannon Clayton sclayton@springfieldplatteview.org
	Mrs. Michelle Janda mjanda@springfieldplatteview.org
	Miss Kelly Falch kfalch@springfieldplatteview.org
	Mrs. Jodie Morgenson jmorgenson@springfieldplatteview.org




Mathematics

	Mr. Alex Dostal adostal@springfieldplatteview.org
	Mr. Andrew Hopp ahopp@springfieldplatteview.org
	Mrs. Julie Lodes jlodes@springfieldplatteview.org

Media Specialist

	Mrs. Amy Thayer athayer@springfieldplatteview.org
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Music

	Mrs. Marla Janak mjanak@springfieldplatteview.org
	Mr. Matt King mking@springfieldplatteview.org
	Mr. Jerry Layher jlayher@springfieldplatteview.org

Physical Education

	Mrs. Christina Elder celder@springfieldplatteview.org
	Mr. Scott Jensen sjensen@springfieldplatteview.org
	Mr. Adam Kuhl akuhl@springfieldplatteview.org





Science

	Mr. Bryan Dutcher bdutcher@springfieldplatteview.org
	Mrs. Christine Gustafson cgustafson@springfieldplatteview.org
	Ms. Alexis Hoagland ahoagland@springfieldplatteview.org



School Resource Officer

	Deputy Becky Roberts broberts@springfieldplatteview.org
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Social Science

	Mr. Jon Comine jcomine@springfieldplatteview.org
	Mr. Frank Laughlin flaughlin@springfieldplatteview.org
	Mr. Steve Lundeen slundeen@springfieldplatteview.org
	Mr. Brad Schlieman bschlieman@springfieldplatteview.org
	Mr. Andrew Soneson asoneson@springfieldplatteview.org

Special Education

	Mr. Darin Cheney dcheney@springfieldplatteview.org
	Mr. Nick Ferguson nferguson@springfieldplatteview.org
	Mrs. Kelley Gurchin kgurchin@springfieldplatteview.org

World Language

	Miss Laura Hilkemann lhilkemann@springfieldplatteview.org
	Mrs. Kimberly Zeleny kzeleny@springfieldplatteveiw.org

Classified Staff**Nurse**

Heather Feldhacker R.N.

Office Staff

Jacki Case
Sheryl Krapp
Luann Kulm
Teri Mirras

Para-Professionals

John Bucksbee
Janet Edem-DuPuy
Jessica Foley
Marla Jennings
Kellie Jones
Mary Murphy
Meghan Rentschler

Maintenance Staff

Mary McKnight
Rich Peterson
Earl Whitney
Tony Robertson
Joe Pacheco
Patty Porter

SECTION 4

Activity Sponsors

Boys' Baseball

Bryan Dutcher, Head Coach
Jim Lynam

Boys' Basketball

Tim Brotzki, Head Coach
Andrew Hopp
Brad Schlieman

Girls' Basketball

Justin Dannelly, Head Coach
Steve Lundeen
Greg Gentile

Cross Country

Robyn Marshall, Head Coach
Laura Hilkemann

Football

Adam Kuhl, Head Coach
Darin Cheney
Bryan Dutcher
Greg Gentile
Rod Jones
Kevin Wilson

Boys' Golf

Frank Laughlin

Girls' Golf

Frank Laughlin

Boys' Soccer

Caleb Brown, Head Coach

Girls' Soccer

Amber Richardson, Head Coach

Girls' Softball

Adam Theel, Head Coach
Andrew Soneson

Girls' & Boys' Track

Greg Gentile, Head Boys' Track
Christina Elder, Head Girls' Track
Laura Hilkemann
Brett Ribble
James Shada, Sr
Kevin Wilson

Volleyball

Michelle Levinson, Head Coach
Alexis Hoagland

Wrestling

Dustin Foutch, Head Coach
Rod Jones

Band

Jerry Layher

Cheerleading

Meryl Engen &

Color Guard

Patti Layher

Dance Team

Crystal Arch

Drama Club/One Act

Jodie Morgenson

FBLA

Teresa Starks & Patti Layher

FCCLA

Nicki Peiliski

Freshman Class

Keegan Korf

Future Problem Solvers

Jeremy Mahoney

Junior Class

Scott Jensen

Boys' Letter Club**Girls' Letter Club**

Teresa Starks & Luann Kulm

Mock Trial

Nancy Diekmann

National Honor Society

Jon Comine

Quiz Bowl

Bob Icenogle

Senior Class

John Stanton & Angela Simpson

Skills USA

Michael Bos

Sophomore Class

Laura Hilkemann & Amy Thayer

Spanish Club**Speech**

Michelle Janda

Student Council

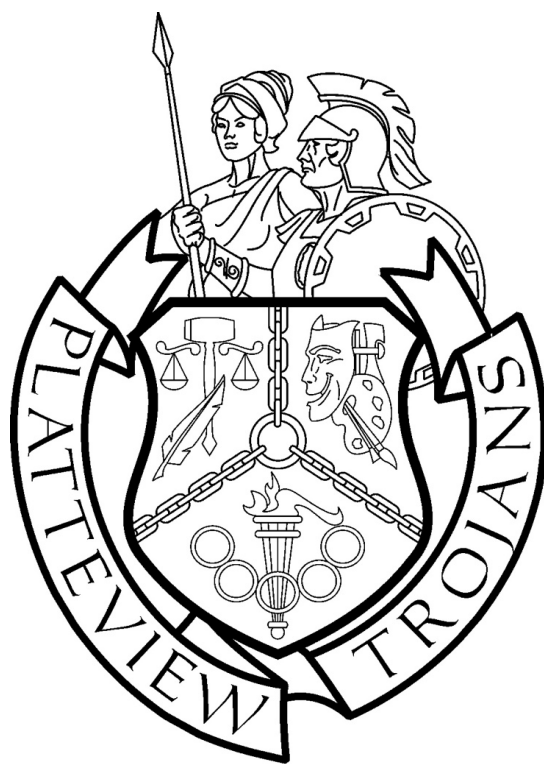
Jon Comine

Vocal Music

Matt King

CHAPTER 2

Academics



SECTION 1

Academic Guidance & Counseling

Academic Awards

Class Rank

Class rank is determined at the end of each semester and may be obtained from the counselor.

Principals List

A student who achieves a grade point average of 4.00 in a semester and is enrolled in each of the 4 core academic classes.

Honor Roll

This is an academic achievement award for students who have achieved a grade point average of 3.75 or above and is enrolled in each of the 4 core academic classes. This recognition is given only at the end of the semester grading periods.

Merit Roll

This is an academic achievement for students who have achieved a grade point average of 3.50 or above. This recognition is given only at the end of the semester grading periods.

Academic Counseling and Scheduling

Counseling is available for academic planning. The counselor will oversee scheduling to see that each student can meet graduation requirements while preparing for a post-high school career. Parents are encouraged to be an integral part of this planning.

Academic Course Load

Students are required to carry a minimum of six solid subjects during each year of high school.

Career Counseling

Career counseling is provided all students through testing, group guidance, subject exposure in the classroom, and through individual counseling. This service is designed to facilitate each student in making college, vocational, and occupational choices. Assistance is available to students and parents in select-

ing a college, or vocational school, taking appropriate entrance exams, applying for scholarships, and obtaining financial aid. Career choices can be aided by using the Guidance Information System via computer; utilizing catalogues, and materials available through the counselor's office.

Class Officers

Class officers will be chosen in the fall of the academic year. Class officers are required to uphold high academic standards and leadership standards. The senior class president will serve as the keynote speaker and the senior class vice president will facilitate the turning of the tassels in the commencement exercises.

Commencement Exercises

Each year Platteview High School will sponsor a commencement ceremony. This ceremony is a privilege and not required to complete a diploma. Students will be notified each year of upcoming commencement dates and requirements for participation.

Course Requirements by Grade Level

9th Grade

English
World Geography/Civics Mathematics
Earth Science
Physical Education 9 /Information Tech 1

10th Grade

World History
English
Biology
Mathematics
Health 10

11th Grade

English
American History
Science
Mathematics

12th Grade

English
American Government/Social Studies

Cumulative Records

Cumulative records are maintained for each student that attends Platteview High School. These files are accessible to students, parents, teachers, administration, and counselors.

Early Graduation (Board of Education Policy):

Any senior that wishes to graduate at midterm must adhere to the following guidelines:

- 1) He/She must declare intent to graduate at midterm no later than June 1st preceding their senior year by filling out a form which is available in the counselor's office.
- 2) Upon an examination of credits to see if midterm 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 midterm graduation.
- 3) Any intent to graduate early is contingent upon the student passing course work he/she is enrolled in.
- 4) Midterm graduates may participate in graduation exercises in the spring with the rest of their class. There will be no formal midterm graduation ceremony.
- 5) Application to waive a semester of attendance must be made no later than June 1st of the preceding school year.
- 6) Students must have attended Platteview High School for 2 semesters.
- 7) At the point of withdrawal from classes the student shall become ineligible for participation in any interscholastic activity sanctioned by the Nebraska School Activities Association.

Final Examinations

All students at Platteview High School are expected to take final examinations at the end of each semester. These final exams will be counted as 10 - 20% of the final semester grade average.

Grade Classifications

The following guidelines will be used to determine class standings:

- 12th Grade 40 + Credits
- 11th Grade 26 to 39 Credits
- 10th Grade 13 to 26 Credits
- 9th Grade 0 to 13 Credits

*Credit - One credit is given for the successful completion of a one semester class that meets five days a week.

Grading System

Courses at Platteview High School are graded in one of two categories. Honor roll courses are graded numerically, 1-5, with 1 being the highest grade. Non-honor roll courses are graded either P or F, Pass or Fail.

Grading Scale

93% - 100%	1
85% - 92%	2
77% - 84%	3
70% - 76%	4

Graduation Requirements

Students are required to earn 50 credits for graduation presently. The credits shall include:

Social Studies	8 credits
English	8 credits
Mathematics	6 credits
Science	6 credits
Physical Ed. & Health	3 credits
Information Technology	1 credit
Electives	18 credits
Total Required:	50 credits

**Beginning with the Class of 2017 it will be required to take one semester (1 credit) of Personal Finance.

Graduation at the End of the Junior Year:

The Board of Education has authorized the Superintendent of schools to permit students to graduate after the junior year in very special circumstances. The procedure to be followed to request graduation after the junior year is as follows:

1. The student or parent will request a meeting with the Principal and the Senior Counselor. Both student and parent will attend this meeting.
2. The student and parent will explain the special circumstances that they believe necessitate an early graduation.
3. The Principal and Counselor, based on the parent/student meeting will make a recommendation to the Superintendent of Schools.
4. The Superintendent will make the final decision and notify the parent and student.
5. The student will have to successfully pass all graduation requirements in order to graduate early.

Honor Awards

Academic Excellence

All 1's all four quarters and both semesters - Recognized at Award's Night and Certificates presented all the end of the school year.

Academic Lettering

Students who have been named to the Honor Roll for 4 consecutive semesters may request recognition and an academic letter.

English Excellence Award

3.75 GPA, English Composite Score in the 85th percentile on the ACT, SAT, or PSAT, Entered 3 to 5 writing contests or submissions to publications, Earn a '1' in all Honors or Honors Related English Courses or Complete four years of Honors English Courses.

Writing Awards

Students Submitted Papers.

Boys State/Girls State

Junior Boys and Girls voted on by the American Legion and Auxiliary.

Academic Excellence in Mathematics

Academic Excellence in Science

US Marine Corps

Academic Perseverance
Top Music Student
Student/Athlete

Key Staffer Awards

Based on participation and excellence in the Journalism Department

Perfect Attendance

No Absences throughout the school year

Hugh O'Brian Award

Sophomore Student selected by staff to represent Platteview at the Youth Leadership Institute.

Most Representative Students

Voted on by Teachers

Man/Woman of the Year

Voted on by Students

Top Ten Percent of the Senior Class

Determined by the Mark Point Average, Total Mark Points and Combined Rank

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 two weeks from the day the quarter ends to make up the work and have it counted in the quarter grade.

For semester grades, the student may receive credit for work no later than ten days after the semester has ended.

Parent/Teacher Conferences

At the end of the first and the third quarters, convenient times are scheduled for Parent-Teacher conferences. These conferences are made available for parents to pick up report cards and/or visit any teacher or the staff. Parents can schedule conferences any time throughout the year with any teachers by calling the school and making arrangements for the conferences.

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.

Progress Reports

Progress Reports are sent out each mid-quarter. These reports are sent out only as a reminder to the parents and students of progress at the midpoint of the quarter. It is our belief that this mid-quarter report gives the student time to improve work in a subject so that he/she does not fail the quarter. If a student does not receive a progress report, he/she could still fail at the end of the quarter. It is important that a student keep track constantly of his/her progress.

Schedule Change Procedure

The registration information is the foundation of our teacher needs, textbook requisitions, space requirements, and other related educational decisions. It is

for these reasons that we encourage you to seriously consider your course selections. Final schedules will be mailed approximately one week prior to the start of the new school year. If you notice an error, please bring your schedule in to the Guidance Office immediately. Otherwise, there should be no need for a schedule change once school has begun. All schedule changes should take place in the first 5 days of the semester. Students who drop the course after the first 5 days of school will record a "WP" or a "WD" depending on the current grade. Any student allowed to drop a course after the first mark period will receive a "5."

School Testing Program

Springfield Platteview Community Schools administers a number of testing instruments to supplement information on students. Students in grades 9-11 will take the MAP test in the fall and spring. Students in grades 9-11 will take the Science STARS assessments in class. Students in grade 11 will take the NeSA in reading, writing, and mathematics. Students in grade 10 will take the PLAN test and the ASVAB. The PSAT test will be available to students in grades 10 and 11.

Special Parent Reports:

Parents and/or students requesting more frequent feedback about progress of a student should contact the counselor or administrators if they have immediate needs. Increasing communication between home and school is a goal of the counseling and guidance services.

Student Council

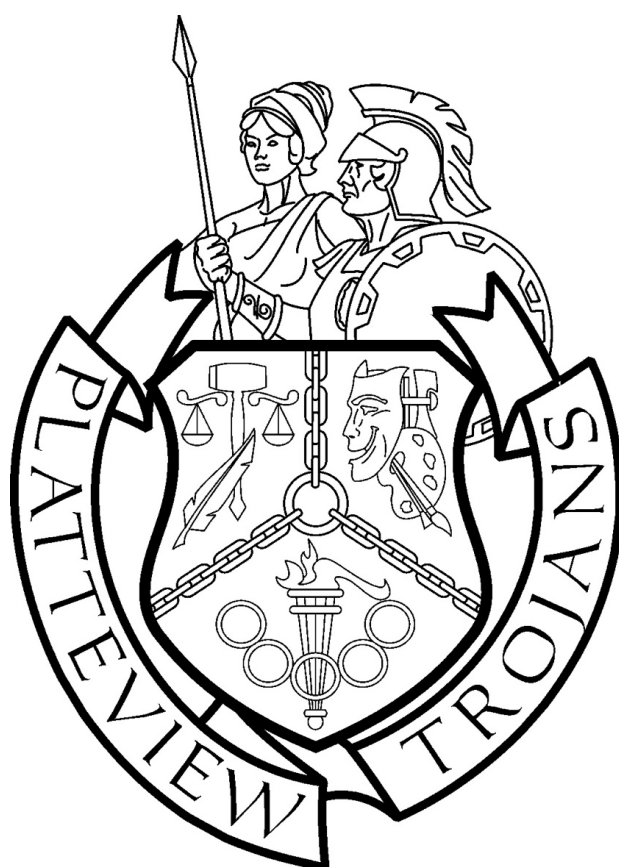
Student council members will be elected in the spring of the preceding academic year. Each class will elect 3 members and all students will select a student council president.

Watch List

Students who are in the area of academic concern by having a current course grade of 4+ or below will be placed on the student watch list at 9am on Monday mornings. Students who are on the watch list will be required to meet with their teacher for academic help. Students will not be allowed to leave their study hall unless they are meeting with the teacher with whom they are listed on the watch list.

CHAPTER 3

Student Regulations



SECTION 1

Student Regulations

Attendance Policy

Parents are asked to call prior to 9am any morning that your student(s) will be absent. In the event the school is not contacted, parents will be called at home or work after this time. An unexcused absence will be recorded for any absence where parent contact is not able to be made or if there is an invalid reason for a student absence.

Excused vs. Unexcused Absence:

Circumstances of Absences. Definitions. The circumstances for all absences from school will be identified as School Excused or Not School Excused.

Excused Absence. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/ or death in the family, require advance approval.

An absence for any of the following reasons may be excused, provided the required procedures have been followed:

. Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents),

Illness which causes a student to be absent from school,

- Doctor or dental appointment which require student to be absent from school,
- Court appearances that are required by a court order,
- School sponsored activities which require students to be absent from school,
- Family trips in which student accompanies parent(s)/legal guardian(s), and
- Other absences which have received prior approval from the Principal.

The Principal shall have the discretion to deny approval for any of the foregoing reasons, depending on circumstances such as the student's number of other absences (in which case the principal may ask for doctor's notes excusing student from school), the student's academic status, tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

Not School Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows:

- Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments, which are excessive in nature.
- Other absences are those in which the parent has not communicated a reason for the student's absence.

Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

- Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of any child; and
- One or more meetings between the school's attendance officer, the child's parent(s) or guardian(s), and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance.

The plan shall consider, but not be limited to:

- (i) Illness related to physical or behavioral health of the child;

- (ii) Educational counseling;
- (iii) Educational evaluation;
- (iv) Referral to community agencies for economic services;
- (v) Family or individual counseling;
- (vi) Assisting the family in working with other community services.

If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child's attendance records.

Informing Parents of Student Absenteeism

Although students may be excused from school, individual students (and parents) should not ignore the natural consequences of missing class. The grades earned by a student may be affected by extended or excessive absences.

Attendance Procedures

1. A semester absence of more than nine days from any class will place a student in non-credit status regardless of grade record in the class.
2. An absence count will begin with the student's first day of enrollment in the class.
3. Class absences as the result of school related activities will not count within the nine day limit, i.e. athletic contests, field trips, or other school sponsored activities. Class absences caused by administrator or counselor calls to the office fall within this "related" activities category unless otherwise specified.
4. Any days or periods of absence which are verified in writing by a doctor or dentist will not be counted within the nine day absence limit. Notes or appointment cards signed by the doctor must indicate the times or days involved in the excuse and must be presented to the attendance secretary when the student returns to school from the absence.
5. All absences not falling within the school related absence category will count toward a student's nine absence count.
6. The following schedule will be followed to communicate with the student and parents:
 - a. On the sixth day of absence in the semester in any class, the principal will mail a letter to the home informing the student and parents of the absence status in all classes.
 - b. On the ninth day of absence in a class, a letter will be mailed to the home informing the student and parent that the next absence in that class will place the student in non-credit status.
7. A student who is absent from a class for a tenth or eleventh absences may choose to make up the day(s) by serving a Saturday School for each absence. Students are only allowed to attend two Saturday schools.
8. The student or a parent, once the student is placed in non-credit status, may request that the teacher(s) have his/her non-credit status voided through action of an appeals committee. An appeal may be filed with the attendance committee based on the following criteria:
 - a. The student must be passing the class.
 - b. Once non-credit status has been reached, the student's attendance improves.
 - c. All make-up work and make-up tests have been completed.
 - d. The student's behavior in the class is acceptable.
 - e. The student's absences are a result of extenuating circumstances.
9. The appeals committee will meet near or at the end of each semester to consider any appeals from teachers. The committee will include the following membership: Principal, Assistant Principal and School Counselors. The committee will consider the appeal based on the criteria used by the teacher to make the appeal as well as the reasons for the student's excessive absences. While considering the appeal, the committee will consider only the relevant criteria outlined above without the benefit of the student's name.
10. If there is no appeal or if the appeal is unsuccessful, the student with more than nine days of absence in a semester from any class(es) will receive no credit for that class(es).

College Visits

Students choosing to visit a college during their junior year must pre-arrange the absence with their teachers by using the pre arranged absence form. Jun-

iors will be allowed one absence in the second semester for a post- secondary visit. Seniors will be allowed one absence in each semester to visit a post- secondary institution. Students must have pre-arranged the absence with the attendance secretary and provide documentation from the post- secondary institution of the visit upon their return.

Make-Up Work due to Absence

Students will be given one day to complete make-up work for each day of excused absence. The responsibility for obtaining assignments is that of the student. If the absence is planned, the student should make up the work in advance or as per the instruction from each individual teacher. Class work should be completed before a student leaves school for a trip or school-related function. Assignments made well in advance will still be due as scheduled on the first day that a student returns to school; i.e. research paper.

Excused absence

- Student is required to make up all assignments and test, and have the opportunity to earn full credit.

Unexcused absence

- Student is required to make up all assignments and tests. Student work will have a 10% reduction in credit.

In-School Suspension

- Student is required to do all assignments and tests and have the opportunity to receive full credit.

Out of School Suspension

- Student is required to complete all assignments due upon return to class. Assessments must be completed upon return to class. All assignments and assessments will have a 10% deduction in credit.

School Activity Absences

Students involved in school activities must be in attendance the half day preceding the activity, i.e., afternoon classes for an evening activity; morning classes for an afternoon activity. Students not in attendance the half day preceding the activity may be excluded from the activity that afternoon or evening.

Tardy Policy

- A student who enters the classroom after the tardy bell has rung will be considered tardy unless he/she has a pass from another teacher.
- After the first tardy to class, the student will be warned. After the third tardy a detention will be assigned to be served with the teacher or in the detention room.
- If the student fails to serve the detention, he/she will receive a one-day-in-school suspension for the first offense.
- A student will be counted as absent if he/she is absent for more than 10 minutes of any class period. Any student arriving at school after the beginning of the school day is to sign in at the main office. No student will be allowed into first period class without a pass from the office.
- Students will be referred to the Administration on the sixth tardy in any class. The student will be given two detentions in the detention room
- A student is referred to the Administration again after the ninth tardy in the class. Suspension time will be assigned on this and all future referrals of multiples of three tardies.
- This policy will continue for on semester, and then the sequence will start over.

Unexcused Absences

Students will have absences classified as “unexcused” if:

- they fail to report to school and do not have an excuse from parents or guardians within 24 hours
- they leave the building without checking out with the main office or school nurse.
- they are not in their assigned class, but remain in the school building without permission.

Cafeteria Expectations

Platteview High School is a closed campus. Students are required to remain in the building during school hours, this includes the lunch period. Students at Platteview High School are scheduled for a thirty minute lunch period. In

order to assume an orderly lunch period, students are requested to observe the following rules:

1. All students must report to the cafeteria during the time they are scheduled for lunch, regardless of whether they plan to eat or not. Students with passes may go to the library.
2. There should be no running in the hallway or "cutting in" or saving places in the lunch line.
3. No food or drinks may be removed from the lunch room.
4. When a student is finished eating, he/she will return the food tray to the wash area and return to his/her table or to the commons.
5. Students caught throwing food in the cafeteria will be referred to the administration.
6. A student who violates the closed campus rules will be referred to the administration.
7. Due to Federal lunch program guidelines students may not bring in outside hot food items for others during the lunch period.

Money may be placed in accounts before school in the food service office from 7:45 am to 8:05am.

Students are required to pay for all lunches received. Parents should keep enough money in the food service account to stay current. Each week on Tuesdays and Fridays – generic emails will be sent to families with low account balances (\$5.00 or less in a student account).

The School Nutrition program understands that situation may occur when a child forgets their lunch money and will allow a student to charge a meal. A meal charge is defined as a short-term loan for a child to eat because the child forgot lunch, their lunch money or has lost it. On the first negative charge school personnel will send home a slip with the student. The Food Service Office as well will mail letters notifying the parents or guardians of their child's negative account. If there is no response from the parent or guardian a meal application for free or reduced lunch will be mailed out. If negative charges continue to occur the matter will be turned over to the school princi-

pal for resolution. Insufficient funds checks do count as charges for these rules. A \$5.00 fee will be added to all returned checks.

Free or reduced price lunches are provided for those children whose parents can meet federal income guidelines. Application forms for this service are available in each school office and are sent home at the beginning of the school year with each child. The school district must have an approved application (or a list of student names from the state's direct certification list) before meal benefits can be given. The school district cannot claim any free and reduced meals to new children without a processed application. Lunch applications are processed daily upon arrival in the School Nutrition Office. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call toll free (866)632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800)877-8339 or (800)845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Classroom Policies

Students are expected to comply with teacher classroom policies and expectations. Failure to do so can result in detentions or referral to the principal. Detention period is a time when the student is assigned to stay after school, or an other arranged time, for any infractions of accepted student behavior. Detention time is set at the discretion of the teacher or principal. Any student may be kept one hour after school for detention. Any student sent to the office for disciplinary reasons will be given two detentions or more depending on the offense. This penalty will be doubled when a substitute teacher is involved. If a rural bus student is detained after school, the teacher must see that he/she has transportation home or give the student 24 hours so that he/she will have a chance to arrange transportation. Students that are involved with activities

after school must serve their detention first. Students should visit with their teacher if they have a problem staying for a detention. Students who intentionally skip detentions are eligible for short-term suspension in addition to the detention.

Directory Information

When requested, school district personnel may release directory information such as student's name, address, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Students, parents/guardians of students under 18 years of age, and eligible students may inform the school district personnel that any or all of the directory information should not be released without their prior consent.

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 as per State Statute. This includes textbooks or other school property taken from unlocked lockers.

Media Center

The PHS library is available for student use from 8:00 am until 4:00 pm. Students who wish to use the library should obtain a pass from the librarian between classes. Upon arrival in the library students sign in. Five minutes before the end of the period students sign out and return to study hall. All library materials are checked out for a specified period of time. Reserve and reference books, magazines, and vertical file materials are checked out for overnight only and a twenty-five cent fine will be charged for each day these materials are overdue. Books, other than reserve and reference books, are checked out for a two week period, and the overdue fine is five cents per day. Fines should be paid when overdue materials are returned. Magazine articles and vertical file materials should be copied whenever possible to prolong the

life of these materials and make them more readily available. Computers, typewriters, videocassette recorders and other audiovisual equipment are also available for student use in the library. Since the library is designed as a resource center where several activities are going on simultaneously, a business like atmosphere is necessary.

Military Recruiters

Each year by federal law Platteview High School submits a list of juniors and seniors to the branches of the United States Military. If you choose not to have your child's name appear on the list you must notify the office by September 1 of each year.

School Bus Regulations

Safety is our first consideration when transporting children to school. If the driver is distracted or directs attention away from the road, danger exists. Authority of Driver: Pupils transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus. It may become necessary for the driver of the bus to assign seating in order to maintain an orderly environment. All busses are owned and operated by the First Student School Bus Company.

Conduct Rules

1. Cooperate with your driver.
2. Stay seated facing the front of the bus.
3. Students are to be dropped off at their assigned stop. Drivers must receive a signed note by parent/guardian giving permission for other drop-off arrangements.
4. Keep head, hands, and feet to yourself and inside the school bus.
5. Talk quietly, be courteous-- no profane language.
6. Students must be quiet at railroad crossings.
7. No radios, including headphones, will be allowed on buses.
8. Aisles shall be clear and unobstructed at all times.
9. Help keep your bus clean. Do not litter in or out of the bus.
10. Do not eat or drink on the bus. (Candy, gum, etc.)

11. Do not bring hazardous materials on the bus.
12. No animals are allowed on the bus.
13. Do not tamper with or damage the bus or its equipment.
14. Students shall not use the emergency exits unless an emergency exists.
15. The following inappropriate behavior will bring about immediate action and may include, but is not limited to the following, resulting in automatic suspension of transportation privileges: 1) fighting, 2) direct defiance of bus driver, 3) lighting matches/smoking, 4) vandalism, 5) harassment.
16. Students should respect all employees and fellow students of the district and may be subject to discipline policies set forth by the Nebraska School Bus Co. and Platteview High School.

Consequences for violating school bus rules:

- | | |
|---------------------|--|
| 1st Incident: | Driver verbally warns student. |
| 2nd Incident: | Student receives citation; parent and principal are verbally notified of the infraction. |
| 3rd Incident: | Student receives citation and is suspended from the bus for three to five days; parent is notified of the infraction by the principal. |
| 4th or More Severe: | Student receives citation and is suspended from the bus up to the remainder of the school year. |

Sexual Harassment

Sexual Harassment of students by any student, officer, administrator, or employee of the District is strictly prohibited. Sexual Harassment is a violation of both state and federal law.

In the student context, sexual harassment includes any unwelcome conduct of a sexual nature directed at or to a specific student or students, or conduct that has the purpose or effect of unreasonable interfering with a student's work or performance, or which creates an intimidating, hostile, or offensive environment.

Both verbal and nonverbal conduct occurring outside the context of the school's authorized curriculum may constitute prohibited sexual harassment. Specific types of conduct which are prohibited include, but are not limited to, jokes, statements, or comments, whether derogatory or complimentary in nature, which either explicitly or by implication, contain or can reasonably be interpreted to contain or refer to matters of a sexual nature; physical contact, touching, or physical interference; and visual conduct such as gestures, pictures, posters, cartoons, drawings or other written, printed or published materials of a like or similar nature, which either explicitly or by implication, contain or can be reasonably inferred to contain or refer to matters of a sexual nature.

The School cannot prevent violations of this policy, unless such behavior is observed by the staff, or the staff is told of violations. If a student has any reason to believe that he/she or any other student has been sexually harassed, that student should immediately report the violation to a classroom teacher, his/her counselor, or principal. If the student feels that his/her classroom teacher or counselor does not give him/her satisfactory results, or if the student feels that his/her classroom teacher or counselor is part of the problem, or the student is for any other reason otherwise uncomfortable in discussing the matter with that individual, then the student is advised to contact the building principal or any other teacher or administrator of your choice, including, but not limited to, the Superintendent of Schools. Except to the extent disclosures are required by law or are necessary for investigation or disciplinary action, all complaints will be kept strictly confidential. Students can be assured that they will not suffer any negative consequence as a result of bringing concerns to the attention of the staff. All complaints will be promptly and thoroughly investigated. If the investigation reveals that the student or others have been the subject of sexual harassment, appropriate disciplinary action will be immediately taken against the individual or individuals involved.

Study Hall Procedures

Since students should know what is expected of them in study halls, the same procedures will be carried out during all study halls and by all study hall teachers.

1. Each study hall and guided study period will follow the following schedule.
 - 15 minutes of Silent Sustained Reading
 - 15 minutes of Individual Work Time
 - 15 minutes of Group Work Time or Intervention with a Teacher
2. Students will not talk to other students without permission. Study halls are intended for quiet study.
3. Students wishing to use the rest room must sign out at the desk. Only one boy and one girl may sign out at the same time. This privilege may be revoked if it is abused. This will be part of any students 2 passes for the school day.
4. Students are expected to bring enough work with them to keep them busy.
5. Students wishing to go to other rooms or Central must have a pass signed by the teacher requesting them to come. Late passes from other teachers may be accepted.

SECTION 2

Federal Notifications

Notice of Nondiscrimination

Springfield Platteview Community Schools does not discriminate on the basis of race, color, national origin, sex, disability, religion, age or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students, Employees, and Others: Anita Belsky, Director of Special Services, 14801 South 108th Street, Springfield, NE 68059, (402)592-1300, abelsky@springfieldplatteview.org.

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the US Department of Education (OCR), please contact the OCR at 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, (816)268-0550 voice, or (877)521-2172 TDD, or ocr.kansascity@ed.gov.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Platteview High School receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the Platteview High School to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the re-

cords request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that [School District], with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Springfield Platteview Community Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the [School District] to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless par-

ents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Springfield Platteview Community Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 1, 2013. Springfield Platteview Community Schools has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- The most recent educational agency or institution attended
- Dates of attendance
- Grade level
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;

4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive* notice and an opportunity to opt a student out of –
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
 - *Inspect*, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Springfield Platteview Community Schools has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Springfield Platteview Community Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Springfield Platteview Community Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Springfield Platteview Community Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys

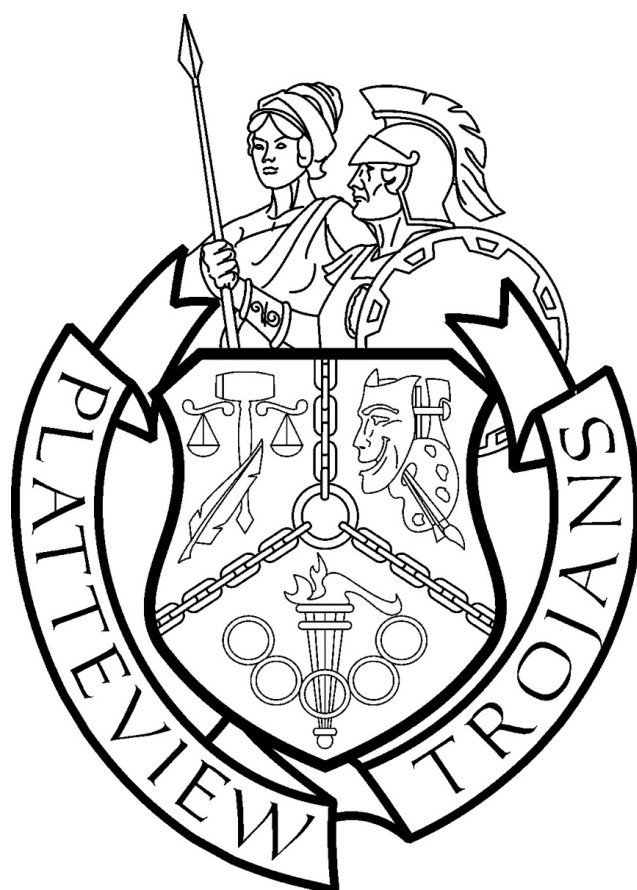
and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

General Procedures



SECTION 1

General Procedures

Child Abuse

To comply with current Nebraska Statute, pertaining to Abuse of Minor Children or Incompetent or Disabled Persons, any teacher or other school employee who suspects that a child's physical or mental health or welfare may be adversely affected by abuse or neglect shall report or cause a report to be made on any suspected case.

Abuse or neglect shall mean knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (a) placed in a situation that may endanger his life or physical or mental health, (b) tortured, cruelly confined, or cruelly punished, (c) deprived of necessary food, clothing, shelter, or care, (d) left unattended in a motor vehicle, if such a child is six years of age or younger, or (e) sexually abused. State law provides immunity from liability to reporting or investigating child abuse.

Closed Campus

Platteview High School operates under a closed campus rule. Students will not be permitted to leave the school after arriving in the morning until classes dismiss at 3:25 pm unless permission to do so is obtained from the Principal's office. If a student is given permission to leave the building, he/she must sign out at the office before leaving.

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 as per State Statute.

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

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

Daily Class Schedule

Late Start/Homeroom Monday Schedule

Period 1	9:10-9:47
Period 2	9:51-10:26
Homeroom	10:30-11:00
Period 3	11:04-11:39
Period 5	11:43-12:49
A Lunch	11:39-12:09
B Lunch	12:19-12:49
Period 4	12:53-1:28
Period 6	1:32-2:07
Period 7	2:11-2:46
Period 8	2:50-3:25

Regular Tuesday-Friday Schedule

Period 1	8:10-8:58
Period 2	9:02-9:49
Period 3	9:53-10:40
Period 4	10:44-11:31
Period 5	11:35-12:50
A Lunch	11:31-12:01
B Lunch	12:22-12:52
Period 6	12:56-1:43
Period 7	1:47-2:34
Period 8	2:38-3:25

Early Dismissal 1:25 Dismissal Schedule

Period 1	8:10-8:43
Period 2	8:47-9:19
Period 3	9:23-9:55
Period 4	9:59-10:32
Period 6	10:36-11:09
Period 5	11:13-12:13
A Lunch	11:13-11:43
B Lunch	11:43-12:13
Period 7	12:17-12:49
Period 8	12:53-1:25

Early Dismissal 11:25 Dismissal Schedule

Period 1	8:10-8:31
Period 2	8:35-8:56
Period 3	9:00-9:21
Period 4	9:25-9:46
Period 5	9:50-10:11
Period 6	10:15-10:36
Period 7	10:40-11:01
Period 8	11:05-11:25

Cellular Phones

Cellular phones can be a distraction in the classroom. Students will be allowed to utilize their cellular phones in the hallways during passing periods only. Students must have all ringers turned off during the school day and the phones will be confiscated if they are seen or heard during a class period. By bringing a cellular phone to school the student and parents are giving consent for administrators to search the phone if there is a reasonable belief the search will turn up a violation of school rules.

Fire and Tornado Drill Information

Fire and tornado drills are required by law and are an important safety precaution as per State Statute. It is essential that when the first signal is given, everyone obeys orders promptly and reports to the appropriate areas by the prescribed route as quickly as possible. Teachers in each classroom will give the students instructions and stay with their group.

Food Items in the Building

Students will not be allowed to bring open containers into the building. Beverages may only be consumed with the consent of the teacher. No food items may be consumed in the classroom unless part of a class activity.

Hall Passes

Students in the hallways during class periods must have a pass 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 requesting that student BEFORE HE/SHE REPORTS TO STUDY HALL. Students initiated passes are limited to two per school day and students must have their planner to leave the classroom.

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.

Goals of Health Services:

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

Homework Policy

Students are required to complete their assigned work whether it is assigned to be completed in the classroom or at home. Students who fail to complete their work will be required to meet with the appropriate teacher before or after school to complete the assignment. Students who choose not to comply with this request will be referred to the Assistant Principal for due process.

iPads in the Classroom

Each student will have the opportunity to utilize their iPad in the the daily learning. Students are reminded that the machines are school property and should be treated accordingly. Students using the iPad for inappropriate uses at home or school will conference with an administrator to determine an appropriate consequence. Students who violate the educational intent of the iPad will follow the continuum of disciplinary procedures.

- Each class will begin with iPads put face down on the desk or below the desk, depending on the classroom, to begin each period.
- Teachers who begin the day with an iPad activity will give specific instructions for the activity or for the beginning
- Teachers will notify students when the iPads are appropriate for use in the classroom.
- Students may not use any gaming or social media applications during a scheduled class time. Students on the academic watch list may not use gaming applications during study hall.
- Students must keep volume on mute or will use earbuds.
- Students must have a case on their iPad that protects the corners at all times. iPads that do not have a case attached will be confiscated.

Consequences for an iPad Use Infraction:

- 1st Offense: Student will conference with an administrator and the iPad may be removed for the remainder of the day.
- 2nd Offense: Student iPad will be confiscated for the remainder of the school day, if less than half a day the iPad will be confiscated until 5th period of the following day. Student will conference with an administrator. If the confiscation period is on each side of a weekend the confiscation will include the weekend.
- 3rd Offense: Student iPad will be confiscated for two (2) full days. If the confiscation period is on each side of a weekend the confiscation will include the weekend. Student will conference with an administrator. Administrator will contact parents.
- 4th Offense: Student iPad will be confiscated for three (3) full school days. If the confiscation period is on each side of a weekend the confiscation will include the weekend. Student will conference with an administrator. Administrator will contact parents.
- 5th Offense: Student iPad will be confiscated for a full school week (five days). If the confiscation period is on each side of a weekend the confiscation will include the weekend. Administrator will contact parents to set up a parent conference for a plan for further action. Student may lose the iPad for the remainder of the grading period.

Illness or Accident in School

Students who find themselves ill during the school day must report to the health room. The school health personnel will contact the parents. If any student sustains a significant injury at school, the parent or guardian, or the person designated by the parent or guardian on the student data form, shall be notified immediately. If deemed advisable, the school will request the person to pick up the child from school.

In case of an emergency, the school may call the family physician, or an available emergency physician for administration of temporary relief or aid. If, in the opinion of the principal, or attending adult, a student has sustained a serious injury, or his life is in jeopardy, a rescue squad shall be called immediately.

Immunizations

All students shall show evidence of immunizations as stipulated by State Statute upon entering school. Students who do not have the proper immunizations will not be allowed to attend until the guidelines have been met.

Lockers

Student lockers are property of the school district. For convenience the Board of Education gives each student permission to use a locker during the school year. Therefore, students cannot expect their locker to be free from inspection by the school if the administration considers a search necessary to maintain the integrity of the school environment and to protect other students.

1. Lockers will be assigned to each student at the beginning of the school year.
2. Students should not leave valuables in any locker (hallway or PE). Money, jewelry, and other valuable items are enticements for untrustworthy people and impossible to trace.
3. Material, which by its nature might offend another student, may not be hung in lockers. Also writing on lockers, inside or out, is prohibited.
4. Lockers are to be locked at all times. Never give your lock combination to anyone.
5. At the end of the school year students are required to clean out their assigned locker to the condition it was checked out in. Failure to clean out the locker will result in a \$5 fine.
6. The school is not responsible for losses from lockers, whether locked or not.

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.

Medication in School

The Springfield Platteview Community Schools requires that all students who need medication during school hours must do the following:

1. Over the counter (OTC) medications. Present a written consent form signed by the parent or legal guardian for over the counter (OTC) medications and the medication is to be in the original bottle and properly labeled with instructions for giving. If med is to be given longer than 4 weeks would prefer to have a doctor's prescription.
2. Prescription medication. Present a written consent form signed by the parent or legal guardian and a prescription from the doctor. Bring the medi-

cation in the original prescription bottle, properly labeled by a registered pharmacist as prescribed by law.
Long-term medication (longer than 4 weeks may be given by district personnel provided that the prescribing physician completes the district medication per mission request form.)

Notice of Nondiscrimination

Springfield Platteview Community Schools does not discriminate on the basis of race, color, national origin, sex, disability, religion, age or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students, Employees, and Others: Anita Belsky, Director of Special Services, 14801 South 108th Street, Springfield, NE 68059, (402)592-1300, abelsky@springfieldplatteview.org.

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the US Department of Education (OCR), please contact the OCR at 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, (816)268-0550 voice, or (877)521-2172 TDD, or ocr.kansascity@ed.gov.

Physical Examinations

During the first quarter of each school year, health screenings will be conducted as per the Dept. of Health and Human Services minimum requirements per grade. The screening may consist of all or some of the following: hearing, vision, dental, height and weight. Parents/ guardians shall be notified in writing of any defects and encouraged to seek a professional evaluation. If parent/guardian wishes to refuse school health screening they must submit written statement(s) from a qualified examiner that the child has received the minimum required screenings within the previous six months, or the child will be screened at school.

Poster Displays

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.

School Cancellations

All weather related announcements concerning the cancellations of school, late starts, early dismissals, as well as emergency closings, are made on radio station KFAB (1110 AM). These announcements are made as early as possible in the morning. Please note that our school district is described as Springfield Platteview Community Schools. Determining weather conditions is somewhat subjective. As a parent or guardian, if you feel your child's safety is in jeopardy you may pick your child up anytime severe weather develops.

The Office of Civil Defense has assisted each school principal in developing a comprehensive plan for safety procedures to be followed in case of tornado warnings. If immediate danger occurs at the time of dismissal, students will be kept inside until the danger has passed. Parents are urged to make an alternate plan and file it with the teacher for their children on those occasions when parents are away from the home during an emergency school closing.

School Dances

Our dances are sponsored for the benefit of Platteview Students. The dances are for students in grades 9-12 unless otherwise noted. Out-of-class or out-of-school dates must be accompanied by a Platteview student, must be enrolled in the ninth grade at a minimum. All out-of-school dates must have a guest form completed prior to the dance. All students and dates are subject to a breathalyzer as they enter the dance.

All students must be admitted to the site of the dance one hour after the beginning time. After the first hour the doors will be locked. Any student leaving the dance for any reason before the dance is over will not be readmitted. Any student caught using, possessing, or under the influence of alcohol or drugs, may have their parents contacted and law authorities will be contacted. School penalties as described in section on alcoholic beverages may also be imposed.

School Hours

The school building will be open at 7:30am. In case of extreme cold or inclement weather, the front doors will be opened earlier and all students will report to the cafeteria or the commons. The final class is dismissed at 3:25pm. All students are expected to leave the school unless they are at a sponsored activity. Students may see teachers prior to 7:55 am or after 3:40 pm if arrangements are made with the teacher.

Search and Seizure

School officials may conduct reasonable searches and seizures of students, school premises, and/or automobiles located on school premises when there is

reasonable suspicion to believe that students may be in possession of contraband (drugs, weapons, alcohol and other materials), in violation of school policy and/or state and federal laws. Law enforcement will be contacted when circumstances dictate.

Drug Dogs/Locker Searches

Drugs and weapons are a safety concern for every school. Parents and students are here notified that, since the lockers at Platteview High School are the property of the school and loaned to the students for use during the school year, searches of lockers by school officials based on reasonable suspicion of rule violation may occur. In addition, drug sniffing dogs will be brought to the school to canvass the lockers and the parking lot on a regular basis. Lockers and cars will be searched based on alerts by the drug dogs.

Drug Dog Policy

The District retains the right to utilize the services of area law enforcement authorities' canine units in the detection of illegal drugs and/or contraband at any time, announced or unannounced at the District's schools.

1. A building principal may request the canine unit be utilized to search all inside areas of a school building at any time.
2. A building principal may request that a canine unit be utilized to search vehicles on school property during or after school hours. If a dog alerts to a student's vehicle, the student will be required to unlock the vehicle doors and trunk for an internal inspection. Any refusal to unlock the vehicle will be handled by law enforcement.
3. Any illegal drugs and/or contraband found on school grounds, whether in a student locker, vehicle, or any other place on school grounds, will be confiscated and the student may be subject to disciplinary action specified in the student handbook.
4. The student's parent(s) or guardian(s) shall be notified should illegal drugs and/or contraband be discovered.

Student Attire and Appearance

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 and modesty of dress and appearance as per Board of Education Policy.

1. Student appearance should be of a high enough standard as to contribute to the general learning environment rather than detract from it.
2. Shoes will be worn at all times during the school day. Students should not wear bedroom slippers inside the school building.
3. Printed wording or pictures on clothing advertising or promoting alcohol, drugs, tobacco, or sexual content. Any clothing explicitly or implicitly is vulgar in interpretation will not be permitted to be worn.
4. Head wear is not to be worn in the building during the school day. Examples of head wear would include hats, bandanas, and scarves.
5. Clothing that exposes a bare midriff or undergarments will not be permitted during the school day. This would include muscle shirts, halter tops, spaghetti strap tops, strapless tops, tube tops, and midriffs. Shorts and skirts will be worn at a modest length. Apparel that is revealing, suggestive, backless, or low cut will not be allowed.
6. Students are not permitted to wear clothing that is ripped or torn, i.e. holes in pants above the knees.
7. Students are not permitted to wear "sagging" pants or shorts. "Sagging" is defined for the purposes of this policy to include pants or shorts worn with the waist area of the clothing below the hip bones.
8. Chains - Students will not be allowed to wear chains on their clothing.
9. Inappropriate Clothing - All staff members have been given the responsibility to check for inappropriate clothing. Students wearing inappropriate clothing will be referred to the administration. The inappropriate clothing will be documented and an appropriate sanction will be administered. Sanctions could be as little as asking the student to turn a shirt inside out or cover an objectionable part of the clothing or suspension from school for repeat offenders.

Students Leaving the Building

Any student who finds it necessary to leave school during the school day must be excused by a principal. To gain permission from the Principal students will need to have their parents call the main office, students will not be allowed to present a note to be dismissed. Any student leaving without a principal's authorization may be considered unexcused from school and dealt with accordingly.

Student Parking and Driving

Cars are to remain in the parking lot until the student leaves school at the completion of the day. Permission to move cars during the day must be obtained from the office. When school buses are stopped for the purpose of loading or unloading students, all vehicles must stop until the bus proceeds onward or un-

til the bus driver signals for the vehicle to proceed. The parking lot is off limits to students during the day and being in cars during the day without permission will result in consequences. Cars must be registered in the office.

Suspensions

Students who are serving an in-school suspension will not be allowed to compete or travel with activities until the completion of their suspension. Students who are serving an out-of-school suspension will not be allowed to practice or compete until the completion of their suspension.

Telephone

There is a courtesy phone available outside of the office for student use during the day. The phone may be used between classes, over the noon hour and before and after school. There will be a 2 minute time limit and no long distance phone calls.

Tobacco Policy

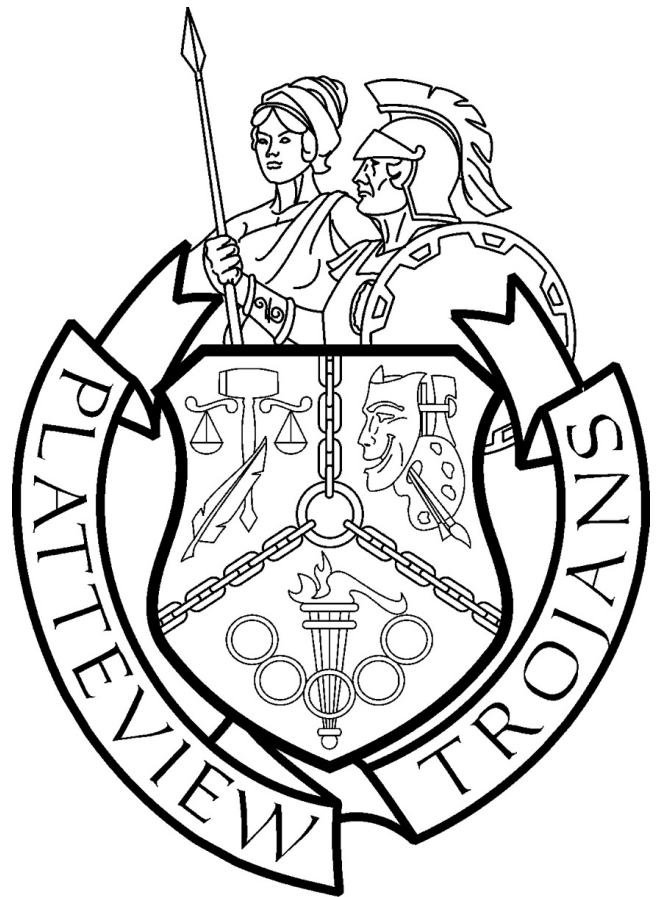
The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by the smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings. For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars and chewing tobacco), vapor products (such as e-cigarettes, non-medical, and other vapor dispensers - regardless whether such products contain nicotine), alternative nicotine products, look-alike tobacco products, and products intended to replicate tobacco products either by appearance or effect.

Visitors

It is not the policy of Platteview High School to allow non-students to attend classes or participate in the lunch period with a student. We feel it is important not to interrupt the educational process.

CHAPTER 5

Student Rights and Responsibilities



SECTION 1

Springfield Platteview Student Rights and Responsibilities

This mission is based on beliefs and principles about how students learn and what they must know to behave as responsible citizens and productive workers in a highly competitive, increasingly global society.

This policy statement provides the general guidelines of conduct, which are expected of our students. It also describes the responsibilities of the students in relation to this conduct standard.

These rules and standards apply to all school buildings and grounds, during and immediately before or after school hours. They also apply to school-sponsored functions both on and off school property.

The Board of Education has adopted the following policies of general application governing student conduct in all schools. Principals will establish other rules and regulations applicable to conduct at their respective sites that are consistent with those established by the Board of Education.

I. GENERAL STANDARDS OF BEHAVIOR:

It is expected that students will conduct themselves in a manner, which is considerate of others, respectful of property and mindful of the good of all.

Students should therefore:

- Attend school regularly and punctually.
- Act in a manner that will enhance the learning environment for all students.
- Use school facilities in a way that will conserve their continued usefulness.
- Apply themselves to the best of their ability to the learning tasks assigned.
- Abide by school regulations and assist in their enforcement and modification.
- Participate constructively in school government and assist in modification or regulations for general school improvement.

II. STUDENT USE/ABUSE OF ALCOHOL AND OTHER SUBSTANCES:

All students have a right to attend school in an environment conducive to learning. Since alcohol and other drug use is illegal, contagious, and interferes with both effective learning and the healthy development of children and adolescents, the school has a fundamental legal and ethical obligation to prevent drug use and to maintain a drug-free educational environment.

No student may use, possess, be under the influence of, sell, or distribute alcohol or other substances, nor may use or possess drug paraphernalia (except drugs as prescribed by a physician) on school grounds or at school-sponsored events. The same restrictions apply to students participating in extracurricular activities. The terms "alcohol or other substances" shall refer to the use of all substances including, but not limited to, alcohol, tobacco, inhalants, illicit drugs, and look-a-likes. The inappropriate use of prescription and over-the-counter drugs shall also be prohibited. This policy applies to all school buildings, grounds and school-sponsored functions or events whether on or off school grounds.

The school district will provide a health curriculum that will include strategies of prevention and intervention designed to educate students on the use/abuse of alcohol and other substances.

Violations of this policy will be handled in accordance with the rules and regulations set forth in this document.

III. ATTENDANCE POLICY

Nebraska State Statute (79-201) requires that all students between the ages of 6 - 18 attend school. It is the responsibility of the parent/guardian to see that the student is at school at the appropriate time in a proper state of health and cleanliness. Notification of an absence must be made to the school office or the absence will be considered unexcused. The school district is required by law to notify juvenile justice officials when students reach 20 absences in a school year. Building administrators will establish attendance guidelines for their respective buildings and they are published in the school's parent/student handbook.

IV. CONSEQUENCES OF DISRUPTIVE BEHAVIOR:

Conduct which violates the rules and regulations and policies adopted by the Board of Education and as set forth below will subject the student to disciplinary action. Disciplinary action may be, but is not limited to:

- A. Counseling of the student. In alcohol/drug related incidents students shall have an alcohol evaluation performed by a qualified drug/alcohol counselor. Payment will be at the student's expense.
- B. Parent conferences.
- C. Rearrangement of schedule/assignment to another school.
- D. Requirement that the student remain in school after regular hours, summers and Saturdays to complete additional work.
- E. Restriction of participation in extracurricular activity.
- F. Involving law enforcement and/or social service agencies.

Short-term suspension: Any student may be excluded from the Springfield Platteview Community Schools for a period of time not to exceed five school days provided that the suspension is assigned under the guidelines provided by Nebraska State Law and as set forth below.

1. Circumstances warranting short-term suspension:

- a. If the student has a dangerous communicable disease transmissible through normal school contacts.
- b. If the student is infected with or can be proven to be a carrier of external parasites (such as head lice) which may be transmissible through normal school contacts and which pose a threat to the safety and well-being of the school community.
- c. If the student is involved in behavior or activities which interfere with any educational function or which infringe upon the rights of other students to pursue an education. Some **objectionable activities or behavior** which could result in short-term suspensions are as follows:
 1. Refusal to comply with reasonable standards of behavior established by teachers or building administrator.
 2. Use of abusive or profane language.
 3. Fighting.
 4. Willful truancy or willful and repeated tardiness.
 5. Vandalism, theft or pilferage of property belonging to the school district staff members or students.
 6. Engaging in the unlawful possession, being under the influence of, selling, dispensing, or use of an illegal substance, tobacco or alcoholic beverage.
 7. Committing any other act or becoming involved in any other activity,

which causes a disruption in the normal educational opportunity for other students.

- d. If the student's conduct presents a clear threat to the physical safety of himself/herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.
 - e. Conduct constituting grounds for expulsion or long-term suspension as set out in Nebraska law.
2. Procedure for short-term suspension:
- a. When a student is accused of conduct which might result in suspension under this section, the building administrator is to conduct an investigation into the charges made and ascertain whether there is evidence of a violation of sufficient seriousness to warrant further action.
 - b. When the building administrator believes that further action is needed, he/she shall inform the student of the charges against him/her and give the student an opportunity to present his/her version of the incident.
 - c. Should the building administrator believe that a short-term suspension is justified, the building administrator shall make every reasonable attempt to notify the student's parent or guardian immediately.
 - d. The suspension shall take effect at the time specified by the building administrator. Written notification of the suspension shall be sent by regular mail to the parent or guardian as soon, as is reasonably possible.
 - e. Such suspension may be either "in-school," where in a student does not attend classes but reports for study under supervised conditions as the building administrator may direct, or "out-of-school," where in as student is not permitted to be present on school property. In either case, students may not participate in or attend any activities sponsored by the Springfield Platteview Community Schools.
 - f. Opportunity will be given students so suspended to make up work missed. This work must be completed by the time they return to their regular schedule.

Long-term suspension/expulsion:

Long-term suspension shall mean the exclusion of a student from attendance in all schools within the Springfield Platteview Community Schools System for a period of time exceeding **five but less than twenty school days**.

Expulsion shall mean exclusion from attendance in all schools within the system.

1. Length of expulsions for regular and special circumstances
 - a. *Regular Circumstances*. The expulsion of a student shall be for a period not to exceed the remainder of the semester in which it took effect, unless the misconduct occurred (1) First Semester - within ten (10) school days prior to the end of the first semester; in which case the expulsion shall remain in effect through the second semester or (2) Second Semester - within ten (10) school days prior to the end of the second semester; in which case the expulsion shall remain in effect for summer school and the first semester of the following school year (subject to automatic review).
 - b. *Special circumstances involving firearms*. Expulsion period not less than one calendar year.
2. **The following student conduct shall constitute grounds for a long-term suspension or expulsion** subject to the procedural provisions of Nebraska State Law when such activity occurs on school grounds or during a school function or event off school grounds:
 - a. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
 - b. Willfully causing or attempting to cause substantial damage to private or school property, stealing or attempting to steal private or school property of substantial value, or repeated damage or theft involving private or school property of small value.
 - c. Threatening, intimidating, causing or attempting to cause physical injury to a school employee or to any student. Physical injury caused by accident, self-defense or an action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
 - d. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
 - e. Students are forbidden, knowingly or voluntarily, to bring to school, possess, handle, transmit, or use any firearm, knife, or other dangerous weapon in school, on school grounds, or at a school function off school grounds. Dangerous weapons shall include: a) firearms [including starter pistols, B-B guns (rifles and pistols), shotguns, air rifles and pistols, CO2 propelled rifles and pistols, copy-cat or look-a-like rifles or pistols whether or not they are capable of expelling a projectile, see also definition below]; b) bombs, razor blades, grenades, rockets, explosives,

or similar devices; c) knives, dirks or stilettos of any type, or any other dangerous instrument capable of inflicting cutting, stabbing, or tearing wounds; d) knuckles consisting of finger rings, guards or similar devices made of a hard substance that is designed, made or adapted for the purpose of inflicting serious bodily injury by striking a person with a fist or open hand which is either enclosed by, worn on, or held by the hand or knuckles.

- f. Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally considered a firearm. The term "firearm" as described in 18 U.S.C. 921 means (1) any weapon (including a starter gun), which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive. [This would include rifles, pistols and shotguns.] (2) the frame or receiver of any such weapon; (3) any firearm muffler or firearm silencer; or (4) any destructive device. Such term does not include an antique firearm.

The term "destructive device" means

- any explosive, incendiary, or poison gas such as a (1) bomb, (2) grenade, (3) rocket having a propellant charge of more than four ounces, (4) missile having an explosive or incendiary charge of more than one-quarter ounce, (5) mine, or (6) device similar to any of the devices described in the preceding clauses;
 - any type of weapon by whatever name known which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter (a shotgun or a shotgun shell which is generally recognized as particularly suitable for sporting purposes is not a destructive device within the meaning of this definition since a shotgun is a firearm as defined above); and
 - any combination of parts either designed or intended for use in converting any device into any destructive device described in paragraph A. or B. and from which a destructive device may be readily assembled.
- g. Engaging in the unlawful possession being under the influence of, selling or use of an illegal substance or alcoholic beverage or that, which is represented to be an illegal substance or alcoholic beverage.
 - h. Engaging in unlawful possession being under the influence of, selling or use of illegal substance or alcoholic beverage or that, which is represented to be an illegal substance or alcoholic beverage.
 - i. Public indecency.

- j. Sexually assaulting or attempting to sexually assault any school employee or student (this may result in mandatory reassignment).
 - k. Engaging in any other activity forbidden by the laws of the State of Nebraska when this activity constitutes a danger to other students or interferes with school purposes.
 - l. Continuation of disruptive activities, which resulted in disciplinary action or short-term suspension(s), if such violation constitutes a substantial interference with school purposes.
3. **Procedure for long-term suspension/expulsion:** The procedure shall be the same as that of short-term suspension except as follows.
- a. The principal may suspend a student immediately, regardless of the fact that a hearing was requested within five days of notice of expulsion or long-term suspension by the school, if the principal determines that such immediate suspension is necessary to prevent or substantially reduce the risk of: a) interference with an educational function or school purpose or b) personal injury to the student, other students, school employees, or school volunteers. Although the preferable practice is that the principal makes such determination in writing, nothing in this policy shall so require. If no hearing is requested, the immediate suspension will continue until the date the long-term suspension, expulsion, or mandatory reassignment takes effect. If a hearing is requested, the suspension will continue until the date the hearing examiner files the report of his or her findings with the Superintendent, if the principal has made a determination as above described.
 - a. The principal may suspend a student immediately, regardless of the fact that a hearing was requested within five days of notice of expulsion or long-term suspension by the school, if the principal determines that such immediate suspension is necessary to prevent or substantially reduce the risk of: a) interference with an educational function or school purpose or b) personal injury to the student, other students, school employees, or school volunteers. Although the preferable practice is that the principal makes such determination in writing, nothing in this policy shall so require. If no hearing is requested, the immediate suspension will continue until the date the long-term suspension, expulsion, or mandatory reassignment takes effect. If a hearing is requested, the suspension will continue until the date the hearing examiner files the report of his or her findings with the Superintendent, if the principal has made a determination as above described.
 - b. On the date of the decision a written charge and a summary of the evidence supporting such charge shall be filed with the Superintendent.

The school shall, within two school days of the decision, send written notice by registered or certified mail to the student's parent or guardian and by regular mail to the student. b. On the date of the decision a written charge and a summary of the evidence supporting such charge shall be filed with the Superintendent. The school shall, within two school days of the decision, send written notice by registered or certified mail to the student's parent or guardian and by regular mail to the student.

- c. Such written notice shall include the following
 - 1. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion, including a summary of the evidence to be presented against the student.
 - 2. The penalty, if any, which the building administrator has recommended in the charge, and any other penalty to which the student may be subject.
 - 3. A description of the hearing procedures provided along with procedures for appealing any decision rendered at the hearing.
 - 4. A statement that the building administrator, legal counsel for the school, the student, the student's parent or guardian, and/or the student's representative (or legal counsel) shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
 - 5. A form on which the student, student's parent, or guardian may request a hearing to be signed by such parties and delivered to the building administrator or Superintendent in person or by registered or certified mail as prescribed by state law.
- d. Nothing in this policy shall preclude the student or the student's parent guardian or representative from discussing and settling this matter with appropriate school personnel prior to the hearing.
- e. If a hearing shall be requested within five school days of the receipt of the written notice by the student or the student's parent or guardian, the Superintendent shall appoint a hearing examiner and all of the provisions of the Nebraska statutes which relate to such a hearing shall be adhered to.
- f. If the student, parent or guardian institutes the appeal following the determination of the Superintendent, they may appeal to the Norfolk Board of Education. Such an appeal shall be made within seven school

days following receipt of the written notice of the determination of the Superintendent.

- g. A hearing shall be held before the Board of Education within a period of ten school days after it is requested and such time for a hearing may be changed by mutual agreement of the student and Superintendent, except that the hearing may be held before the Board of Education of not less than three members.

SECTION 2

Code of Conduct

Students are encouraged to help make their time at Platteview High School both pleasant and beneficial. Students are expected to:

- Act in a responsible manner following all rules and regulations of Platteview and the Springfield Platteview Community Schools.
- Respect each person’s individuality and his/her right to an education.
- Act appropriately and work cooperatively with everyone in the building.
- Attend all classes, coming to each class with required materials, to include completing assignments.
- Never verbally or physically abuse or harass anyone.
- Respect authority and comply to directions appropriately.
- Use appropriate language and good manners in all personal dealings.
- Communicate with teachers, staff, and other students.
- Respect the property of others.
- Constantly work to improve.

Those offenses that on their own may not lead to long term suspension or expulsion, if repeated, may lead to long term suspension or expulsion.

This is the guide used by Platteview High School to conduct disciplinary action. The code of conduct allows for interpretation by the administration due to circumstances and the severity of the incident.

Infraction	1st Intervention/ Consequence	2nd Intervention/ Consequence	3rd Intervention/ Consequence
A1 Assault on a student without injury	ISS 1-3 days Notify parents	OSS 1-3 days Notify parents	OSS 5-10 days Notify parents possible expulsion.
A2 Assault on a student with injury	OSS 3-5 days Notify parents and police Possible recommendation for expulsion.	OSS 5-19 days. Notify parents and police. Recommendations for expulsion.	
A3 Assault on school personnel, with or without result of injury.	OSS 10-19 Days. Notify parents and police. Recommendation for expulsion.		
A4 Fighting	ISS/OSS 1-3 days. Notify parents.	ISS/OSS 3-5 days. Notify Parents	OSS 5-10 days. Notify parents. Possible expulsion.

- The level of violence may affect the length of suspension.
- If both students are involved in physical contact, both are considered to have fought and using self-defense is not a defense.
- Individuals that verbally entice a fight, call out another student, or challenge the other students are also considered to be guilty of fighting if it results in a fight.

Infraction	1st Intervention/ Consequence	2nd Intervention/ Consequence	3rd Intervention/ Consequence
A5 Threats intimidating, or menacing another student including hazing.	2 Detentions. Administrative documentation.	ISS 3 days. Notify parents.	ISS 6 days. Notify parents.
A6 Threats, intimidating, or menacing school personnel.	ISS 3 days. Notify parents.	OSS 3-5 days. Notify parents. Possible expulsion.	
A7 Swearing at school personnel.	OSS 3 days. Notify parents.	OSS 3-5 days. Notify parents.	OSS 5-10 days. Possible expulsion.
A8 Initiating threatening calls to school, i.e. bomb threats, etc.	OSS 5-19 days. Notify parents, police, and fire marshal. Recommendation for expulsion.		

Weapons

See the Student Rights and Responsibilities on page 57 for the legal definitions for Weapons according to the Nebraska Legislature.

Infraction	1st Intervention/ Consequence	2nd Intervention/ Consequence	3rd Intervention/ Consequence
B1 Weapon	OSS 10-19 days. Retain the object. Notify parents and police. Possible recommendations for expulsion.	Retain the object. Notify parents and police. Recommendation for expulsion.	
B2 Firearm	Mandatory 1 calendar year expulsion.		
B3 Nuisance or dangerous items: stink bombs, squirt guns, snowballs, etc.	ISS 1-3 days. Notify parents.	ISS 3-5 days. Notify parents.	OSS 1-3 days. Notify parents.

Infraction	1st Intervention/ Consequence	2nd Intervention/ Consequence	3rd Intervention/ Consequence
C1 Possession, under the influence of, and/or use of alcohol, controlled substance, intoxicant or placebo/lookalike/imitation	OSS 19 days. Notify parents and police. Recommend drug/alcohol evaluation.	Recommendation for expulsion.	
C2 Selling or offering a controlled substance, prescription drug, alcohol, and intoxicant of any kind.	Recommendation for expulsion.		
C3 Possession of drug paraphernalia and or sale of.	OSS 5 days. Notify parents and police. Possible recommendation for expulsion.	OSS 5-10 days. Notify parents and police. Possible recommendation for expulsion.	Recommendation for expulsion.

Infraction	1st Intervention/ Consequence	2nd Intervention/ Consequence	3rd Intervention/ Consequence
D1 Robbery (use of force or fear)	OSS 5 days. Notify parents and police. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents and police. Recommendation for expulsion.	
D2 Extortion	2 Detentions. Notify parents.	ISS 1-3 days. Notify parents. Notify police.	OSS 3-5 days. Notify parents and police. Possible recommendation for expulsion.

Infraction	1st Intervention/ Consequence	2nd Intervention/ Consequence	3rd Intervention/ Consequence
E1 Fire setting, arson.	OSS 10 days. Notify parents, police, and fire marshal. Reimburse district for loss. Recommendation for expulsion.		
E2 Graffiti or causing damage	ISS 1-3 days. Notify parents and police. Reimburse for loss.	ISS 3-5 days. Notify parents and police. Reimburse for loss.	OSS 3-5 days. Notify parents and police. Reimburse for loss. Recommendation for expulsion.
E3 Signaling false fire alarm, tampering with equipment or extinguishers.	OSS 3-5 days. Notify parents, police, and fire marshal. Reimburse district for loss.	OSS 5-19 days. Notify parents, police, and fire marshal. Reimburse district for loss. Possible recommendations for expulsion.	Recommendation for expulsion.

Infraction	1st Intervention/ Consequence	2nd Intervention/ Consequence	3rd Intervention/ Consequence
F1 Theft or attempted theft of school or private property	ISS 1-3 days. Notify parents and police. Reimburse for loss.	ISS 3-5 day. Notify parents and police. Reimburse for loss.	OSS 1-5 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.
F2 Wrongful possession of school or private material.	ISS 1-3 days. Notify parents. Notify police.	ISS 3-5 days. Notify parents. Notify police.	OSS 3-5 days. Notify parents. Notify police. Possible recommendation for expulsion.
F3 Knowingly receiving stolen school property.	OSS 3 days. Notify parents. Notification of police. Reimburse for loss.	OSS 3-5 days. Notify parents and police. Reimburse for loss.	OSS 5 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.

Infraction	1st Intervention/ Consequence	2nd Intervention/ Consequence	3rd Intervention/ Consequence
G1 Smoking or use of tobacco products.	ISS 1-3 days. Notify parents.	OSS 1-3 days. Notify parents.	OSS 5 days. Notify parents.
G2 Possession of matches, lighter, or cigarettes.	ISS 1-3 days. Confiscation of matches, lighter, or cigarettes. Notify parents.	ISS 3-5 days. Confiscation of matches, lighter, or cigarettes. Notify parents.	OSS 1-3 days. Confiscation of matches, lighter, or cigarettes. Notify parents.

Infraction	1st Intervention/ Consequence	2nd Intervention/ Consequence	3rd Intervention/ Consequence
H1 Written or oral harassment: including profane or abusive language/gestures towards staff or students, bullying, jokes, slurs, graphic or verbal comments about an individual's body of a sexual nature or racial background.	Conference with administrator.	ISS 3 days. Notify parents.	ISS 5 days. Notify parents.
H2 Visual harassment: offensive poster, pornography, photos, cards, cartoons, graffiti, drawings, objects or gestures, PDA, and locker decor.	Conference with administrator.	ISS 3 days. Notify parents.	ISS 3-5 days. Notify parents.
H3 Physical harassment: Intentional or obvious unwelcome or offensive physical contact.	ISS 3 days. Notify parents and police.	ISS 5 days. Notify parents and police.	OSS 3-5 days. Notify parents and police. Recommendation for expulsion.

***Please refer to the Platteview policy included in Student Rights and Responsibilities. The victim may take action beyond the scope of building discipline in regards to harassment.

Infraction	1st Intervention/ Consequence	2nd Intervention/ Consequence	3rd Intervention/ Consequence
I1 Defiance of authority. Failure to obey a direct instruction including lying and refusing to provide or falsifying information.	2 detentions. Notify parents.	ISS 1-5 days. Notify parents.	ISS 3-5 days. Notify parents.
I2 Disruption of school activities, i.e. excessive talking, horseplay, play fighting, misuse of passes, etc.	Conference with administrator.	2 detentions. Notify parents.	ISS 1-3 days. Notify parents.
I3 Disruption while in ISS	OSS for 2 days. Return to complete ISS days assigned	OSS 3 days. Returned to complete ISS days assigned	OSS 5 days. Recommendation for expulsion.
I4 Use of electronic devices i.e. beepers, radios, tape players, cellular phones, laser pointers, etc.	Confiscate device. Conference with administrator. Device may be reclaimed at the end of the school day.	Detention. Confiscate device. Conference with administrator.	2 detentions. confiscate device. Parents pick up the device.
I5 No Show to after school detention assigned by an administrator.	Assigned to 2 detentions	ISS 1 day	ISS 1-3 days.
I6 Any lunchroom misconduct	Detention	3-5 Detentions. Notify parents	ISS 1-3 days. Notify parents.
I7 Fraudulent use of school or public phone.	ISS 3 days. Notify parents. Notify police	ISS 6 days. Notify parents. Notify police.	OSS 5 days. Notify parents. Notify police.
I8 Buying or selling food, drinks, or any unauthorized use of a student ID Number.	Detention. Notify parents.	ISS 3 days. Notify parents.	ISS 6 days. Notify parents.

I9 Falsifying or altering signatures, misrepresenting or calling self in.	ISS 1-3 Days. Notify parents.	ISS 3-5 days. Notify parents.	OSS 1-3 Days. Notify parents.
I10 Gambling in any form: pitching coins, dice, wagering with cards, etc.	1-3 detentions. Conference with Administrator.	3-5 Detentions. Notify parents	ISS 1-3 days. Notify parents.
I11 Wrongful use of skateboard, roller blades, bicycles, etc. on school property	Confiscate. Notify parents. Parents pick up.	1 detention. Confiscate. Notify parents. Parents must pick up.	2 detentions. Confiscate. Notify parents. Parents must pick up.
I12 Truancy (1Period)	2 detentions.	2 detentions.	ISS 1 day. Notify parents.
I13 Truancy (More than 3 periods)	ISS 1-3 days.	ISS 3-5 days.	
I14 Unauthorized entry into any unattended school area	Detention	3-5 Detentions	ISS 1-3 days
I15 Loitering	Conference with administrator May issue detention.	Detentions	Detentions
I16 Leaving school without following procedure	Detentions. Notify parents.	1-3 Detentions. Notify parents.	ISS 1-3 days. Notify parents.
I17 Willful violation of other school rules and regulations (i.e. bringing open beverages into the building, dress code violation, etc.	Warning issued to student. Staff may confiscate and retain items for parent. Clothing changed or corrected.	2 Detentions. Clothing changed or corrected.	3 Detentions. Clothing changed or corrected.
I18 Violating the closed campus policy	Detention	1-3 Detentions.	ISS 3 Days. Notify parents.

I19 No show for a Teacher detention	2 Detentions.	4 Detentions	ISS 1-3 days. Notify parents.
I20 Misconduct for a Guest Teacher	2 Detentions.	ISS 1-3 Days. Notify Parents.	ISS 3-5 Days. Notify Parents.
I21 Continual violation of school rules	ISS 3-5 Days. Notify Parents	OSS 1-3 Days. Notify Parents.	OSS 3-5 Days. Notify Parents.
I22 Violation of Tardy Policy	1 Detention with teacher.	2 Detentions. Notify Parents.	ISS 1 day. Notify parents.

SECTION 3

Activities Program

From the Activities Director

“OUR GOAL IS TO COMPETE AT THE STATE CHAMPIONSHIP LEVEL IN EVERYTHING THAT WE DO.”

The purpose of this section of the handbook is to share important information and explain rules, regulations and expectations to the parents and students who choose to participate in extracurricular activities and athletics. We invite parents and students to join us in building a cohesive activities program in which any activity is offered and conducted in a manner that exceeds the performance of schools of our stature in Nebraska.

The philosophy at Platteview is that activities are considered an integral part of the school's program of education. They provide experiences that will help students develop physically, mentally, and emotionally.

Taking part in athletics, student organizations and the arts as both a participant and spectator, is an important part of a student's total educational development. Such participation is a privilege that carries with it responsibilities to the school, to the parents, to the community, to the entire student body, and to the student who gets involved. These experiences contribute to the knowledge and skill of the student and will engage them and enable them to feel connected to the school and better prepare them for the future.

Upon entering this school year as a member of a team or organization representing Platteview High School, it is understood that participation is a privilege and requires a standard of behavior somewhat higher than others.

Upon recommendation of the coach or sponsor to the Assistant Principal/Activities Director, it is understood that failure to adhere to these guidelines could result in a suspension or dismissal from the sport or activity.

Academic Requirement for College Athletic Participation

If you want to practice and play your freshman year at an NCAA Division I or Division II college, you must satisfy the requirements of the NCAA Bylaw 14.3, commonly known as Proposition 48.

The NCAA has established many new guidelines effective August 1, 1996 which directly affects participants. These involve information regarding ACT sum scores, eighth grade courses, grade changes, duplicate courses, academic requirements for an official visit prior to the early signing period for the National Letter of Intent, along with Division I and Division II Freshman Eligibility Standards.

In addition, any freshman wishing to participate in any Division I or II sports must first be certified by an NCAA Initial-Eligibility Clearinghouse. Information about the NCAA Clearinghouse can be obtained from the counselor.

Activities Eligibility/NSAA Requirements

Several of the non-athletic activities fall under the same eligibility guidelines set forth by the Nebraska School Activities Association for athletics. These non-athletic activities are as follows: vocal/instrumental music, speech, journalism, one-act plays, and debate. 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 a student does not understand a summary of these rules listed below or he/she needs an explanation of other requirements, consult the high school principal or athletic director.

1. The student must be an undergraduate.
2. The student must be enrolled in at least twenty hours per week and regular in attendance.
3. The student must be enrolled in some high school on or before the eleventh school day of the current school year.
4. The student is ineligible if he/she reaches nineteen years of age before September 1 of the current school year.
5. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school attendance. After a student's initial enrollment in grade ten, he/she shall be ineligible after six semesters of school attendance.
6. The student must have been enrolled in school the immediate preceding semester.
7. The student must have passed twenty (20) semester hours of credit the immediate preceding semester.

8. Once the season of a sport begins, a student shall compete only in athletic contests/meets in that sport which are scheduled by his/her school. Any other competition will render the student ineligible for the remainder of the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules. The fall sports' season begins in August and ends with the state meet. The winter sports' season begins in November and ends with the state meet. The spring sports' season begins in February and ends with the state meet.
9. A student shall not participate in sports' camps or clinics during the season of a sport in which he/she is involved, either as an individual or as a member of a team.
10. A student shall not participate on an all-star team while a high school undergraduate.
11. A student is ineligible if his/her parents have changed their domicile to another school district and the student has remained in the former school which is in a different school district unless proper option enrollment forms have been approved.

EXCEPTION: If parents have moved after school has started, the student will be eligible to compete for the remainder of the school year, or if parents have moved during the summer which immediately precedes the school year and the student is in grade twelve and has attended the high school for two or more years, the student is eligible for that school year in the school district from which the parents moved.

12. Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Board of Control for their review and ruling.
13. A student shall not participate in a contest under an assumed name.
14. A student must maintain his/her amateur status.

Activity Bus Rules:

1. No student shall stand when the bus is moving.
2. Students shall not exchange seats when the bus is moving.
3. Students shall not extend their hands, heads, or objects from the bus when it is moving.
4. Excessive student noise shall be kept to a minimum. (This includes screaming and loud singing.)
5. Students shall be quiet at all railroad crossings.

6. Anything a student brings on the bus should be taken off by that student. (Sponsors should check the bus for litter at the end of each trip.)
7. The bus driver is to drive the bus. Conduct is the responsibility of the activity sponsor or coach and should be assumed by them.
8. Sponsors should be seated so they can observe the entire group and their actions.
9. Communication between the bus driver and sponsor is essential if we are to have safe and organized bus trips.
10. Students should respect all employees and fellow students of the district and may be punished by the principal for their use of profanity, disrespectful actions, or improper behavior. Students are financially responsible for any damage they cause.
11. Food and beverages may not be allowed on the bus, except during activity-related trips as authorized by the sponsor.

Activities on Wednesday night and Sunday

According to the Nebraska School Activities Association, no athletic contests may be scheduled on Sunday. In addition to this, the school wishes to work cooperatively with the churches in the community. There will be no activities scheduled on Wednesday evening. An exception to this will be if a team is required to play in conference, district, or tournament competition.

Chain of Command

Items regarding athletic department policies and problems will be handled within the confines of the athletic department first. All coaches are directly responsible to the Athletic Director, who in turn is responsible to the Principal and Superintendent. Any concerns of the athletic department should first be brought to the Coach and if not resolved to the Athletic Director. If it is of such magnitude that requires outside suggestions or opinions, the Principal or Superintendent will be involved.

Cutting the Squad

1. Cutting an athlete from a squad is a difficult task for any coach. However, with the increasing number of participants, and limited space some athletes must be cut, and this will be done at the coaches' discretion. Any athlete that gets cut from a team may, if he/she desires, try out for another sport during the same season or try out again next year.
2. Athletes can be cut when as an individual they do not follow the athletic guidelines.

Due Process

Due process procedures regarding any of the before mentioned rules, regulations or guidelines will be followed if violations occur. Should a question arise regarding a rule or regulation of the Nebraska School Activities Association and the need arises for an individual to know the operational procedure of the NSAA, they may be found in the NSAA yearbook which can be obtained from the activities' director.

Equipment

All equipment will be checked out to individuals at the beginning of the season by the coach in charge. The athlete will be responsible for this equipment and should be prepared to pay for the cost of replacement if it is not checked in at the end of the season in reasonable condition.

It is the responsibility of the athletes to check in the equipment at the end of the season or immediately should they quit a sport. If the athletes fail to check in their equipment at the designated time, or immediately should they quit a sport, they will be expected to pay for the cost of replacement. Students who refuse to check in or pay for equipment will not be allowed to participate in another sport until the problem is rectified.

All collections for lost equipment will be handled in the respective principal's office.

At no time should an athlete wear equipment checked out to him/her except for practices and contests or when authorized by the coach to do so during the school day. Any athlete found to be wearing school equipment outside of the above mentioned situations or possessing school athletic equipment, can expect to be treated as possessing property not belonging to him or her.

Insurance Coverage

The Platteview School district does not provide injury insurance for athletic participation. Each parent/guardian must return the parent/guardian consent form, and insurance waiver and physical form before the student may participate. The consent form includes a section in which the parent confirms that their student/athlete is sufficiently covered by their own family insurance.

Parents not owning a basic health insurance plan can purchase such insurance through the school office. This insurance must be purchased before practice starts or at the beginning of school, whichever occurs first.

Locker Room Policies

All athletes will be under the direct supervision of the coach in charge while dressing. An athlete must not linger in the dressing room, be rowdy or endanger the safety of others. All cases of misconduct while dressing will be dealt with by the coach in charge.

Athletes are always to respect all equipment and supplies in the training room. Coach's offices and equipment rooms are off-limits to all athletes.

Maintaining Eligibility to Compete

To further the academic mission and team goals of Platteview and/or benefit the welfare of an individual student toward their academic progress, a student may be placed on probation or declared academically ineligible from participation and competition.

In order to maintain academic eligibility to compete in interscholastic activities and athletics, a student must maintain enrollment in and be currently passing a minimum of 4 classes or 20 credit hours. Any Platteview student who fails to maintain passing status is a minimum of 4 classes or 20 credit hours may be declared ineligible to participate and compete, or placed on probation with conditions to be met.

The decision to place a student on probation or be declared ineligible to participate will be at the discretion of the Principal and/or Assistant Principal/Activities Director when a determination is made that the student is not maintaining passing status. Reinstatement to full participation will be at the discretion of the administrator who placed the student on probation or declared him/her ineligible.

Responsibilities

Through voluntary participation, the athlete gives time, energy, and loyalty to the program. He/She also accepts the training rules, regulations, and responsibilities which are unique to an athletic program. In order to contribute to the welfare of the group, the athlete must willingly assume these obligations on and off school property as the role demands that the individual must make sacrifices not required of others during the school year.

School Activity Participation

In order for any student to participate in an activity, they must be in attendance the half day preceding the activity; i.e., afternoon classes for an evening activity, morning classes for an afternoon activity. This includes practices as

well as games. Certain exceptions can be made in case of emergencies if the school is consulted prior to the absence. Only the principal or assistant principal can make the exception for you. Students will be required to provide written notification of an absence in the event of a doctor appointment.

Sports Season Information

NSAA Practice Regulations

According to the NSAA rules, no organized practices may be held in any sport between the close of the previous season and the opening date of practice for the following season. An organized practice shall be defined as such:

Football

An organized practice shall mean more than five players under the direct supervision of a sponsor.

Basketball & Volleyball

An organized practice shall mean more than four players under the direct supervision of a sponsor.

Track, Wrestling, Golf, Cross Country, and Soccer

An organized practice shall mean more than three players under the direct supervision of a sponsor.

Platteview Athletes may not participate in outside, same sport, same season activities.

PRE-PRACTICE REQUIREMENTS

Academically eligible, students in grades 9-12 must be passing four classes, twenty semester hours, the previous semester to be academically eligible. Ninth grade students are automatically eligible for the first semester.

Every athlete must obtain clearance from the Activities Director's office before the sport season begins. To obtain clearance, the athlete must have a current Physical Exam Form, Parental Consent/Permission Form, Athletic Insurance Waiver Form, signed and on file in the Activity office. The Activities Office will then forward an updated clearance list to the head coach of each sport before the first day of practice. No athlete will be able to participate in practice until these forms are turned in to the Head Coach, then forwarded to the A.D. office.

Examples of these forms are displayed at the end of this handbook. All of the necessary signatures must be complete before this form can be accepted.

Additional Practice Regulations

1. No individual will be allowed to change sports during a season unless they have the approval of both coaches involved.
2. If an individual is dropped from a squad, because of disciplinary reasons, by the coaching staff or if they quit on their own accord, they may not practice for the next sport season using school facilities or under the supervision of a coach until the sport which he/she quit is completed.
3. If an individual is cut from a squad by the coaching staff, he/she may then participate in another sport of that season if permissible under the rules of the Nebraska School Activities Association.
4. No athlete will ever work out using school facilities unless he or she is under the direct sponsorship of a coach or sponsor.

College or Commercial Sponsored Sports' Camps

An athlete can:

1. Compete unattached in the summer and out-of-season during the school year as long as:
 - a. shall not use any school suit or be identified with the school.
 - b. contestants shall not use school equipment.
 - c. the school shall provide no resources for the participants nor release coaches on school time to transport participants to or from the event or to coach out-of-season athletic events.
2. Participate in summer leagues formed for competition by their high school coaches acting on their own, in these leagues. Member schools shall not provide any financial assistance to the students, coach, or organizer of the league, nor shall the school be represented in any way. The school shall not provide uniforms or pay for entrance fees.

Team Travel

Platteview's athletic teams and staff members travel to and from athletic events by school bus or school vehicles. All members of a team will return from a contest by the same transportation - when transportation is provided. Exceptions: An athlete may continue on a trip with only his or her parents after a contest, if the parent has provided written notification to the head coach prior to the team leaving for the activity.

SECTION 4

Code of Conduct

CODE OF CONDUCT PLATTEVIEW ATHLETICS & ACTIVITIES

Students participating in activities and clubs will be expected to follow the code of conduct, rules, regulations and consequences as mentioned and detailed throughout this handbook. In situations where participation is part of the grade and the student is suspended from that performance or activity, the student will be given an alternative written assignment to replace the participation aspect of the class.

Any boy or girl is welcome to try out for the interscholastic teams available to them providing they meet the requirements established by the Nebraska State Activities Association and the school and they agree to follow the guidelines established in this booklet.

Athletics are very demanding upon an individual, both mentally and physically. Therefore, an athlete is expected to meet certain requirements:

1. **Attendance at practice and contests:** Athletes are expected to be at all practices scheduled by the coach. Should an athlete not be able to attend a practice, he must contact the coach in advance. Athletes are always expected to be on time for all practices, contests, and departures for contests.

Should an athlete miss a practice or contest without being excused in advance, the athlete may be required to make up this practice, either before or after a regular practice or on an off day, but the total time of the practice will never exceed the normal length of a practice. Should an athlete miss a second practice or contest without being excused in advance, the athlete may be withheld from the next contest which he/she is scheduled to take part in. Should an athlete miss a third practice or contest without being excused in advance, the athlete may be dismissed from the squad for the remainder of the season.

All practices are important, not only to the individual athlete, but to the team as a whole. In some cases, where an athlete must miss practice when he/she is excused in advance, the athlete may be required to also spend some extra time before or after regular practices to make up for the practice time lost. This is the only way coaches can help the individual regain skills which they missed out on because of the absence from practice.

2. **Ejection from contest:** Athletes or fans that are ejected from a contest will be suspended from play from the date of the ejection through the completion of the next contest the athlete or fan was suspended from. If the ejection was during the last contest of the season the suspension will be carried over into the next sport or year.
3. **Quitting or being removed from a sport:** Any athlete who quits a sport or who is removed from a team automatically forfeits any letter he/she has earned during that season for that sport.
4. **No smoking, use of alcohol, use of tobacco(chewing), or use of e-Cigs (Vajors): (On or off school property)**

Any student/participant engaging in the sale, use, possession (on or off school property) of, or dispensing of alcoholic liquor or controlled substances, as the same may be defined by the laws of the United States of America or the State of Nebraska, and any and all other just causes, as stated in LB503, can, and will, be suspended from competition. This policy also pertains to any senior still under some form of athletic competition, whether they have, or have not, received their diploma.

First offense

A first-offense for smoking, drinking, or drugs will result in forfeiture of participation of one-fourth (1/4) of the season of the interscholastic competition or meets. The athlete may continue to attend and participate in all practice sessions during the first offense suspension; if the infraction occurs with less than one-fourth (1/4) of the season remaining. The percentage of non-participation may be carried over to the next sport in which the athlete is a participant, not to be carried over to the next school year.

Note: Students should be aware that if they are suspended from activities due to a violation of the school participation rules, this means you are in-

eligible for all school activities during the period of suspension. These are minimum penalties.

Self-Reporting

On a student's first violation of a rule listed in this policy, the student may reduce the exclusion from the activity or activities by one-half by:

- Self-reporting to the athletic director within the first school day after the violation occurs.

Self-reporting is an admission that the student violated a rule. And:

- In drug/alcohol violations completing an evaluation performed by a qualified drug/alcohol counselor (at the parent's expense) and following the recommendations.
- In other violations an intervention with the student, parent, coach, Athletic Director, and School Counselor will be held. Students that violate a rule at school, at a school activity, or being witnessed by a school staff member may not self-report.

The self-report option is only available to first-time offenders once during their high school (grade 9-12) career.

Second offense

A second offense will result in forfeiture of all privileges of athletic participation for the current activity for the remainder of the season, which may be carried into the next activity season if there is less than 1/4 of the current season remaining.

Third Offense

A third offense will result in forfeiture of all privileges of athletic participation for one calendar year.

Fourth Offense

A fourth offense will result in forfeiture of all privileges of athletic participation for the remainder of their enrollment at Platteview High School.

Probationary Period:

Students who violate any provision of this activity policy will be given a probationary period of one year. During the probationary period, Platteview High School will support and work with the student/athlete by arranging meetings with the school counselor and assigned head coach. The meetings will continue until all parties are in agreement that the offense will not reoccur. Upon successful completion of the probationary

period the student/athlete may have the activity code violation removed from their record.

Criminal or delinquent charges: Any student of Platteview Junior/Senior High School who, during the school term (school term to include fall season practices before the school term starts), is:

- self admitting to being involved or possessing any illegal drug or alcoholic beverage
- convicted of any criminal charge involving the use or possession of any illegal drug or of an alcoholic beverage; or,
- determined to be a delinquent child under the juvenile statutes as a result of the use or possession of any illegal drug or of an alcoholic beverage; or,
- convicted of any criminal charge or determined to be a delinquent child under any other circumstance.

The student shall be ruled ineligible to participate in one-fourth of the interscholastic contests. The individual may continue to practice with the squad during this suspension period. The student may be withheld from contests from the time of known arrest or from the time of known charge under criminal or juvenile act if the activities' director and/or coach feels the evidence supports the charge. If convicted as charged or found to be delinquent as above stated, the suspension period will start at the time of the arrest or at the time the charge is made. If found not guilty, or found not delinquent, the suspension will be lifted immediately. Should the student be in violation of the before mentioned policy for the second time during any school year, the student will be withheld from the activity program for the remainder of the semester.

All cases of misconduct by the student concerning the above policy will be reviewed by the activities' director, the respective head coach, and the building principal. Should a student and/or his/her parents ever have a question concerning this activity policy or any other parts of these athletic guidelines, they may request a conference with the before-mentioned to discuss the matter.

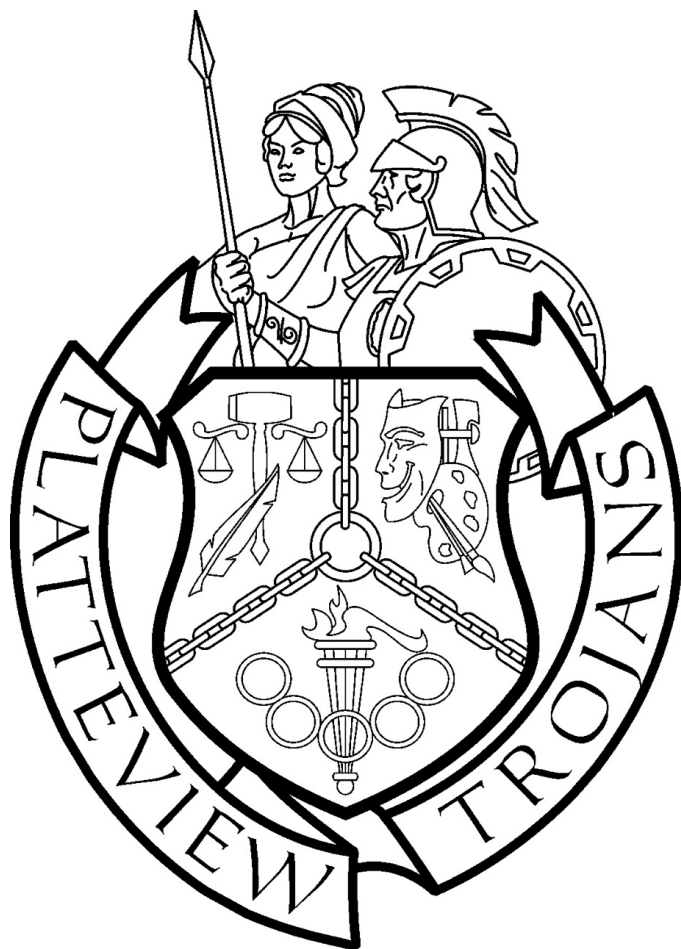
Upon the knowledge of the school of any student being in conflict with the before-mentioned policy, a contact will be made within three days between the student, the building principal, and the activities' director. All penalties administered to the student by the school as the result of this conference will be forwarded immediately to the parents by letter for the

parents' information. After receipt of the letter by the parents, should there still remain a question; the parents may then request, within three calendar days, a conference between the before-mentioned individuals to discuss the matter further.

DUE PROCESS

Due process procedures regarding any of the before mentioned rules, regulations or guidelines will be followed if violations occur. Should a question arise regarding a rule or regulation of the Nebraska School Activities Association and the need arises for an individual to know the operational procedure of the NSAA, they may be found in the NSAA yearbook which can be obtained from the activities' director.

Student Fees Schedule



Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
Secondary Program		
Physical Education classes	Appropriate clothing (non-specialized attire)	Soft Soled/Tennis shoes and socks, running shorts, T-shirt
Art Fees	Fee for materials	Advanced Art, Commercial Design, Painting - \$20 Semester; Drawing - \$8 Semester; Independent Art - \$10 Semester; Three Dimensional Art - \$25
Art and shop classes and special projects, science classes	Appropriate clothing (non-specialized attire) Goggles-1 pair provided per year. If lost or damaged, students are required to purchase a new pair.	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged, protective clothing for shop classes; approved protective goggles for science classes.
Music-Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student. Instrument Rental Fee is \$45 for Tier 1 and \$75 for Tier 2 per year for use of school owned instrument.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	Necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Classroom Projects, i.e., Industrial Technology, Family and Consumer Science	Project Cost (Which may be a fee charged)	Student pays cost that is beyond the standard project provided by the school.
Advanced math or science classes	Specialized calculators	Some calculators will be available at school. If lost or damaged, a replacement fee will be assessed at a rate paid by the school. Students are encouraged but not required to purchase such equipment for their personal use.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge).	Ten cents (.10) per page when charges apply.
School Meals		Lunch--\$2.80; Milk - \$0.55; Prices are maximums based on one meal per day, and will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.

Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
Yearbooks - Optional	School Book	Yearbooks are published and made available for purchase every year. Cost is generally about \$70.
College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved.
Summer school courses	Classes offered during the summer, or at night, if any	Drivers education class: \$330; other classes \$50 to \$200 per class; none for free-reduced lunch students
Locker usage	Use of school padlock	\$5.00 fee if damaged or not returned at the end of the year.
Industrial Technology	Fees for general materials	Manufacturing Technology - \$120 Year; Production Systems - \$65; Technology Systems - \$15
Family and Consumer Science	Fees for general materials	Nutrition and Foods, Advanced Nutrition and Foods - \$10; Culinary Arts - \$15
Business Classes	Workbooks	\$25
Music Theory	Fees for general materials	\$25
Photography	Fees for general materials	No more than \$50 per year.
Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Instrument Rental Fee is \$35 for Tier 1 and \$60 for Tier 2 per year for use of school owned instruments. Uniforms for the marching band will be supplied by the school. For High School Band students, a \$25 uniform cleaning fee is required. For High School Vocal students, a \$15 choir robe cleaning fee is required.
Extracurricular and other programs	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
iPad Use	Fee for self-insurance program for iPads.	\$25 per year; max \$100 per family per year. See iPad handbook for damage and replacement fees.
Athletic Programs		
Admission	Spectator fees for admission to events	\$6.00 per event maximum. Students may purchase an Activity Pass for \$40.00 per year. For District and Conference events hosted by the School, cost to be set by NSAA but not to exceed \$20.00 per event.
Athletic Physicals	NSAA required athletic physicals	Cost varies; payable directly to student's physician or clinic.

Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
Equipment and Attire	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity. Uniform items are checked out to students. If lost or damaged, students will be assessed fees in the amount of replacement cost.	Required items include athletic undergarments (supporter, bra, socks, and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.) Additional required items for particular sports or activities include: Basketball -- No additional, Football -- Mouthpiece, Golf -- Golf bag and clubs, Speech -- Dress attire; copies of research; Track -- No additional, Volleyball -- Volleyball knee pads, Wrestling -- No additional, Cheerleading and Flag Team Squads -- Shoes, approved uniforms (top & skirt; jacket), poms and other accessories
Travel meals	Meals	Students are responsible for their own meals while traveling.
Locker use	Padlock for locker	\$5.00 fee if damaged or not returned at the end of the year.
Camps and Clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps, and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.
Athletic Clubs	Letterman's club and other clubs supporting the athletic program	Annual dues not to exceed \$50.00 per club.
Music Optional Show Choir	Coordinating group attire	Students will pay for outfits selected by the group. Cost will be based on selection at a maximum of \$200.
Clubs/Organizations		
Skills USA	State & national dues, meals and activities	Annual dues not to exceed \$30.00 per club.
FBLA	State & national dues, meals and activities	Annual dues not to exceed \$20.00 per club.
National Honor Society	State & national dues, meals and activities	Currently no dues required. Annual dues not to exceed \$20.00 per club.
Student Council	State & national dues, meals and activities	Currently no dues required. Annual dues not to exceed \$20.00 per club.
Social & Recognition Activities		
School plays, musicals and social activities	Admission to events	\$3.00 per play or activity

Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
School dances	Admission to prom, home-coming, etc.	Up to \$40.00 per event
Class dues		Each of the six secondary classes may assess its members an amount not to exceed \$60.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.
Picture Packets	Optional - Pictures are still taken for use in school yearbook.	Students purchase packets as desired and pay directly to photo company.
Senior recognition assessment	Optional graduation activities	Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. This may include the rental of graduation robes (\$35), caps, tassels, class flowers, one mother's flower, class gift, yearbook picture page, and class composite picture. A single Senior Class Recognition Assessment, not to exceed \$50, will be assessed to those Seniors who elect to participate in such activities. Expenses for above mentioned items will be paid out of the "Class Activity" account until funds are depleted. After this fund is empty, students will be responsible for all optional graduation activity costs.

Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
Trips	Transportation, lodging, meals, admission to events, etc.	For the extracurricular and options trip - students will be assessed a fee no more than \$20 and will be responsible for meals. Students are responsible for costs of school sponsored trips where the trip is an extracurricular activity. The maximum costs of such trips will be \$2,000 per student. If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored: it is not supervised or administered by the school, attendance on the trip does not count toward graduation credit or grade advancement, and participation on the trip is voluntary for students.

Apple Inc. Education Price Quote

Customer:	Frank Staskiewicz SOUTH SARPY DISTRICT 46 Phone: 4023395052x20 x 208 email: fstaskiewicz@sarpy46.org	Apple Inc:	Karen Dunlap 12545 Riata Vista Circle MS: 198-3IES Austin, TX 78727-6524 Phone: 512-6746918 Fax: 800-5900325 email: kdunlap@apple.com
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Apple Quote: 2201618773
Quote Date: 2-Jul-2014
Quote Valid Until: 1-Aug-2014

Quote Comments:

Part Number	Details & Comments	Qty	Unit List Price	Unit Discount Price	Extended Disc. Price
1	ZOPD iMac 21.5-inch 065-C27P 2.7GHz Quad-core Intel Core i5, Turbo Boost up to 3.2GHz 065-C27W Intel Iris Pro Graphics 065-C1GJ 8GB 1600MHz DDR3 SDRAM - 2x4GB 065-C1GP 1TB Serial ATA Drive @ 5400 rpm 065-C1H7 Apple Mouse 065-C1HD Apple Keyboard with numeric keypad (English) / User's Guide (English)	27	1,249.00	1,220.00	32,940.00
Edu List Price Total					33,723.00
- Total Discount					783.00
Extended Discounted Sub Total					32,940.00
- eWaste Fee / Recycling Fee					0.00
-					
Extended Total Price*					32,940.00
<small>*In most cases Extended discounted Total price does not include Sales Tax</small>					
<small>*If applicable, eWaste/Recycling Fees are included. Standard shipping is complimentary</small>					

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To: ESU #3 Member School District Representatives
From: Dr. Dan J. Schnoes, ESU #3 Administrator
Date: June 19, 2015
Re: Member School District Approval Forms for 2015-2016

The initial ESU #3 spreadsheets of services and costs, for the 2015-16 fiscal year, were presented to superintendents on June 10, 2015.

Based upon the updated spreadsheets, there are two (2) separate proposals, enclosed in this email for your written Approval or Disapproval:

1. Core Service Funds Purposes
2. Property Tax Levy Funds Purposes

Please return the two approval / disapproval forms by July 20th to ESU #3 by mail, fax or email.

*As per Nebraska statute, if the approval / disapproval forms are not returned by **July 20, 2015** your school district is considered to have **approved** the proposed core service and property tax funds for the 2015-16 school year.*

ESU #3

Core Service Funds Purposes for the 2015-2016 Budget Year

Nebraska Revised Statutes 79-1241.03 Funds appropriated for Core Services shall be used for purposes approved by representatives of two-thirds of the member school districts in an educational service unit, representing a majority of the students in the member school districts.

Proposal #1: Core Service Funds Purposes

Each member school district of ESU #3 is requested to complete this document to determine if the school district approves or disapproves the **purposes** of **Core Service Funds** for ESU #3. The purposes for the 2015-2016 fiscal year are outlined in the Superintendent's Spreadsheet of Services.

The _____ Public Schools

Approves / Disapproves
(Circle the appropriate decision for your District)

ESU #3 Core Service fund purposes for the 2015-2016 fiscal year.

By: _____
(Signature of Representative as Appointed by the School District's Governing Board)

Date: _____

ESU #3

Property Tax Levy Funds Purposes for the 2015-2016 Budget Year

Nebraska Revised Statutes 79-1242. Funds generated from the Property Tax Levy shall only be used for **purposes** approved by representatives of two-thirds of the member school districts in an educational service unit, representing a majority of the students in the member school districts.

Proposal #2: Property Tax Levy Fund Purposes

Each member school district of ESU #3 is requested to complete this document to determine if the school district approves or disapproves the purposes of the property tax levy for ESU #3. The purposes for the 2015-2016 fiscal year are outlined in the Superintendent's Spreadsheet of Services.

The _____ Public Schools

Approves / Disapproves
(Circle the appropriate decision for your District)

ESU #3 property tax levy fund purposes for the 2015-2016 fiscal year.

By: _____
(Signature of Representative as Appointed by the School District's Governing Board)

Date: _____

StudentsStudent Fees Policy

The Board of Education of South Sarpy School District No. 46 adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

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

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

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

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

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing,

turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

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

(b) Courses

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

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

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

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

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

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

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

(5) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

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

(7) Copies of student files or records. The Superintendent or the Superintendent's

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

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

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

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

(11) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

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

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

(14) Each year in June or July, the school board will hold a public hearing at a meeting of the school board to review this policy. Such public hearing will include a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the preceding school year.

Legal References:

Neb. Rev. Stat. §§79-2,125 to 79-2,135 and Laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act)

Neb. Constitution, Article VII, section 1.

Neb. Rev. Stat. §§79-241, 79-605, and 79-611(transportation)

Neb. Rev. Stat. §79-2,104 (student files or records)

Neb. Rev. Stat. §79-715 (eye-protective devices)

Neb. Rev. Stat. §79-737 (liability of students for damages to school books)

Neb. Rev. Stat. §79-1104 (before-and-after-school or pre-kindergarten services)

Neb. Rev. Stat. §§79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

Date of Adoption: August 9, 2010

InstructionParental/Community Involvement in Schools

South Sarpy School District No. 46, after having conducted a public hearing concerning parental involvement and participation in the school district herewith declares that it shall be the policy of the District to provide access to parents to all textbooks, tests, curriculum materials, and any other instructional materials used by the school.

It shall further be the policy of the District in the event any parent has a complaint or objection to any such materials to make such provision for personal conferences with the parent and appropriate school personnel to discuss such concerns as the superintendent or his/her designee may deem appropriate. The superintendent or his/her designee shall prepare a complaint form which may be used by a parent to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.

It shall further be the policy of the District to upon reasonable advance request by a parent to attend and monitor courses, assemblies, counseling sessions, and other instructional activities, to permit such parent to be in attendance at such activities unless such attendance would substantially interfere with a legitimate school interest.

It shall further be the policy of the district to encourage communications from the parents concerning when a parent believes it to be appropriate for his/her student to be excused from testing, classroom instruction, and other school experiences that the parent may find objectionable. The superintendent or his/her designee shall make a provision on the complaint form hereinabove referred to for receiving information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection and a proposed solution for dealing with the objection that would be satisfactory to the parent.

It shall further be the policy of the District to provide full access to the records of the students to a parent or guardian all as set forth in Section 79-2,104, the Federal Education Right To Privacy Act, and other applicable law during regular business hours of the school at the school headquarters or wherever the student's records may regularly be maintained by the District.

It is the further policy of the District to notify a parent or parents of any student who may be subjected to a standard norm referenced or criterion referenced test or standard tests such as but not limited to the Northwest Evaluation Assessment or the Nebraska State Assessment, to

notify the parent when reasonable to do so, where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent or guardian of such student shall be prohibited unless a parent requests in writing that such tests be administered to his/her resident student.

Prior to any school sponsored survey being administered to the students of the District, it shall be the duty of the superintendent or his/her designee to notify the parent or parents of each student involved in the survey of the nature of the survey, the date and time when such survey shall be administered, and the purpose for which and the uses of which survey exist from the school's perspective.

It shall be the policy of the District as a general matter to leave substantive decision making processes to the professional staff, administration and Board of Education, subject to an effort to receive information from parents as to any concerns, objections, or other information such parents would wish to provide to the school district concerning a parent's access, involvement, and participation in all activities of the school as it relates to the student of the District.

Date of Adoption: _____, 200_

CONTRACT FOR SUPPLEMENTAL SERVICES

DRIVER EDUCATION

2014 - 2015

Educational Service Unit No. 3, hereinafter referred to as **ESU #3** proposes to furnish supplemental services pursuant to 79-2201 et seq R.R.S. 1943 to the **Springfield-Platteview School District**, Sarpy County, Nebraska, hereinafter called the School for the 2014-2015 school year. This Agreement is subject to the following terms and conditions:

1. SERVICES.

ESU #3 will provide the instructor, automobiles, and all costs relating to maintenance, insurance, and behind-the-wheel training for driver education students. This service will not be available to physically handicapped students, as ESU #3 does not have the equipment or the expertise to provide this service. ESU #3 will provide a curriculum consisting of 20 hours of classroom and 3-4 hours behind-the-wheel.

2. STUDENTS.

Minimum number of students will be 10.

WHEN PROVIDED:

_____ Saturday Hours	_____ Est. No. Students
<u> X </u> Summer Program	_____ Est. No. Students

3. COMPENSATION.

The School shall pay to ESU #3 for said services as follows:

Total Program \$339/student

4. TERMS.

Payment will be made by the School to ESU #3 at the completion of each service segment. Payment will be due 30 days after billing date.

5. CONDITION.

This proposal shall become a valid contract only when accepted by an authorized representative of the School and subsequently approved by an authorized representative of ESU #3.

Accepted by action of the Board of the Springfield-Platteview School District, Sarpy County, Nebraska at a duly authorized meeting on the _____ day of _____, 2014.

Authorized Representative

Title

Approved by action of the Board of Educational Service Unit #3, Omaha, Sarpy County, Nebraska, at a duly authorized meeting on the 15th day of July, 2014.

Administrator – Authorized Representative

Return to:
Dr. Gil Kettelhut, Educational Service Unit #3
6949 So. 110th Street, Omaha, NE 68128-5722

BROMM & ASSOCIATES

GOVERNMENT RELATIONS • LOBBYING • ISSUE MANAGEMENT

July 10, 2014

Superintendent Brett Richards
SPRINGFIELD PLATTEVIEW
COMMUNITY SCHOOLS
14801 S 108th Street
Springfield, NE 68059
Via email and Regular US Mail

RE: Bromm & Associates Retainer Agreement

Dear Brett,

I am enclosing a proposed Retainer Agreement for the 2014 Interim and the 2015 Session. We are proposing the same financial arrangement as last year. However, I do expect that there will be more interim work and preparation for the session and the session is a long session in 2015 versus the shorter session in 2014.

We have greatly appreciated working with you and Springfield Platteview Community Schools and hope that we can assist to bring about some additional positive changes for the district for 2015. Please let Jason or I know if you have any questions. Thank you.

Sincerely,


Curt Bromm

Enc.

LOBBY RETAINER AGREEMENT

Springfield Platteview Community Schools (Client) hereby retains Bromm & Associates, LLC, (Lobbyist) to represent the Client before the Nebraska Legislature during the 2014 Interim Legislative Session and the 2015 Legislative Session. The purpose is to provide lobby services to monitor and lobby education related issues of concern to the Client.

The Client agrees it will pay \$10,000.00 on or before September 1, 2014, and \$10,000.00 on or before February 1, 2015, or a total sum of \$20,000.00 in addition to a Registration cost for the session, which is expected to be \$200.00. Ordinary photocopying, telephone, travel and postage expenses will be paid by the Lobbyist. If unexpected or unusual expenses are expected to be incurred, the Lobbyist will obtain prior approval from the client prior to incurring any such additional expenses.

The Lobbyist will report directly to Superintendent Brett Richards. Lobbyist will attend relevant meetings and hearings, monitor the relevant legislation, consult on strategy and other communications with Senators. Lobbyist will file all reports with the Accountability and Disclosure Commission required by law to be filed by the retained Lobbyist. The Client will file all reports with the Accountability and Disclosure Commission required to be filed by principal.

Dated this ____ day of _____, 2014.

SPRINGFIELD PLATTEVIEW
COMMUNITY SCHOOLS

By _____
Superintendent Brett Richards

BROMM & ASSOCIATES, LLC

By _____
Curt Bromm

By _____
Jason Bromm

**UNIVERSITY OF NEBRASKA
BUFFETT EARLY CHILDHOOD INSTITUTE**

**Achievement Gap Challenge
*Superintendents' Early Childhood Plan***

OVERVIEW

The Superintendents' Early Childhood Plan is designed to eliminate or reduce income-based social, cognitive, and achievement gaps among young at-risk children living in the 11 school districts of the Learning Community of Douglas and Sarpy Counties. Development of the plan was mandated in 2013 by LB 585 of the Nebraska Legislature and focuses on services for young children living in areas with a high concentration of poverty.

Developed by the Buffett Early Childhood Institute at the University of Nebraska in conjunction with the district superintendents and a workgroup appointed by them, this initiative proposes intensive, continuous, evidence-based services for young children who are most at risk in their communities. To accomplish this, we will establish, implement, and evaluate a set of interlocking program prototypes or models across the first eight years of life designed to improve the social/emotional and cognitive outcomes of young, at-risk children living in the Learning Community. We will use the information we acquire to adapt and refine the models implemented as part of this plan so they can eventually be taken to scale.

Our focus will be on three areas or categories of programming:

- Home visiting for birth – age 3
- Intensive Preschool for 3 and 4 year olds
- Aligned preschool and early elementary for ages 3 to 8 (PreK – Grade 3)

The plan calls for elementary schools to serve as hubs or connectors for early childhood services in school attendance areas. Family engagement and family support is emphasized, as are children's cognitive and non-cognitive skills. Professional development and technical assistance are integral to this work as are strong ties to community-based organizations. We intend to begin gradually with a detailed planning period and partial start-up, moving to full implementation of the programs described below over the following two years.

BACKGROUND

On May 8, 2013 Governor Dave Heineman signed LB 585 into law. This legislation directs the Learning Community Coordinating Council to enact a plan developed by the Metro Omaha superintendents "to establish early childhood education programs for children in poverty." The plan is to be financed by a new half-cent levy, resulting in annual funding of approximately \$2.5 million to be used for this purpose. In December 2013, the superintendents requested that the Buffett Early Childhood Institute at the University of Nebraska prepare a plan for their review, and if approved by the Council in August 2014, implement it in the Learning Community.

The Buffett Early Childhood Institute is a four campus, university-wide, research, training, outreach, and policy institute of the University of Nebraska. Its purpose is to help transform early childhood development and education for at-risk and vulnerable children, birth to age 8, in Nebraska and across the nation.

This document describes how the Buffett Institute will use the funds generated by the new levy to implement the plan. It begins to put in place one of the Institute's two signature programs, the Achievement Gap Challenge, and also reflects the Institute's second major initiative, the Early Childhood Workforce Development program. The Buffett Institute is committed to these programs statewide. Over the course of the next several years, the Institute will adapt these programs to meet local resources and needs, will collect data on implementation and effectiveness, and will share its experience with educators, policy makers, and researchers in Nebraska and beyond.

GOAL

To create a comprehensive program within the Learning Community designed to eliminate or reduce income-based social, cognitive, and achievement gaps among young children at risk.

STRATEGY

Using the resources and expertise of the 11 Metro Omaha school districts, community-based organizations in those districts, and the staff and faculty of the University of Nebraska and the Buffett Institute, we will collaborate to implement a comprehensive birth through age 8 approach to early intervention for infants, toddlers, preschoolers, and Kindergarten – Grade 3 children. Our principal target will be children living in poverty and those growing up under conditions of high stress and significant familial challenge.

Our intention is to create a set of interlocking program models or prototypes in Learning Community school districts across the first eight years of life. We will rely on national, evidence-based models; evaluate whether the models are being implemented with fidelity; collect outcome data about the programs we are involved with; and engage in efforts to encourage state and local policies and public and private resources that can provide sustained support for this initiative. Our intention is to have a long-term impact on children's achievement by leveraging, improving, and increasing new and existing resources in schools, families, and community-based organizations.

ASSUMPTIONS AND GUIDING PRINCIPLES

Four assumptions and guiding principles shape the Superintendents' Early Childhood Plan. The proposed program will be:

- (1) Holistic**, meaning that it will attend to all aspects of child development: learning, mental and physical health, social development, and family support and engagement. It will devote itself to the *whole child*, including a focus on cognition or knowing; on language and communication; on motor or moving, balancing, holding, and coordination; and on affect or emotions and other non-cognitive areas such as confidence, ability to form relationships, and to get along with others.

- (2) Developmental**, referring to ongoing changes in biological, psychological, and social processes that result in an individual evolving from a relatively undifferentiated state (for example, a newborn who lacks self-awareness, organized thought, or language) to a complexly differentiated and integrated state (for example, a five year old who is reflective, displays logical thought, and uses complex language). This type of transformation is what we refer to as developmental change.
- (3) Comprehensive**, suggesting that no single aspect or element of a child’s life or environment can enable a child living in poverty to thrive. Rather, our view is that a range of educational, environmental, and familial inputs are needed for children to reach their potential. The program will cover a broad age span, from birth through the end of third grade. It will concern itself with schools, communities, families, and those who serve them. It will focus on homes, community-based child care and preschools, as well as classrooms. It will relate to parents, extended family members, teachers, caregivers, program administrators, and others who are part of a child’s life. And it will seek to be relevant to children and families who come from diverse cultural and linguistic backgrounds.
- (4) School-centered**, reflecting our belief that the core of this plan involves a commitment to the *school* as the focus or center of early childhood services, birth – age 8. Traditionally, schools have only taken responsibility for children beginning at age five, but the age range of public school responsibility is moving younger and younger both statewide and nationally. The evidence assures us that the earlier we begin work with children and families at risk, and the more persistent, consistent, and of high quality our efforts are, the more likely it is that children will be launched on a path of life success. We believe that schools have the potential to become a source of long-term continuity for children and families—continuity that can play a critical role in reducing or eliminating achievement gaps for children from economically disadvantaged families.

IMPLEMENTATION

The Superintendents’ Early Childhood Plan is intended to be a work in process. It describes how new options and opportunities for young children at risk and their families can be created in the Learning Community and it articulates a set of assumptions, aspirations, and specific means for improving the school achievement of children growing up amidst poverty. Below we describe the basic parameters of the Plan.

Who We Will Work With

- We envision the school as the hub or connector for birth – age 8 efforts.
- We will collaborate with existing early childhood programs in the Learning Community districts.
- We will support the creation of programs if they are not in existence and the need is high— programs that are sponsored and managed by Local Education Agencies (LEAs), community-based organizations (CBOs), and others.
- We will not “own” or manage programs directly.
- We will work with programs that invite us to participate and are willing to make a long-term commitment to improving practice.

- We will devote particular attention to state pre-K programs sponsored by LEAs as well as community-based programs serving 3- and 4-year olds.

What We Will Do

- We will focus on three elements of intervention and education: **home visiting** for 0 – 3; **intensive preschool** for 3- and 4-year olds; and **aligned curriculum and practice for PreK – Grade 3**.
- Our programs will take into account the needs of dual language learners and non-English speaking families.
- We are committed to creating programs that respond to the interests and desires of differing cultural and community contexts and build upon cultural and community strengths.
- In addition to cognitive skills, we will emphasize non-cognitive or social-emotional skills such as confidence, curiosity, intentionality, self-control, and capacity to communicate.
- Language development and enrichment will be central to our curriculum planning, especially in the early years.
- We will monitor and evaluate program outcomes and implement valid, formative child assessment programs (birth – age 8) based on teacher observation, recording, and evaluation.

How We Will Do It

- Family support and engagement are essential for success and will be a prominent feature throughout the birth – 8 continuum.
- We will actively encourage the adoption of developmentally-informed practices that focus on both cognitive growth and social-emotional advance.
- We will support and improve programs by providing coaching, technical assistance, and professional development to teachers, caregivers, principals, and administrators.
- We will encourage the use of evidence-based curricula, current research, high-quality intensive support for teachers and caregivers, thoughtful outreach to families, and careful documentation of effort. We will begin implementation gradually and move to scale over time.

How We Will Identify Schools and Partners

Working within the framework of LB 585, which calls for establishing “early childhood programs for children in poverty,” we will consult with the Learning Community superintendents and their representatives in order to establish prototypes in several different districts. We are well aware that although there are clear concentrations of poverty in specific Learning Community LEAs, poverty exists across the region. Our goal is to create prototypes that are relevant to a wide range of communities and child and family needs.

Our overall criteria for school and community participation are as follows:

- Children living in high concentrations of poverty, as described by LB 585.
- Commitment to the birth – Grade 3 continuum.
- Key educational leaders, principals, and staff demonstrate a multi-year (3-year) commitment to the program’s goals and strategies.

- Willingness to devote time and other resources required for planning and implementation (e.g., professional development activities, collaborative cross-grade level program planning, coaching and mentoring, assessment, and progress monitoring).
- No duplicative or competing initiatives.
- Support for ongoing program evaluation activities.
- Participation in efforts to leverage resources and develop means for sustaining program processes and outcomes.

How We Will Include Professional Development and Technical Assistance

Professional development (PD) is concerned with assisting teachers, caregivers, and other providers—as well as the directors and principals who work with these individuals—in enhancing their skills and knowledge so that they can perform their roles more effectively. PD will be offered in response to a needs assessment and will be customized or personalized to participants’ requirements and prior experience. Potential topics include parent-child relationships, curriculum enhancement, STEM activities, non-cognitive skill development, language growth, project and activity-based classrooms, observation and evaluation, curriculum alignment, behavioral strategies, and so forth. PD will be offered to all members of the Learning Community during the first year of planning and will become more targeted in later years of implementation.

Technical assistance will be provided to districts, schools, and CBOs that are developing or increasing their capacity to participate in the plan described in this document. Technical assistance consists of specialized advice, consultation, and assistance to help CBOs and LEAs make planning and implementation decisions or to identify solutions to specific challenges. Examples of such activities include the following:

- Consultative assistance in identifying and selecting high quality, evidence-based early childhood curricula or assessments;
- Support in integrating a strategic focus on PreK-3rd grade into a school’s overall improvement plan;
- Assistance to a school or CBO leader in revising organizational structures (e.g., staff collaborative planning time; daily schedules) to fully implement high quality early childhood programming;
- Assistance in developing partnership agreements and procedures between multiple organizations collaborating in the delivery of services to children, 0 - 8, and/or their families;
- Advice about seeking public funds for early childhood programs and braiding or combining funds from different sources;
- Assistance in communicating about the early childhood program, particularly birth – 3 home visiting and to families who are not directly involved with the program.

How We Will Enhance the Early Childhood Plan

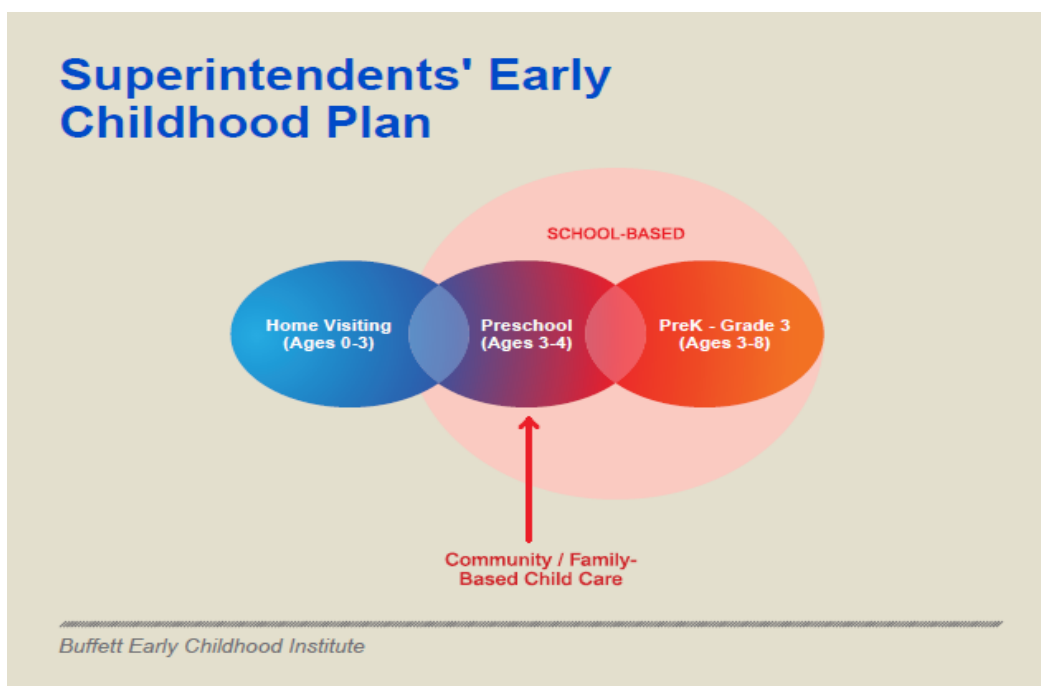
Because of the unique relationship of the Buffett Early Childhood Institute to the University of Nebraska we will be able to enhance the program of work described in this document in a number of ways, including the following:

- We will draw upon community resources and expertise to support the goals and activities of the program throughout the Learning Community.
- We will sponsor and support Professional Learning Communities for teachers, caregivers, and leaders in such areas as:

- Literacy
- Math
- Home visiting
- Leadership
- Play
- We will seek to enhance public school principals' knowledge about early childhood development and early care and education.
- We will create multiple opportunities for broad public engagement about early care and education for school boards, the Learning Community, and other policy makers.
- We will bring to bear the extensive resources and skills of university faculty and staff by using external funds to sponsor cross-campus RFPs designed to provide needed information in such areas as:
 - Evaluating the impact of Professional Learning Communities
 - Implementing and evaluating parental engagement and change
 - Incorporating health-related issues into program initiatives
 - Studying non-cognitive social/emotional growth and executive function
 - Creating effective coaching models
 - Investigating public policies that can support early childhood programming

BIRTH THROUGH AGE 8 CONTINUUM

As noted earlier, our focus on the early years is comprehensive. We will support and encourage programming for birth – age 3 (home visiting), 3 and 4 year olds (intensive preschool), and age 3 through 8 (PreK – Grade 3). These levels of programming not only reflect the fact that a great deal of neurological development occurs in the first five years of life, but that early efforts at intervention may fade out or diminish if they are not maintained and supported during the early elementary years. Our model is depicted in the infographic below.



Although our goal is to establish a full continuum of programming across the first eight years of children's lives, we recognize that some LEAs do not have funds to support their own preschools (except for children with special needs or at best just for 4-year olds) and many will not have 0 – 3 programs except those sponsored by Part C (Individuals with Disabilities Education Act). Depending on resources and needs we will work with these districts to gradually develop components of the birth – age 8 continuum that are not yet in place and/or to improve the quality of programs in the community. In some instances, we will focus on only one or two of the components, with the intent of using this experience to develop more comprehensive programs over time. A description of each of the components is given below.

PROGRAM COMPONENTS

Birth – Age 3

Overview: Birth – 3-year old children and their families will be served in a “two generation” home visiting model. This approach supports the development of strong parent/child relationships, child development skills, parenting education, and connections between parents and community resources. We will seek to develop comprehensive home visiting programs focusing on one or more of the following domains: (1) maternal health; (2) child health; (3) positive parenting practices; (4) child development and learning; (5) reductions in child maltreatment; (6) family economic self-sufficiency; and (7) linkages and referrals to community resources and supports. The home visiting program will have a strong link to the goals of elementary school programs so that home-school partnerships and parental engagement in the schools can be shaped from the beginning of a child's life.

Characteristics That Ensure Quality: Home visiting programs will be full year (12 months) and will serve pregnant families and their children up to age three. The home visitor will have a Bachelor's degree in child development, family development, or a related field. Home visits will take place twice per month. In addition, each month at least one parent/child group will be held, usually at an elementary school, to enhance children's socialization skills, help overcome parental isolation, and strengthen the school's role as a hub or connector of services for children and families.

Families will be recruited from the attendance area of the school that their child will most likely attend. Criteria for recruitment will be to seek the youngest and neediest children in the area, with each school defining the neediest according to the characteristics of their population. An evidence-based curriculum will be adopted that will cover all early childhood domains, including social/emotional, cognitive, physical, and language and pre-literacy. Child developmental screenings and observational assessments will inform individualized practices and early intervention referrals as needed.

When children become three years of age they will begin a transition into a child care or preschool program, if they are not already enrolled in such a program. Families will continue to participate in a modified version of the program through parent/child groups until their child reaches kindergarten.

If a community has birth – 3 services in place that it wishes to maintain, we will support that program while also integrating and building on the approach and characteristics described here. If there is little or no 0 – 3 programming in the community, the school will select a program model/curriculum with our assistance that meets the criteria set forth in our approach.

Home visitors will be hired and supervised by the home visiting program in conjunction with the local school principal or designee, with Learning Community funds granted for this purpose. The on-going

training, professional development, mentoring and coaching will be provided by a Master's level infant/toddler specialist from the project.

Roles and Responsibilities of Partners:

- The community-based partner and school will commit to the project's approach, criteria, and parameters. A partnership agreement or memo of understanding will be developed to cover these matters.
- The school will provide office space for the home visitor and space for monthly parent/child groups.
- The home visitor will be supervised by a school or community agency staff member who will attend program trainings and meetings as needed and will work closely with the project's Infant/Toddler Specialist.
- The school or community agency will provide administrative support, office supplies, and materials as agreed upon by the partners.
- The school or community agency will help recruit families and serve as an advocate for the project in the community, working with the project in capacity building efforts that will lead to long-term, sustainable funding.

3 - and 4 -year olds

Overview: Once a child reaches three years of age, the importance of quality group child care experiences increases. With that in mind, the project will support the transition of children into high quality state funded Pre-K programs in public schools and family and community child care and preschool settings. Efforts will be made to create networks of family child care homes to strengthen the professional skills of these providers.

Characteristics That Ensure Quality: The support to early childhood programs serving 3 – 4 year olds will include a parent coordinator who will serve as a liaison to parents, state-funded and community-based early childhood programs, and the school the children will eventually attend. The parent coordinator will be hired locally, know the community well, and have experience and knowledge about early childhood, parenting, and the elementary school culture. Working with the 0 – 3 home visitor, the parent coordinator will help families make positive transitions into early childhood preschool settings and eventually into kindergarten and primary school. The coordinator will support home-school connections, organize and conduct parent groups, and ensure communication among the parents, preschools, and elementary school.

The participating school's Pre-K and kindergarten teachers will participate in systematic joint professional development with preschool teachers from community-based early childhood programs that serve children in the school's enrollment area. This professional development will focus on supporting a whole child/whole family approach and high quality early education practices across the community and school settings. The project will create a professional development cycle that includes teacher workshops and regular ongoing mentoring and coaching for classroom teachers. Each annual professional development cycle will culminate with transition planning and activities that include community-based teachers, school-based teachers, and families transitioning from the community programs into the school.

Roles and Responsibilities of Partners:

- The early childhood centers will agree to participate in the professional development activities provided by the project's expert trainers and to provide staff with released time to participate. The project will offer financial support for substitute teachers and, if needed and appropriate, stipends for participants.
- The schools and early childhood programs will provide space for trainings, group meetings, and consultations with teachers and parents.
- The school will provide office space for the parent coordinator and space for parent groups to be held. Partnership agreements between the project, the school, and community based organizations will be developed.

PreK – 3rd Grade (3 - 8 year olds)

Overview: PreK-3 is an approach to educational planning that recognizes the importance of the years three through eight for establishing a strong foundation for future learning. It seeks to close the achievement gap by intervening early and consistently and providing high-quality, aligned educational experiences, smooth transitions, and continued support through the early years of a child's formal education.

PreK-3 does not have a one-size-fits-all definition, although it encompasses the following common characteristics:

- Recognition of a rigorous learning continuum beginning at age three
- Alignment and coordination of educational standards, including a comprehensive and balanced curriculum, assessments, and pedagogy within and across PreK-3 grade levels
- High quality teaching
- Integration of supports for socio-emotional and academic growth
- Connections among families, schools, and communities, including contacts with preschool programs in the community when not offered onsite
- Collaboration and planning among teachers across grade levels
- Teacher and administrator preparation and on-going professional development

At its core, PreK-3 is concerned with high quality coordinated educational experiences across the early years of schooling that promote children's long-term school success. The PreK-3rd approach provides intensive, onsite consultation designed to encourage high levels of learning and strong socio-emotional development among children who are at risk for academic difficulties (including children who are racial and ethnic minorities, live in poverty, do not speak English as their first language, and/or have parents with low levels of education). This focus assumes implementation and alignment of cohesive, evidence-based curricula and a developmentally-informed assessment system to guide instructional decisions.

Characteristics That Ensure Quality: The PreK-3rd model builds self-sustaining capacity for high quality, effective PreK-3rd education by providing on-site support to each participating school for a three-year period. During this time school staff members participate in a focused professional development cycle that includes collaborative needs assessments, teacher workshops, instructional coaching, and professional learning community meetings within and across grade levels. The content of the professional development emphasizes evidence-based educational strategies for providing developmentally-informed, intellectually-challenging learning experiences that support the whole child

and promote high levels of learning across subjects. This dual application of evidence-based standards for adult professional learning and for PreK-3rd educational practices ensures the quality of the model.

An “embedded” PreK-3rd facilitator serves on-site at each school for approximately two days per week. The facilitator is the project’s anchor, leading PreK-3rd professional development workshops, providing teacher coaching and modeling, guiding professional learning community meetings, and consulting with the school administrator. The facilitator holds a Master’s degree or higher in early childhood/elementary education, has at least five years of experience as an effective PreK-3rd teacher, and experience in staff development. The team of PreK-3rd grade facilitators is supervised by a lead facilitator who guides team sessions, oversees the quality of all professional development activities, and provides on-site support for each facilitator.

Support to the school will also include a parent coordinator who acts as a liaison between parents of students in PreK-3rd grade and the school. The coordinator will be hired locally, be familiar with the community, and have experience and knowledge about early childhood development, parenting, and the local school culture. The coordinator will help families make positive transitions into the school and across the grades from PreK through 3rd. (S)he will support the home school connection, organize and conduct parent groups, and help ensure good communication among the parents, PreK-3 teachers, and elementary school administrators.

Roles and Responsibilities of Partners:

- The partner/school will commit to the PreK-3rd approach, criteria, and parameters; this will require agreement from all PreK-3 grade teachers and the development of a partnership memo.
- The school will provide office space for the site facilitator and parent coordinator.
- The school administrator will participate in a site-based needs assessment and in planning meetings in the spring prior to school-based PD implementation.
- The school administrator will attend the orientation and opening PreK-3rd professional development workshops, other PD sessions as needed, and quarterly program review meetings.
- The school will provide time for a PreK-3 Institute and up to five teacher workshops/year.
- The school will support a structure for grade-level and/or cross-grade-level meetings for PreK-3rd grade teachers.
- The school will provide access to classrooms for observations and agree to use videotaping for professional development purposes.

TIMELINE

We propose a three-year timeline. In Year 1 we will focus on planning, site selection, hiring staff, professional development, programs for parents and the general public, communication of program goals to the Metro Omaha area, development of partners for the birth – age 8 continuum, establishment of family child care home networks, creation of memos of understanding with LEAs and CBOs, piloting and development of the program evaluation strategy and the child assessment methodology, and expansion of home visiting services.

Year 2 will continue with many of these first year activities and will also include extensive focus on the PreK – 3rd approach. The project’s facilitators will be working in area schools and our parent coordinators will be active across the birth – age 8 continuum. Evaluation data will begin to be collected and documentation of program efforts will get underway. Professional development will remain a very high priority and home visiting will continue to expand. Faculty from the University of Nebraska

campuses, supported by funds external to the Learning Community, will be working with the program, collecting data, and providing feedback to staff and participants.

We will begin the third year of operations with an intensive internal review of the preceding two years' activities. The review will include structured discussions with a range of school, community, and university partners, reports on preliminary data and evaluations of effort, and feedback from the superintendents and Learning Community staff and Council. Based on this information we will make mid-course corrections and continue to work toward achieving the project's goals.

EVALUATION

The Superintendent's Early Childhood Plan will be evaluated by a third-party to be selected in the first year of operation. The plan for the evaluation and supervision of the third party evaluators will be the responsibility of the project. Our goal for the evaluation will be two-fold: first, to explore whether our evidence-based models are being implemented well and faithfully and second, to demonstrate the effectiveness of the programs overall.

We will use valid observational instruments to document what children are learning and we will accompany the observational tools with individually-administered assessments that provide normative information about the impact of the programs. Environmental and teacher rating scales will be used, as will satisfaction scales to be completed by teachers and parents. Our evaluation strategy will be both quantitative and qualitative and will focus on using data to improve practice. The overall purpose of the evaluation will be to help us achieve our programmatic goal of reducing or eliminating the achievement gap among participating children.

SUMMARY

Relying on schools as the critical link between family, community, and children in the first eight years of life, this project seeks to reduce or eliminate income-based achievement gaps affecting children living in poverty by implementing national, evidence-based models; evaluating how well the models are being implemented; and engaging in efforts with others to create policies at the state and local levels that provide long-term support for this initiative.

We will increase the impact of this work by leveraging and improving existing resources in schools and community-based organizations, emphasizing the importance of starting early and creating child-focused, developmentally-oriented programs, and demonstrating the effect of comprehensive efforts across the first eight years of life. Our basic belief, drawn from the research of the past half century, is that persistent efforts in the early years will result in persistence of long term effects for children. This project is dedicated to demonstrating that ongoing, high quality intervention across the first eight years of life will increase the likelihood that children living in poverty will experience life success and will grow to become active and productive contributors to society.



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Future Planning July 14, 2014

1. 7/16/14- NASB Budget and Finance Workshop/ School Board Candidate Workshop- Lincoln
2. 7/23/14- Board Work Session 7 PM
3. 8/7/14- New Teachers Report
4. 8/8/14- All Teachers Report
5. 8/14/14- First Day of Classes 2014-15
6. 8/11/14- Regular Board Meeting 7 PM; Site Committee 6 PM; Finance 6:30 PM
7. 8/25/14- Board Work Session 7 PM