

July 15, 2024 7:00 PM

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
- VI. Items From Patrons on Agenda Items
- VII. Celebration of Excellence - NE High School Theater Academy Showcase
- VIII. Old Business
 - VIII.A. Approval of the 2024-2025 District Student Handbook
 - VIII.B. Approval of Springfield, Westmont, Platteview Central and Platteview High School Building Operations Guides.
 - VIII.C. Final reading of Board Policies 2006, 2008, 2009, 3031.1, 3004.1, 3017, 3032, 3053, 3057, 3059, 3060, 4011, 4053, 5001, 5004, 5005, 5008, 5035, 5052, 6005, 6025, 6031, 6036, 6037, 6039, 6040, 6041, 6042, and 6043.
 - VIII.D. Boys Tennis Head Coach Negotiated Contract Amendment
 - VIII.E. Assistant Tennis Coach Negotiated Contract Amendment
 - VIII.F. School Meal Prices for the 2024-2025 School Year
- IX. New Business
 - IX.A. Student Fees 2024-2025 Hearing and Adoption
 - IX.B. Parental Involvement Policy Hearing for 2024-2025
 - IX.C. Review Title 1 Parental Involvement Policy (5057)
 - IX.D. Review of Bullying Policy (5054) for 2024-2025.
 - IX.E. Review of Attendance and Excessive Absenteeism Policy (5001).
 - IX.F. .75 Certified Contract Approval for Jill Nielsen for the 2024-25 School Year
- X. Reports
 - X.A. Policy Committee Report
 - X.B. Budget Update 23-24 & 24-25
- XI. Advance Planning
- XII. Adjourn



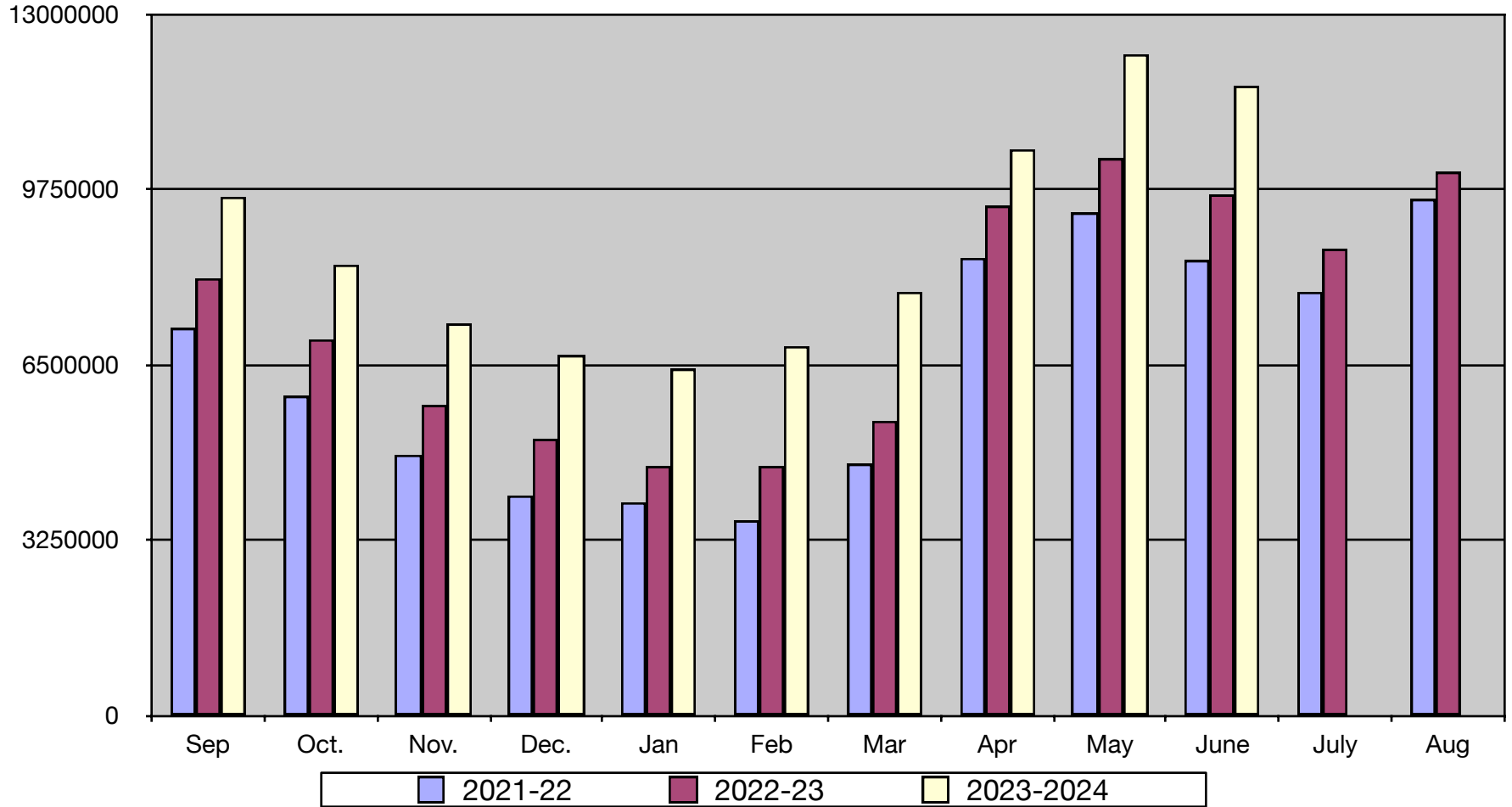
Finance Report July, 2024

- Our General Fund is \$ \$11,694,053.64. Last year's balance at this time was \$9,673,201.79. We are monitoring the end of this budget closely.
- The Building Fund is at \$ \$4,065,255.55 . Last year's balance at this time was \$2,067,887.04.
- We have spent approximately 75.25%of our budget for this year. At this time last year we had spent approximately 76.01% of our budget.
- 2024 Preliminary Valuation came in at \$3,542,673,435. This is a 16.9% increase from \$3,029,398,208 in 2023.
- School Lunch, Bond, Depreciation, Employee Benefit, and QCPUF are all in normal ranges for this time of year as you review the cash comparisons report.

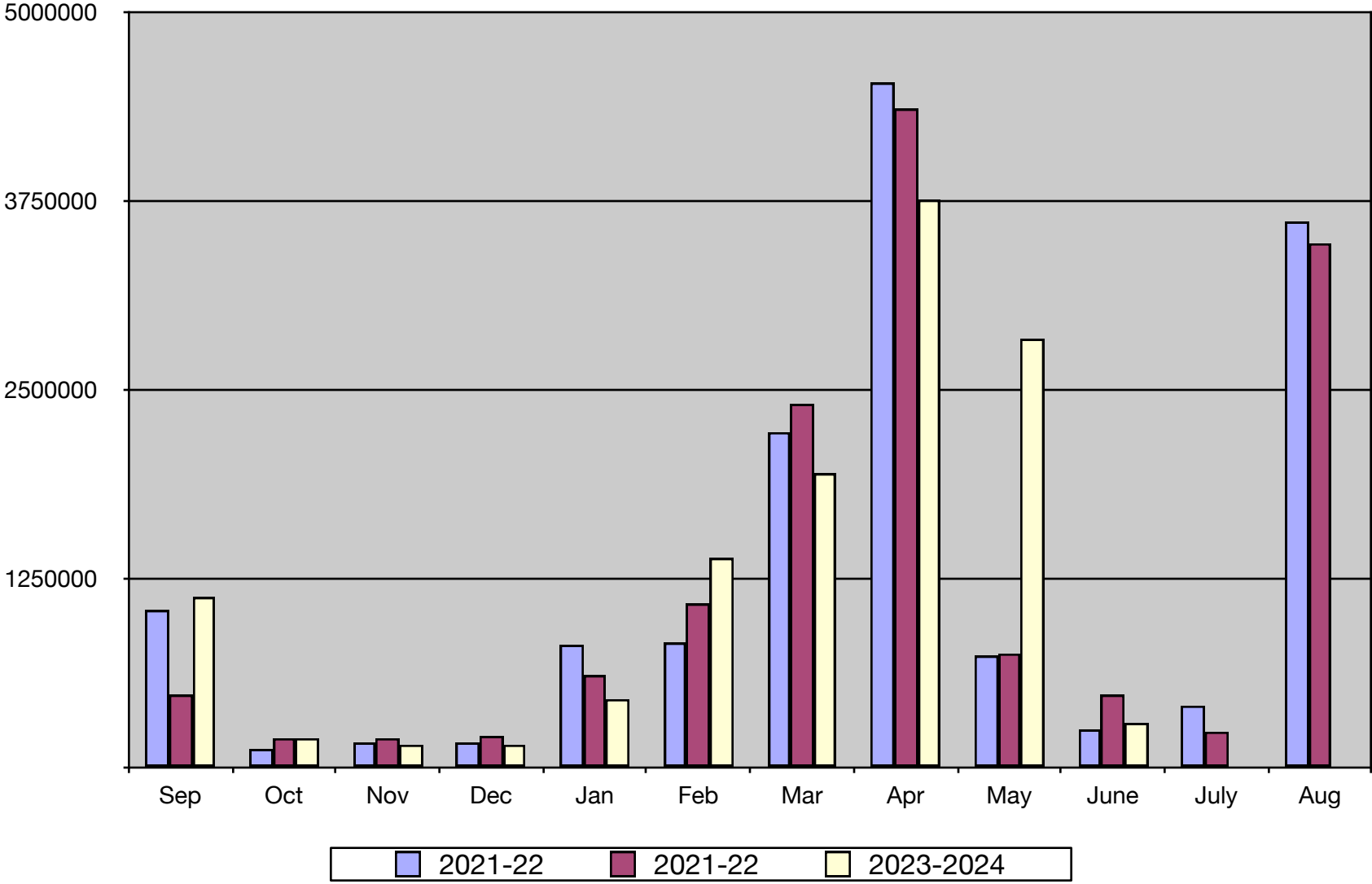
CASH COMPARISONS 22-23 Fiscal Year

			2021-2022	2022-2023	2023-2024
March	General Fund		\$2,554,360.05	\$4,682,859.10	\$7,849,882.38
	Emp. Benefit Fund		\$ 175,240.10	\$ 173,397.95	\$ 229,047.10
	Building Fund		\$1,414,602.47	\$1,945,658.21	\$2,201,423.89
	School Lunch		\$ 214,412.79	\$ 377,253.11	\$ 650,045.46
	Bond Fund		\$ 108,482.13	\$ 552,341.17	\$1,628,520.48
	Bond Fund #2		\$5,308,308.63	\$7,435,956.97	\$ 24,221.87
	Depreciation Fund		\$ 72,667.28	\$ 67,658.48	\$ 473,831.66
	QCPUF		\$ 61,408.23	\$ 90,261.50	\$ 156,429.46
	Total		\$9,909,481.68	\$15,325,386.49	\$13,213,402.30
April	General Fund		\$8,469,449.16	\$9,460,230.90	\$10,522,616.92
	Emp. Benefit Fund		\$ 173,408.97	\$ 173,592.57	\$ 229,094.17
	Building Fund		\$2,889,643.99	\$4,061,581.62	\$3,121,948.36
	School Lunch		\$ 478,288.48	\$ 668,162.57	\$ 575,170.47
	Bond Fund		\$1,380,588.96	\$1,709,339.89	\$2,725,797.44
	Bond Fund #2		\$6,082,477.63	\$ 4,556.70	\$ 24,226.85
	Depreciation Fund		\$ 67,662.78	\$ 468,072.87	\$ 473,929.02
	QCPUF		\$ 214,719.78	\$ 232,764.77	\$ 256,439.17
	Total		\$19,756,239.75	\$16,778,301.89	\$17,929,222.40
May	General Fund		\$9,331,253.24	\$10,350,138.25	\$12,274,657.90
	Emp. Benefit Fund		\$ 173,421.13	\$ 173,621.69	\$ 229,142.81
	Building Fund		\$3,242,205.06	\$3,517,077.07	\$3,943,717.28
	School Lunch		\$ 501,794.98	\$ 667,963.00	\$ 508,909.97
	Bond Fund		\$1,324,236.06	\$1,650,756.22	\$3,137,968.94
	Bond Fund #2		\$5,265,152.76	\$ 32,448.83	\$ 24,231.99
	Depreciation Fund		\$ 67,667.53	\$ 468,132.50	\$ 474,029.65
	QCPUF		\$ 249,475.22	\$ 280,788.00	\$ 328,742.65
	Total		\$20,155,205.98	\$17,140,925.56	\$20,921,401.19
June	General Fund		\$8,442,054.75	\$9,673,201.79	\$11,694,053.64
	Emp. Benefit Fund		\$ 173,434.91	\$ 173,643.10	\$ 229,189.90
	Building Fund		\$3,345,758.80	\$2,067,887.04	\$4,066,255.55
	School Lunch		\$ 505,346.53	\$ 604,853.07	\$ 491,768.54
	Bond Fund		\$1,351,957.86	\$1,707,116.71	\$3,195,579.84
	Bond Fund #2		\$4,281,534.11	\$ 30,675.77	\$ 24,236.97
	Depreciation Fund		\$ 67,672.90	\$ 453,190.21	\$ 464,522.46
	QCPUF		\$ 253,726.44	\$ 289,987.42	\$ 332,907.94
	Total		\$18,421,486.30	\$15,000,555.11	\$20,498,514.84

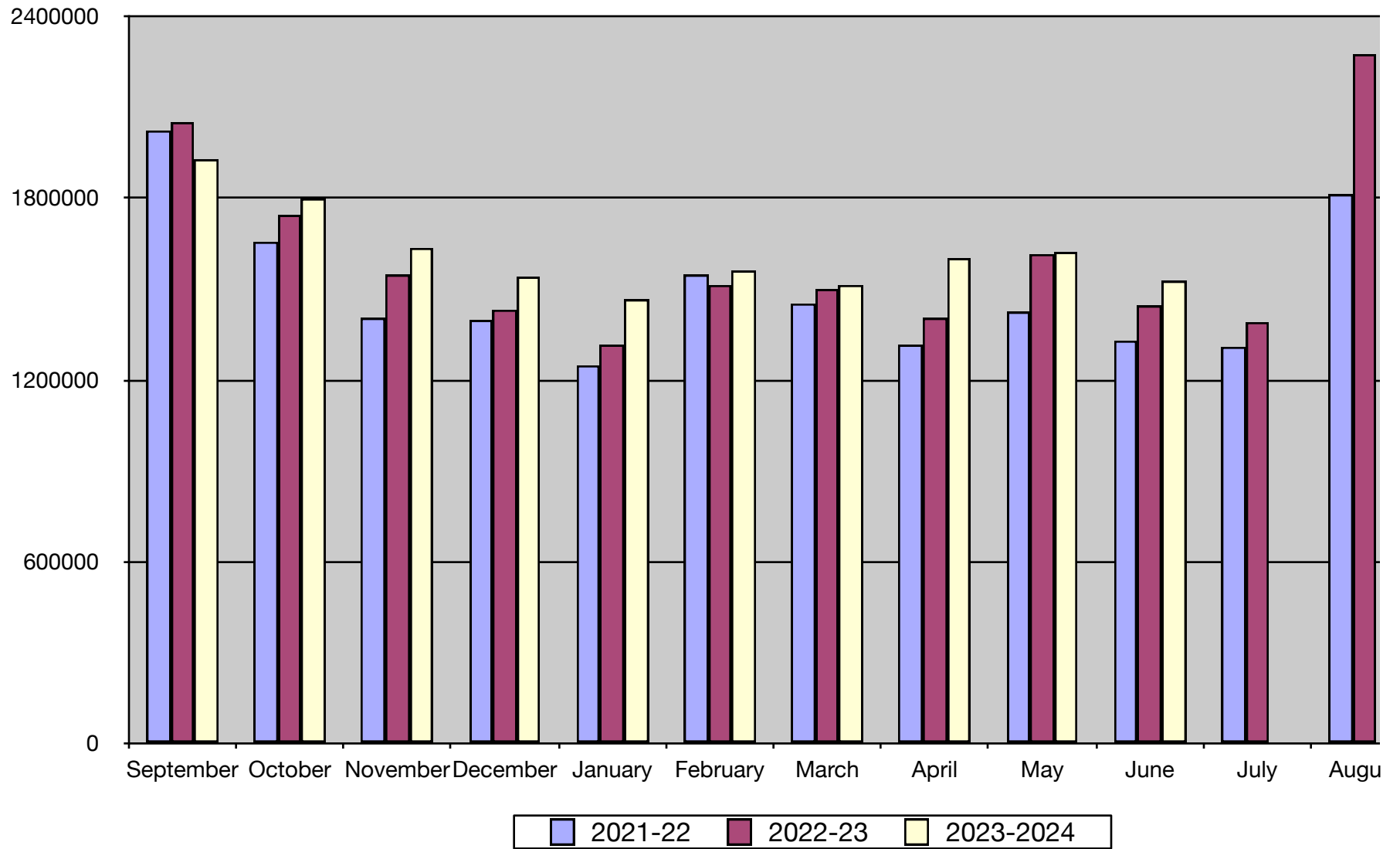
General Fund Balance



General Fund Tax Draws



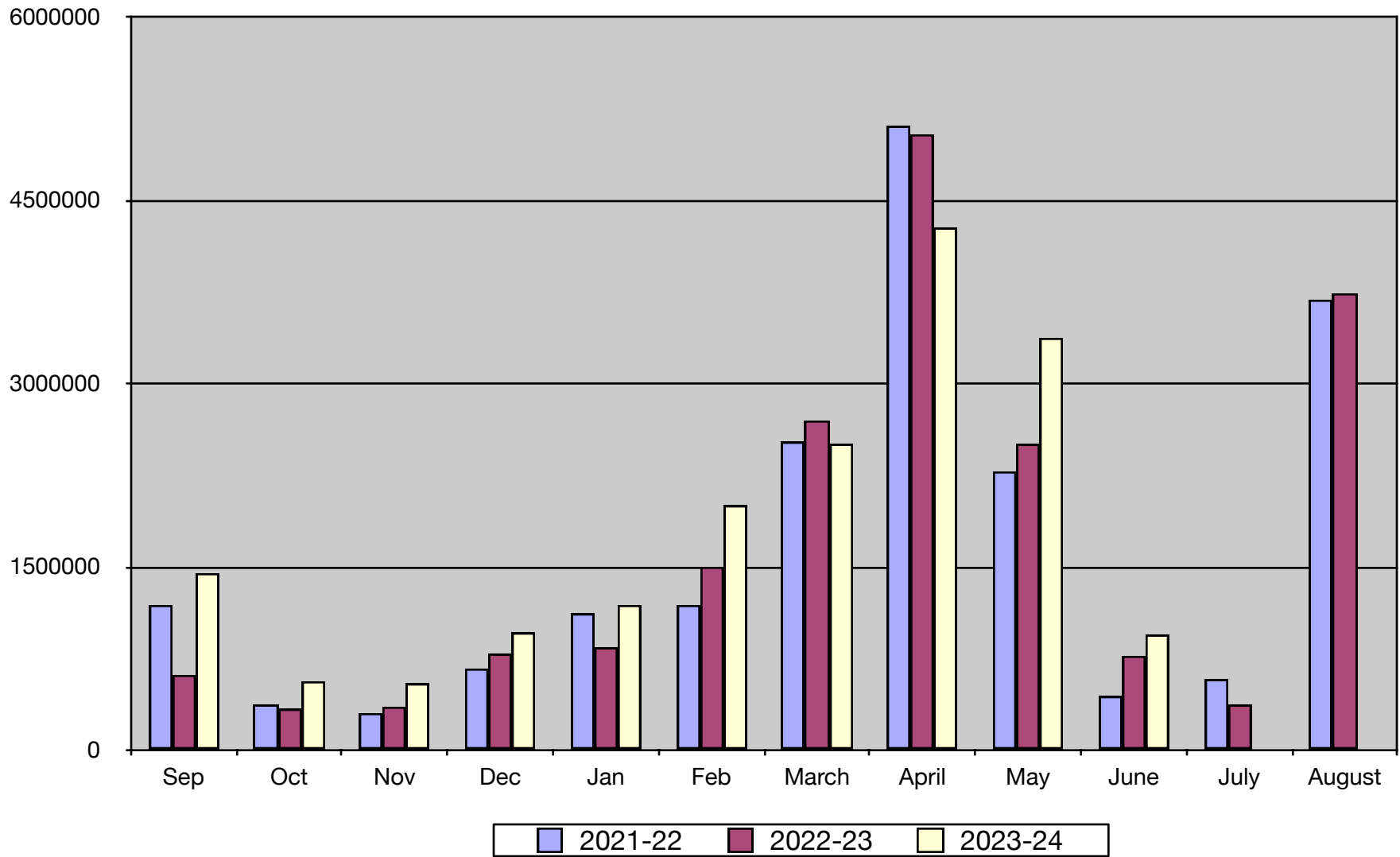
General Fund Expenses





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General Fund Receipts



Expenditure Report by Function/Object - Summary

07/12/2024 07:58 AM

Month 06/2024

User ID: RLK

Function Number		Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	O/ S PO	Unencumbered Balance
01	GENERAL FUND							
1100	REGULAR INSTRUCTIONAL PROGRAMS	9,483,036.00	746,060.80	7,751,179.62	82.01	1,731,856.38	25,602.58	1,706,293.74
1125	FLEX SPENDING	113,167.00	9,519.37	94,613.78	83.61	18,553.22	0.00	18,553.22
1150	LIMITED ENGLISH PROF PROGRAMS	10,000.00	0.00	0.00	0.00	10,000.00	0.00	10,000.00
1160	PROVERTY PROGRAMS	153,898.00	13,025.94	124,131.57	80.66	29,766.43	0.00	29,766.43
1200	SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS	1,864,697.00	125,695.05	1,559,766.02	83.65	304,930.98	0.00	304,930.98
1291	SPED AGES 3-5	74,607.00	5,418.57	68,258.17	91.49	6,348.83	0.00	6,348.83
1292	SPED AGES 0-2	45,000.00	4,017.64	42,718.00	94.93	2,282.00	0.00	2,282.00
1295	UNIFIED SPORTS	0.00	292.44	2,788.42	0.00	(2,788.42)	0.00	(2,788.42)
1300	SUMMER SCHOOL	31,383.00	7,463.46	7,957.07	25.35	23,425.93	0.00	23,425.93
2120	GUIDANCE SERVICES	405,449.00	30,217.41	328,142.90	80.97	77,306.10	144.79	77,161.31
2130	HEALTH SERVICES	246,686.00	16,361.13	224,279.61	90.92	22,406.39	0.00	22,406.39
2131	HEALTH SERVICES-SPED SA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2141	PSYCHOLOGICAL SERVICES SPED SCHOOL AGE	202,840.00	18,006.07	158,451.23	78.12	44,388.77	0.00	44,388.77
2142	PSYCHOLOGICAL SERVICES SPED AGE 3-5	5,834.00	950.66	8,345.86	143.06	(2,511.86)	0.00	(2,511.86)
2143	PSYCHOLOGICAL SERVICES SPED AGE 0-2	0.00	432.95	3,463.60	0.00	(3,463.60)	0.00	(3,463.60)
2151	SPEECH & AUDIOLOGY SERV SPED SCHOOL AGE	290,230.00	25,108.61	242,187.39	83.45	48,042.61	0.00	48,042.61
2152	SPEECH & AUDIOLOGY SERV SPED AGE 3-5	62,230.00	5,774.87	48,553.05	78.02	13,676.95	0.00	13,676.95
2153	SPEECH & AUDIOLOGY SERV SPED AGE 0-2	62,230.00	4,873.60	43,307.05	69.59	18,922.95	0.00	18,922.95
2161	OT SERVICES SPED SCHOOL AGE	15,000.00	850.50	12,008.25	80.06	2,991.75	0.00	2,991.75
2162	OT SERVICES SPED AGE 3-5	15,000.00	222.75	4,961.25	33.08	10,038.75	0.00	10,038.75
2163	OT SERVICES SPED AGE 0-2	15,000.00	1,356.75	10,935.00	72.90	4,065.00	0.00	4,065.00
2171	PT SERVICES SPED SCHOOL AGE	15,000.00	911.25	5,629.50	37.53	9,370.50	0.00	9,370.50
2172	PT SERVICES SPED AGE 3-5	15,000.00	607.50	1,705.75	11.37	13,294.25	0.00	13,294.25
2173	PT SERVICES SPED AGE 0-2	15,000.00	648.00	5,528.25	36.86	9,471.75	0.00	9,471.75
2181	VISION SERVICES SPED SCHOOL AGE	15,000.00	520.21	6,242.52	41.62	8,757.48	0.00	8,757.48
2182	VISION SERVICES SPED AGE 3-5	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2183	VISION SERVICES SPED AGE 0-2	0.00	520.21	2,080.84	0.00	(2,080.84)	0.00	(2,080.84)
2190	OTHER PUPIL SUPPORT SERVICES	713,636.00	31,674.45	498,535.66	69.86	215,100.34	0.00	215,100.34
2210	IMPROVEMENT OF INSTRUCTION	352,014.00	24,779.42	218,131.36	61.97	133,882.64	0.00	133,882.64
2213	INST STAFF TRAINING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2220	LIBRARY/MEDIA SERVICES	320,709.00	36,924.04	256,316.40	80.76	64,392.60	2,682.58	61,710.02
2230	INSTRUCTION-RELATED TECHNOLOGY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2310	BOARD OF EDUCATION	60,000.00	69.50	46,845.68	78.08	13,154.32	0.00	13,154.32
2320	EXECUTIVE ADMINISTRATION	339,441.00	21,780.55	248,620.06	73.25	90,820.94	26.21	90,794.73
2330	DISTRICT LEGAL SERVICES	50,000.00	2,318.56	12,776.06	25.55	37,223.94	0.00	37,223.94
2410	OFFICE OF PRINCIPAL	1,128,949.00	93,136.41	945,907.62	83.98	183,041.38	2,225.00	180,816.38
2510	GENERAL ADMIN-BUSINESS SERVICE	751,583.00	28,575.00	308,479.25	42.03	443,103.75	7,450.00	435,706.25
2520	PURCH, WARE, AND DIST SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2560	PUBLIC INFO SERVICE	127,156.00	15,814.68	102,471.96	80.59	24,684.04	0.00	24,684.04
2610	SUPPORT SERVICES OPERATION OF BUILDING	1,293,922.00	83,601.84	861,990.32	66.70	431,931.68	1,000.00	430,931.68
2620	SUPPORT SERVICES-MAINT OF BUILDING	396,453.00	26,587.54	371,281.99	93.65	25,171.01	0.00	25,171.01
2630	CARE & UPKEEP OF GROUNDS	112,500.00	7,915.50	66,950.67	59.51	45,549.33	0.00	45,549.33
2640	CARE & UPKEEP OF EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2650	VEHICLE OPP, ACQUISITION AND MAINTENANCE	4,500.00	183.65	2,378.18	75.07	2,121.82	1,000.00	1,121.82
2660	SECURITY	95,600.00	3,590.75	71,731.30	75.03	23,868.70	0.00	23,868.70
2670	SAFETY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2710	VEHICLE OPP & PURCH REG ED	25,577.00	1,253.19	22,205.37	92.68	3,371.63	1,500.00	1,871.63
2711	VEHICLE OPP & PURCH LCC	10,000.00	0.00	0.00	0.00	10,000.00	0.00	10,000.00
2712	VEHICLE OPP & PURCH SCHOOL AGE SPED	6,000.00	0.00	0.00	0.00	6,000.00	0.00	6,000.00
2790	OTHER TRANS REG STUDENTS	550,000.00	72,000.69	511,524.77	93.00	38,475.23	0.00	38,475.23
2791	OTHER TRANS LLC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2792	OTHER TRANS SCHOOL AGE SPED	170,000.00	13,779.60	156,839.36	92.26	13,160.64	0.00	13,160.64
2793	OTHER TRANS AGE 0-5 SPED	80,000.00	9,512.00	47,234.40	59.04	32,765.60	0.00	32,765.60
3535	HIGH ABILITY LEARNERS	34,084.00	2,734.36	31,833.95	93.40	2,250.05	0.00	2,250.05
3590	EXTENDED LEARNING OPP GRANT	0.00	0.00	131.63	0.00	(131.63)	0.00	(131.63)
5000	DEBT SERVICES	1,000,000.00	0.00	0.00	0.00	1,000,000.00	0.00	1,000,000.00
6200	TITLE I, PART A ESSA IMP BASIC BY LOCAL	83,231.00	7,065.33	67,799.04	81.46	15,431.96	0.00	15,431.96
6310	TITLE II, PART A ESSA SUPP EFF INSTUCT	19,048.00	1,798.71	19,478.87	102.26	(430.87)	0.00	(430.87)
6406	IDEA PRESCHOOL(619) BASE ALLOC	21,848.00	788.22	20,299.07	92.91	1,548.93	0.00	1,548.93
6408	IDEA PART B (611) BASE & E/P	263,652.00	22,395.00	216,397.27	82.08	47,254.73	0.00	47,254.73
6412	IDEA PART B PROPORTIONATE SHARE	5,629.00	470.36	4,703.60	83.56	925.40	0.00	925.40
6421	ARP IDEA E/P	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6422	ARP IDEA PART B	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6423	ARP IDEA PROPORTIONATE SHARE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6700	FED VOC & APP TECH ED (CARL PERKINS)	7,800.00	62.16	621.60	7.97	7,178.40	0.00	7,178.40
6969	TITLE IV, PART A ESSA	10,000.00	580.00	8,661.88	86.62	1,338.12	0.00	1,338.12
6997	ESSER II	45,930.00	0.00	45,930.00	100.00	0.00	0.00	0.00
6998	ESSER III	195,600.00	0.00	199,812.53	102.15	(4,212.53)	0.00	(4,212.53)
8000	TRANSFERS (OUTGOING)	50,000.00	0.00	0.00	0.00	50,000.00	0.00	50,000.00
01	GENERAL FUND	21,481,149.00	1,528,247.25	16,123,124.55	75.25	5,358,024.45	41,631.16	5,316,483.73

**Expenditure Report by Function/Object -
Summary**

07/12/2024 07:58 AM

Month 06/2024

User ID: RLK

Function Number	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	O/ S PO	Unencumbered Balance
Grand Total:	21,481,149.00	1,528,247.25	16,123,124.55	75.25	5,358,024.45	41,631.16	5,316,485.73

Board of Education Regular Meeting
Springfield Platteview Community Schools
District #46
Monday, June 10, 2024 7:00 PM

The Policy Committee started at 6:00 p.m. Geunther, Osborn and Roseland were present. The committee reviewed new and required updates to the policies presented. The committee meeting adjourned at 6:37 p.m.

The Finance Committee started at 6:38p.m. Smith, Fisher and Guenther were present. Finance reports were reviewed by the committee. Discussion of the bills took place. The committee meeting adjourned at 6:55 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 10, 2024, at the SPCS Administration Building. Present: Kyle Fisher, Brenda Guenther, Adam Larson, Brian Osborn, Lisa Roseland, Lee Smith. Absent: none.

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 Roseland informed the board and the public that the Act is located on the west wall of the board room.

Action to approve the Consent Agenda as presented passed with a motion by Guenther and a second by Fisher. Vote: Yeas- Fisher, Guenther, Roseland, Smith. Abstain (With Conflict)- Larson, Osborn. Nays- none.

Student Cameron Osborn spoke to the Board on the addition of Boys Tennis in the fall. Four other students stood in support with Cameron as well.

Action to approve the Drivers Education Contract with ESU #3 for 2024-2025 as presented passed with a motion by Fisher and a second by Osborn. Vote: Yeas- Fisher, Guenther, Osborn, Roseland, Smith. Abstain (With Conflict)- Larson. Nays-none.

Action to approve the STA Bus Contract for the 2024-2025 school year as presented passed with a motion by Fisher and a second by Smith. Vote: Yeas- Fisher, Guenther, Larson, Osborn, Roseland, Smith. Nays- none.

Motion to add Boys Tennis for the 2024-2025 school year passed with a motion by Fisher and a second by Osborn. Vote: Yeas- Fisher, Guenther, Larson, Osborn, Roseland. Nays- Smith.

Action to approve the Full Time Para Proposal as presented passed with a motion by Smith and a second by Fisher. Vote: Yeas- Fisher, Guenther, Larson, Osborn, Roseland, Smith.

Action to approve the ESU #3 Core Services and Property Tax Levy Funds for 2024-25 as presented passed with a motion by Fisher and a second by Guenther. Vote: Yeas- Fisher, Guenther, Osborn, Roseland, Smith. Abstain (With Conflict)- Larson. Nays- none.

First reading of the presented new and updated policies were reviewed by the Board.

Action to approve the purchase of a van/suburban for up to \$100,000 passed with a motion by Smith and a second by Osborn. Vote: Yeas- Fisher, Guenther, Larson, Osborn, Roseland,

Smith.

Superintendent Dr. Saunders gave an update of the policy committee and highlighted a few of the policies that were reviewed and presented for first reading at the meeting.

Dr. Saunders shared the list of the Building and Grounds summer projects around the district and some general maintenance happening this summer.

Dr. Saunders shared the 2024-2025 Budget process and timeline with the Board.

Board members reviewed their upcoming schedule of meetings, trainings, and conventions. Significant school calendar items were also discussed. The Board decided to move the July meetings to July 15th and July 29th.

Action to adjourn the meeting at 8:09 p.m. passed with a motion by Guenther and a second by Fisher. Vote: Yeas- Fisher, Guenther, Larson, Osborn, Roseland, Smith. Nays- none.

Board of Education Work Session
Springfield Platteview Community Schools
District #46
Monday, June 24, 2024 7:00 PM

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 24, 2024, at the SPCS Administration Building. Present: Kyle Fisher, Brenda Guenther, Adam Larson, Brian Osborn, Lisa Roseland, Lee Smith. Absent: none.

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 requires that the Open Meetings Act be posted in the meeting room. President Roseland informed the board and the public that the Act is located on the west wall of the board room.

There were no items from patrons on agenda items.

First readings of new and updated policies 5001 and 6015 were reviewed by the Board.

The draft of the 2024-2025 District Student and Parent Handbook was reviewed.

The Board considered a Co-op for girls soccer with Louisville for the 24-25 school year.

The Board discussed a swim and dive Co-op with Bellevue East and Bellevue West for the 24-25 school year..

The Board discussed the playground at the Administration Building and possible updates to be made.

The board considered the meal pricing for the 2024-2025 school year and appropriate increases to the meal prices due to increased food and labor costs.

Superintendent Dr. Saunders updated the Board on staffing for the 2024-2025 school year.

Dr. Saunders gave an update on the 2024-2025 budget process and timeline.

Action to approve the Interlocal Agreement for School Resource Officer Program with the Sarpy County Sheriff passed with a motion by Fisher and second by Larson. Vote: Yeas- Fisher, Guenther, Larson, Osborn, Roseland, Smith. Nays- none.

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

Action to adjourn the meeting at 8:24 p.m. passed with a motion by Guenther and a second by Fisher. Vote: Yeas- Fisher, Guenther, Larson, Osborn, Roseland, Smith. Nays-none.

SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS

Treasurer's Report

For the month ended June 30, 2024

<u>General Fund Now Account</u>			
Bank Balance: Beginning of Reporting Period			\$ 574,329.88
Deposits:			
Springfield State Bank - Interest	\$ 145.44		
Transfer from Depreciation Fund			
Transfers from Investment Account	\$ 1,529,228.25		
Transfers from Bond Fund	\$ -		
Transfer from QCPUF	\$ -		
Transfers from Lunch Fund Investment	\$ -		
Transfers from Building #2 (Bond #2)			
Transfers from Building Fund Investment	\$ -		\$ 1,529,373.69
			\$ 2,103,703.57
Disbursements			
Bank Balance: End of Reporting Period			\$ 572,374.68
Outstanding Checks: End of Reporting Period			\$ 215,089.62
NOW Account Balance: End of Reporting Period			\$ 357,285.06
<u>General Fund Investment Account</u>			
Available Balance: Beginning of Reporting Period			\$ 11,917,375.20
Deposits:			
Horizon Bank - Interest	\$ 2,382.92		
Sarpy County Treasurer - Local Taxes	\$ 142,144.02		
Sarpy- MVT	\$ 127,721.46		
Sarpy-Homestead	\$ 30,213.73		
State Aid	\$ 292,182.00		
SPED SA Reimbursement	\$ 261,630.00		
SPED SA Transportation Reimbursement	\$ 78,915.00		
Federal- Title and Medicaid	\$ 8,409.49		
County Fines	\$ 2,584.93		
Local License Fees-Liquor Licenses/City Fees	\$ -		
Summer School/ Preschool payments	\$ 100.00		
Refunds/ Reimbursements/lpad Damage Fines	\$ 120.00		
Other Revenue	\$ 2,075.00		
			\$ 948,478.55
			\$ 12,865,853.75
Disbursements			
Transfers to General Fund NOW	\$ 1,529,228.25		
Returned checks/ fees/ overpayment	\$ -		
	\$ -		\$ 1,529,228.25
Investment Account Balance: End of Reporting Period			\$ 11,336,625.50
<u>General Fund Administrative Revolving Account</u>			
Available Balance: Beginning of Reporting Period			\$ 343.08

Deposits:			
Transfers From General Fund Investment Acc't	\$	-	
			\$ -
			\$ 343.08
Disbursements			
Bank Balance: End of Reporting Period			\$ 343.08
Outstanding Checks: End of Reporting Period			\$ 200.00
Admin. Revolving Account Balance: End of Reporting Period			\$ 143.08
General Fund Administrative Revolving Account			\$ 143.08
General Fund NOW Account			\$ 357,285.06
General Fund Investment Account			\$ 11,336,625.50
TOTAL GENERAL FUND BALANCE			\$ 11,694,053.64
<u>Employee Benefit Fund</u>			
Available Balance: Beginning of Reporting Period			\$ 229,150.47
Deposits:			
Horizon Bank - Interest			\$ 47.09
Transfers From General Fund Investment Acc't			\$ -
Bank Balance: End of Reporting Period			\$ 229,197.56
Certificate of Deposit			
Available Balance: End of Reporting Period			\$ 229,197.56
Disbursements			
Outstanding Checks: End of Reporting Period			\$ 7.66
TOTAL EMPLOYEE BENEFIT BALANCE			\$ 229,189.90
<u>Special Building Fund #1 Account</u>			
Available Balance: Beginning of Reporting Period			\$ 3,943,718.04
Deposits:			
Horizon Bank - Interest	\$	824.99	
Sarpy County Treasurer - Local Taxes	\$	46,172.19	
Sarpy-Homestead	\$	9,819.41	
Sale of Property-Bellevue	\$	68,225.30	
			\$ 125,041.89
			\$ 4,068,759.93
Disbursements			
Available Balance: End of Reporting Period			\$ 2,504.38
			\$ 4,066,255.55
TOTAL SPECIAL BUILDING FUND BALANCE			\$ 4,066,255.55
<u>School Lunch Investment Account</u>			
Available Balance: Beginning of Reporting Period			\$ 509,148.57
Deposits:			
Horizon Bank - Interest	\$	104.06	
Hot Lunches	\$	1,548.75	
State/Federal Aid	\$	42,136.91	

Donations-Helping Hands	\$ 372.25	\$ 44,161.97
		\$ 553,310.54
Disbursements		\$ 61,259.65
Bank Balance: End of Reporting Period		\$ 492,050.89
Outstanding Checks: End of Reporting Period		\$ 282.35
Available Balance: End of Reporting Period		\$ 491,768.54
TOTAL SCHOOL LUNCH FUND BALANCE		\$ 491,768.54
<u>Bond Fund #1 Investment Account</u>		
Available Balance: Beginning of Reporting Period		\$ 3,137,968.94
Deposits:		
Horizon Bank - Interest	\$ 651.34	
Sarpy County Treasurer - Local Taxes	\$ 47,898.27	
Sarpy County-Homestead	\$ 9,061.29	
		\$ 57,610.90
		\$ 3,195,579.84
Disbursements		\$ -
Outstanding Checks: End of Reporting Period		\$ -
Available Balance: End of Reporting Period		\$ 3,195,579.84
TOTAL BOND FUND BALANCE		\$ 3,195,579.84
<u>Building Fund #2 Investment Account (Series 2020 Bond)</u>		
Available Balance: Beginning of Reporting Period		\$ 24,231.99
Deposits:		
Horizon Bank - Interest	\$ 4.98	
	\$ -	\$ 4.98
		\$ 24,236.97
Disbursements		\$ -
Outstanding Checks: End of Reporting Period		\$ -
Available Balance: End of Reporting Period		\$ 24,236.97
TOTAL BLDG. FUND #2 BALANCE (2020)		\$ 24,236.97
<u>Depreciation Fund Account</u>		
Available Balance: Beginning of Reporting Period		\$ 474,029.65
Deposits:		
Horizon Bank - Interest	\$ 96.55	
		\$ 96.55
		\$ 474,126.20
Disbursements		\$ 9,603.74
Available Balance: End of Reporting Period		\$ 464,522.46
Outstanding Checks:		\$ -
TOTAL DEPRECIATION FUND BALANCE		\$ 464,522.46
<u>QCPUF Fund Account</u>		
Available Balance: Beginning of Reporting Period		\$ 328,742.65

Deposits:			
Sarpy County-Real Estate Taxes	\$	3,955.76	
Sarpy-Homestead	\$	841.42	
Horizon Bank - Interest	\$	68.11	\$ 4,865.29
			\$ 333,607.94
Disbursements			\$ -
Outstanding Checks: End of Reporting Period			\$ 700.00
Available Balance: End of Reporting Period			\$ 332,907.94
TOTAL QCPUF FUND BALANCE			\$ 332,907.94



PO BOX 1507
Grand Island NE 68802-1507

>002143 7448595 0001 93592 10Z 3

SPRINGFIELD PLATTEVIEW COMM
SCHOOLS LEASING CORPORATION
14801 S 108TH ST
SPRINGFIELD NE 68059-4925

Statement Ending 05/31/2024

SPRINGFIELD PLATTEVIEW COMM

Page 1 of 2

Account Number: XXXXXX2131

Managing Your Accounts

 Phone Number 800-5Points
800-576-4687
 Website www.5pointsbank.com



Summary of Accounts

Account Type	Account Number	Ending Balance
Business Checking Int Bearing	XXXXXX2131	\$3,044,538.17

Business Checking Int Bearing-XXXXXX2131

Account Summary

Date	Description	Amount
05/01/2024	Beginning Balance	\$3,040,277.62
	1 Credit(s) This Period	\$4,260.55
	0 Debit(s) This Period	\$0.00
05/31/2024	Ending Balance	\$3,044,538.17

Interest Summary

Description	Amount
Interest Earned From 05/01/2024 Through 05/31/2024	
Annual Percentage Yield Earned	1.66%
Interest Days	31
Interest Earned	\$4,260.55
Interest Paid This Period	\$4,260.55
Interest Paid Year-to-Date	\$21,106.71
Average Ledger Balance	\$3,040,277.62
Average Available Balance	\$3,040,277.62

Other Credits

Date	Description	Amount
05/31/2024	INTEREST AT 1.6500 %	\$4,260.55
		1 item(s) totaling \$4,260.55

Daily Balances

Date	Amount
05/31/2024	\$3,044,538.17



02143 7448595 002144 004267 0001/0001



PO BOX 1507
Grand Island NE 68802-1507

>000698 7448595 0001 93592 10Z 3

SARPY COUNTY SCHOOL DIST 0046
14801 S 108TH ST
SPRINGFIELD NE 68059-4925

Statement Ending 05/31/2024

SARPY COUNTY SCHOOL DIST 0046

Page 1 of 2

Account Number: XXXXXX7773

Managing Your Accounts

 Phone Number 800-5Points
800-576-4687

 Website www.5pointsbank.com



Summary of Accounts

Account Type	Account Number	Ending Balance
Business Checking	XXXXXX7773	\$21,642.42

Business Checking-XXXXXX7773

Account Summary

Date	Description	Amount
05/01/2024	Beginning Balance	\$21,642.42
	0 Credit(s) This Period	\$0.00
	0 Debit(s) This Period	\$0.00
05/31/2024	Ending Balance	\$21,642.42



000698 7448595 000199 001397 0001/0001

PO BOX 1507
 Grand Island NE 68802-1507

Account Number: XXXXXX2131

Managing Your Accounts

Phone Number 800-5Points
 800-576-4687
 Website www.5pointsbank.com

>002185 3066624 0001 93592 10Z 3

00602229 NSP 1773
 SPRINGFIELD PLATTEVIEW COMM
 SCHOOLS LEASING CORPORATION
 14801 S 108TH ST
 SPRINGFIELD NE 68059-4925



Summary of Accounts

Account Type	Account Number	Ending Balance
Business Checking Int Bearing	XXXXXX2131	\$3,048,391.80

Business Checking Int Bearing-XXXXXX2131

Account Summary

Date	Description	Amount
06/01/2024	Beginning Balance	\$3,044,538.17
	1 Credit(s) This Period	\$3,853.63
	0 Debit(s) This Period	\$0.00
06/28/2024	Ending Balance	\$3,048,391.80

Interest Summary

Description	Amount
Interest Earned From 06/01/2024 Through 06/28/2024	
Annual Percentage Yield Earned	1.66%
Interest Days	28
Interest Earned	\$3,853.63
Interest Paid This Period	\$3,853.63
Interest Paid Year-to-Date	\$24,960.34
Average Ledger Balance	\$3,044,538.17
Average Available Balance	\$3,044,538.17

Other Credits

Date	Description	Amount
06/28/2024	INTEREST AT 1.6500 %	\$3,853.63
		1 item(s) totaling \$3,853.63

Daily Balances

Date	Amount
06/28/2024	\$3,048,391.80

PO BOX 1507
 Grand Island NE 68802-1507

SARPY COUNTY SCHOOL DIST 0046



Page 1 of 2

Account Number: XXXXXX7773

>000711 3066624 0001 93592 10Z 3

00602225
 MSP 1773
 SARPY COUNTY SCHOOL DIST 0046
 14801 S 108TH ST
 SPRINGFIELD NE 68059-4925

Managing Your Accounts

 Phone Number 800-5Points
 800-576-4687
 Website www.5pointsbank.com



Summary of Accounts

Account Type	Account Number	Ending Balance
Business Checking	XXXXXX7773	\$21,642.42

Business Checking-XXXXXX7773

Account Summary

Date	Description	Amount
06/01/2024	Beginning Balance	\$21,642.42
	0 Credit(s) This Period	\$0.00
	0 Debit(s) This Period	\$0.00
06/28/2024	Ending Balance	\$21,642.42



BANK STATEMENT



402-786-2555
WAVERLY

402-879-4788
SUPERIOR

308-345-1744
McCOOK

402-253-2222
SPRINGFIELD

horizonbankne.com

SPRINGFIELD PLATTEVIEW COMM
ADMINISTRATIVE REVOLVING ACCT
765 MAIN ST
SPRINGFIELD NE 68059

PAGE 1

YOUR ACCOUNT TYPE IS: COMP FREE BUSINESS

CHECKING SUMMARY	ACCOUNT 04-171-468	PIECES	0	
		WITHDRAWALS	DEPOSITS	BALANCE
PREV STATEMENT BALANCE	(05/31/24)			343.08
INTEREST PAID				
STATEMENT BALANCE	(06/30/24)			343.08

AVERAGE COLLECTED BALANCE FOR STATEMENT PERIOD ... 343.08

DAILY BALANCES	ACCOUNT 04-171-468			
05/31	343.08		06/30	343.08



Batch Description: JUNE 2024 ADMIN REVOLVING
Checking Account: ADMINREV ADMINISTRATIVE REVOLVING

Processing Month: 06/2024

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
	Statement Balance	06/30/2024	343.08

Outstanding Checks

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
5886	CITY OF SPRINGFIELD	09/07/2021	150.00
5910	NHSSCA	05/06/2022	200.00
	Total:		<u>350.00</u>

<u>Statement Balance</u>	<u>Outstanding Total</u>	<u>Balance on Books</u>	<u>Cash Account Balance</u>	<u>Difference</u>
343.08	(350.00)	(6.92)	(6.92)	0.00

Cleared Automatic Payment Total:
Cleared Checks Total:
Cleared Direct Deposit Total:
Cleared Void Total:
Cleared Cash Receipt Total:
Cleared Manual Journal Entries Total:
Cleared Sales Journal Total:



BANK STATEMENT



402-786-2555
WAVERLY

402-879-4788
SUPERIOR

308-345-1744
McCOOK

402-253-2222
SPRINGFIELD

horizonbankne.com

SPRINGFIELD PLATTEVIEW COMM
STUDENT FEE ACCOUNT
765 MAIN ST
SPRINGFIELD NE 68059

PAGE 1

YOUR ACCOUNT TYPE IS: COMP FREE BUSINESS

CHECKING SUMMARY	ACCOUNT 04-151-129	PIECES 1		
		WITHDRAWALS	DEPOSITS	BALANCE
PREV STATEMENT BALANCE (05/31/24)				3,330.05
INTEREST PAID				
1 CHECKS / DEBITS		37.80		
STATEMENT BALANCE (06/30/24)				3,292.25

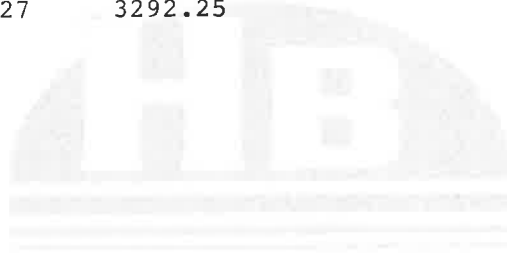
AVERAGE COLLECTED BALANCE FOR STATEMENT PERIOD ... 3,325.01

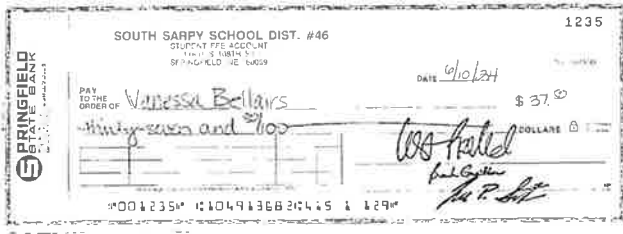
CHECKS / DEBITS

06/27	1235	37.80	CUSTOMER CHE	ACCOUNT 04-151-129
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DAILY BALANCES

05/31	3330.05	06/27	3292.25	06/30	3292.25
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1235

6/27/2024

37.80

Check Reconciliation Report

Batch Description: JUNE 2024 STUDENT FEE

Processing Month: 06/2024

Checking Account: 12 Student Fees Account

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>	
	Statement Balance	06/30/2024	3,292.25	
<u>Statement Balance</u>	<u>Outstanding Total</u>	<u>Balance on Books</u>	<u>Cash Account Balance</u>	<u>Difference</u>
3,292.25	0.00	3,292.25	3,292.25	0.00

Cleared Automatic Payment Total:

Cleared Checks Total: 37.80

Cleared Direct Deposit Total:

Cleared Void Total:

Cleared Cash Receipt Total:

Cleared Manual Journal Entries Total:

Cleared Sales Journal Total:

07/02/2024 12:49 PM

06/2024 - 06/2024

User ID: JLC

Account Group: PHS

PHS ACTIVITY

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Balance Change	Balance
05 704 1100	PHS ATHLETICS	36,966.66	11,313.43	7,847.00	0.00	0.00	33,500.23
05 704 1101	PHS TIMING SYSTEM	8,183.00	0.00	0.00	0.00	0.00	8,183.00
05 704 1102	PHS ATHLETIC TRAINER	(30.95)	0.00	0.00	0.00	0.00	(30.95)
05 704 1106	PHS BASEBALL EQUIP/SUPPLIES	1,118.49	0.00	0.00	0.00	0.00	1,118.49
05 704 1111	PHS BOYS BASKETBALL EQUIP/SUPPLIES	386.80	0.00	0.00	0.00	0.00	386.80
05 704 1116	PHS BOYS GOLF EQUIP/SUPPLIES	49.36	0.00	0.00	0.00	0.00	49.36
05 704 1121	PHS BOYS SOCCER EQUIP/SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
05 704 1126	PHS CROSS COUNTRY EQUIP/SUPPLIES	750.00	0.00	0.00	0.00	0.00	750.00
05 704 1131	PHS FOOTBALL EQUIP/SUPPLIES	3,936.78	0.00	0.00	0.00	0.00	3,936.78
05 704 1136	PHS GIRLS BASKETBALL EQUIP/SUPPLIES	(480.87)	0.00	0.00	0.00	0.00	(480.87)
05 704 1141	PHS GIRLS GOLF EQUIP/SUPPLIES	750.00	0.00	0.00	0.00	0.00	750.00
05 704 1146	PHS GIRLS SOCCER EQUIP/SUPPLIES	1,000.00	0.00	0.00	0.00	0.00	1,000.00
05 704 1151	PHS SOFTBALL EQUIP/SUPPLIES	1,059.29	0.00	0.00	0.00	0.00	1,059.29
05 704 1152	PHS TENNIS	44.05	0.00	0.00	0.00	0.00	44.05
05 704 1156	PHS TRACK - EQUIP/SUPPLIES	231.93	0.00	0.00	0.00	0.00	231.93
05 704 1161	PHS VOLLEYBALL EQUIP/SUPPLIES	(678.25)	695.00	0.00	0.00	0.00	(1,373.25)
05 704 1166	PHS BOYS WRESTLING EQUIP/SUPPLIES	(1,958.68)	0.00	0.00	0.00	0.00	(1,958.68)
05 704 1167	PHS GIRLS WRESTLING EQUIP/SUPPLY	750.00	0.00	0.00	0.00	0.00	750.00
05 704 1181	PHS PC BOYS BASKETBALL EQUIP/SUPPLIES	250.00	0.00	0.00	0.00	0.00	250.00
05 704 1183	PHS PC BOYS TRACK EQUIP/SUPPLIES	250.00	0.00	0.00	0.00	0.00	250.00
05 704 1185	PHS PC FOOTBALL EQUIP/SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
05 704 1187	PHS PC GIRLS BASKETBALL EQUIP/SUPPLIES	250.00	0.00	0.00	0.00	0.00	250.00
05 704 1189	PHS PC GIRLS TRACK EQUIP/SUPPLIES	250.00	0.00	0.00	0.00	0.00	250.00
05 704 1191	PHS PC VOLLEYBALL EQUIP/SUPPLIES	250.00	0.00	0.00	0.00	0.00	250.00
05 704 1193	PHS PC WRESTLING EQUIP/SUPPLIES	250.00	0.00	0.00	0.00	0.00	250.00
05 704 1195	PHS PC XCOUNTRY EQUIP/SUPPLIES	(175.86)	0.00	0.00	0.00	0.00	(175.86)
05 704 1200	PHS ACTIVITIES	3,490.08	0.00	1,013.50	0.00	0.00	4,503.58
05 704 1220	PHS CHEER	6,522.84	998.72	3,253.00	0.00	0.00	8,777.12
05 704 1230	PHS COLOR GUARD	230.81	0.00	0.00	0.00	0.00	230.81
05 704 1240	PHS DANCE TEAM	5,662.89	4,212.50	0.00	0.00	0.00	1,450.39
05 704 1250	PHS MOCK TRIAL	(190.00)	0.00	0.00	0.00	0.00	(190.00)
05 704 1260	PHS MUSICAL	10,218.61	(1,929.95)	250.05	0.00	0.00	12,398.61
05 704 1270	PHS PLAY PRODUCTION	4,457.34	0.00	0.00	0.00	0.00	4,457.34
05 704 1275	PHS SHOW CHOIR	4,500.78	0.00	0.00	0.00	0.00	4,500.78
05 704 1280	PHS SPEECH	(820.72)	0.00	0.00	0.00	0.00	(820.72)
05 704 1305	PHS FRESHMEN	1,569.59	0.00	0.00	0.00	0.00	1,569.59
05 704 1310	PHS SOPHOMORES	5,587.78	0.00	0.00	0.00	0.00	5,587.78
05 704 1315	PHS JUNIORS	6,945.62	0.00	0.00	0.00	0.00	6,945.62
05 704 1320	PHS SENIORS	4,675.00	1,904.00	0.00	0.00	0.00	2,771.00

Account Group: PHS

PHS ACTIVITY

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Outstanding AP</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 1330	PHS ART	682.29	327.15	157.57	0.00	0.00	512.71
05 704 1340	PHS BAND	7,517.95	2,302.11	1,090.00	(134.18)	0.00	6,440.02
05 704 1350	PHS CHOIR	3,758.90	363.63	245.00	0.00	0.00	3,640.27
05 704 1360	PHS CONSTRUCTION TECH	301.54	0.00	0.00	0.00	0.00	301.54
05 704 1370	PHS FAMILY CONSUMER SCIENCE	675.05	0.00	0.00	0.00	0.00	675.05
05 704 1380	PHS INDUSTRY TECH	901.87	851.35	0.00	0.00	0.00	50.52
05 704 1385	PHS SCIENCE	2,642.69	0.00	0.00	0.00	0.00	2,642.69
05 704 1387	PHS WEIGHT ROOM	257.00	0.00	0.00	0.00	0.00	257.00
05 704 1390	PHS YEARBOOK	24,836.08	0.00	0.00	0.00	0.00	24,836.08
05 704 1405	PHS ART CLUB	1,215.93	0.00	0.00	0.00	0.00	1,215.93
05 704 1410	PHS DIVERSITY CLUB	1.01	0.00	0.00	0.00	0.00	1.01
05 704 1412	PHS ESPORTS	1,065.25	0.00	2,416.92	0.00	0.00	3,482.17
05 704 1415	PHS FBLA	1,146.79	0.00	0.00	0.00	0.00	1,146.79
05 704 1420	PHS FCCLA	1,154.92	0.00	0.00	0.00	0.00	1,154.92
05 704 1425	PHS FUTURE PROBLEM SOLVERS	45.00	0.00	0.00	0.00	0.00	45.00
05 704 1427	PHS GREEN CLUB	54.06	0.00	0.00	0.00	0.00	54.06
05 704 1430	PHS LETTER CLUB	1,891.90	1,000.00	0.00	0.00	0.00	891.90
05 704 1435	PHS LITERARY CLUB	59.43	0.00	0.00	0.00	0.00	59.43
05 704 1440	PHS NATIONAL HONOR SOCIETY	7,700.86	539.50	0.00	0.00	0.00	7,161.36
05 704 1445	PHS QUIZ BOWL	2,415.37	0.00	0.00	0.00	0.00	2,415.37
05 704 1450	PHS SKILLS USA	5,315.84	0.00	0.00	0.00	0.00	5,315.84
05 704 1455	PHS SPANISH CLUB	619.33	0.00	0.00	0.00	0.00	619.33
05 704 1460	PHS SPIRIT CLUB	311.80	0.00	341.43	0.00	0.00	653.23
05 704 1465	PHS STUDENT COUNCIL	1,277.37	0.00	0.00	0.00	0.00	1,277.37
05 704 1470	PHS TECH CLUB	51.14	0.00	0.00	0.00	0.00	51.14
05 704 1475	PHS THESPIANS	72.39	0.00	150.00	0.00	0.00	222.39
05 704 1505	PHS COMPUTER SCIENCE DUAL CREDIT	1,108.45	0.00	0.00	0.00	0.00	1,108.45
05 704 1507	PHS ELA DUAL CREDIT	3,588.45	0.00	0.00	0.00	0.00	3,588.45
05 704 1510	PHS GOVERNMENT DUAL CREDIT	1,300.00	0.00	0.00	0.00	0.00	1,300.00
05 704 1515	PHS MATH DUAL CREDIT	5,725.00	0.00	0.00	0.00	0.00	5,725.00
05 704 1520	PHS SPANISH DUAL CREDIT	1,336.12	0.00	0.00	0.00	0.00	1,336.12
05 704 1600	PHS BASEBALL	5,344.07	3,622.92	0.00	0.00	0.00	1,721.15
05 704 1605	PHS BOYS BASKETBALL	4,104.04	1,687.39	0.00	0.00	0.00	2,416.65
05 704 1610	PHS BOYS GOLF	204.09	0.00	0.00	0.00	0.00	204.09
05 704 1615	PHS BOYS SOCCER	(201.46)	0.00	900.00	0.00	0.00	698.54
05 704 1620	PHS CROSS COUNTRY	1,831.83	0.00	0.00	0.00	0.00	1,831.83
05 704 1625	PHS FOOTBALL	5,284.22	260.45	0.00	0.00	0.00	5,023.77
05 704 1630	PHS GIRLS BASKETBALL	1,671.82	546.51	2,350.00	0.00	0.00	3,475.31
05 704 1635	PHS GIRLS GOLF	1,335.67	0.00	0.00	0.00	0.00	1,335.67
05 704 1640	PHS GIRLS SOCCER	5,473.75	1,856.03	875.00	0.00	0.00	4,492.72

Account Group: PHS

PHS ACTIVITY

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Outstanding AP</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 1645	PHS SOFTBALL	3,235.60	0.00	0.00	0.00	0.00	3,235.60
05 704 1647	PHS TENNIS FUNDRAISING	3,553.23	169.00	0.00	0.00	0.00	3,384.23
05 704 1650	PHS TRACK	6,632.63	635.97	0.00	0.00	0.00	5,996.66
05 704 1655	PHS UNIFIED/FOOTBALL	607.22	0.00	0.00	0.00	0.00	607.22
05 704 1656	PHS UNIFIED/SOCCER	1,500.00	0.00	0.00	0.00	0.00	1,500.00
05 704 1660	PHS VOLLEYBALL	6,775.22	0.00	0.00	0.00	0.00	6,775.22
05 704 1665	PHS BWRESTLING	13,252.49	0.00	0.00	0.00	0.00	13,252.49
05 704 1670	PHS GWRESTLING	385.98	0.00	0.00	0.00	0.00	385.98
05 704 1710	PHS CLASS FINES	426.61	0.00	0.00	0.00	0.00	426.61
05 704 1715	PHS COLLEGE ACCESS GRANT	179.21	0.00	0.00	0.00	0.00	179.21
05 704 1720	PHS CONCESSIONS	8,123.58	443.75	0.00	0.00	0.00	7,679.83
05 704 1725	PHS D.C. TOUR	1,285.06	0.00	0.00	0.00	0.00	1,285.06
05 704 1730	PHS FACULTY COURTESY FUND	1,104.88	0.00	0.00	0.00	0.00	1,104.88
05 704 1735	PHS FINE ARTS	15,781.92	0.00	1,000.00	0.00	0.00	16,781.92
05 704 1740	PHS GUIDANCE	968.63	453.00	0.00	0.00	0.00	515.63
05 704 1745	PHS LIBRARY	165.23	0.00	0.00	0.00	0.00	165.23
05 704 1750	PHS PRINCIPAL	300.40	1,033.34	1,157.76	0.00	0.00	424.82
05 704 1767	PHS STAFF WELLNESS	75.25	0.00	0.00	0.00	0.00	75.25
05 704 1770	PHS TROJAN STORE	27,330.55	6,551.06	3,073.08	0.00	0.00	23,852.57
Account Group Total: PHS ACTIVITY		302,013.87	39,836.86	26,120.31	(134.18)	0.00	288,431.50

Account Group: PCJHSACT

PC JR HIGH ACTIVITY

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Outstanding AP</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 5440	PC NATIONAL HONOR SOCIETY	709.02	0.00	0.00	0.00	0.00	709.02
05 704 5465	PC STUDENT COUNCIL	303.71	0.00	0.00	0.00	0.00	303.71
05 704 5727	PC DESTINATION IMAGINATION	8,875.47	6,834.00	0.00	0.00	0.00	2,041.47
05 704 5745	PC LIBRARY	114.99	0.00	0.00	0.00	0.00	114.99
05 704 5750	PC PRINCIPAL	5,708.21	189.72	3.00	0.00	0.00	5,521.49
05 704 5755	PC PARENT ADVISORY COUNCIL	823.64	0.00	0.00	0.00	0.00	823.64
Account Group Total: PC JR HIGH ACTIVITY		16,535.04	7,023.72	3.00	0.00	0.00	9,514.32

Darin Johnson
7-3-24

Account Group: SPELEMACT SP ELEMENTARY ACTIVITY

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Outstanding AP</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 2465	SP ELEM STUDENT COUNCIL	503.41	0.00	0.00	0.00	0.00	503.41
05 704 2727	SP ELEM DESTINATION IMAGINATION	4,849.93	0.00	0.00	0.00	0.00	4,849.93
05 704 2745	SP ELEM LIBRARY	2,523.14	0.00	8.99	0.00	0.00	2,532.13
05 704 2750	SP ELEM PRINCIPAL	2,345.86	398.28	93.00	0.00	0.00	2,040.58
05 704 2760	SP ELEM POP	154.31	0.00	0.00	0.00	0.00	154.31
05 704 2775	SP ELEM WALK-A-THON	6,618.51	3,131.99	0.00	0.00	0.00	3,486.52
Account Group Total: SP ELEMENTARY ACTIVITY		16,995.16	3,530.27	101.99	0.00	0.00	13,566.88

Kaela Joy Alvarez 7/3/24

Account Group: WMELEMACT WM ELEMENTARY ACTIVITY

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Outstanding AP</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 4465	WM ELEM STUDENT COUNCIL	887.52	0.00	0.00	0.00	0.00	887.52
05 704 4727	WM ELEM DESTINATION IMAGINATION	1,514.94	0.00	0.00	0.00	0.00	1,514.94
05 704 4745	WM ELEM LIBRARY	3,875.28	0.00	0.00	0.00	0.00	3,875.28
05 704 4750	WM ELEM PRINCIPAL	5,757.50	607.88	86.24	0.00	0.00	5,235.86
05 704 4760	WM ELEM POP	0.00	0.00	0.00	0.00	0.00	0.00
Account Group Total: WM ELEMENTARY ACTIVITY		12,035.24	607.88	86.24	0.00	0.00	11,513.60

SPRINGFIELD PLATTEVIEW COMM
PLATTEVIEW EARLY EDUCATION CENTER
765 MAIN ST
SPRINGFIELD NE 68059

YOUR ACCOUNT TYPE IS: COMP FREE BUSINESS

CHECKING SUMMARY	ACCOUNT 03-491-217	PIECES 1	
	WITHDRAWALS	DEPOSITS	BALANCE
PREV STATEMENT BALANCE (05/31/24)			1,423.54
INTEREST PAID			
1 CHECKS / DEBITS	157.61		
STATEMENT BALANCE (06/30/24)			1,265.93

AVERAGE COLLECTED BALANCE FOR STATEMENT PERIOD ... 1,371.00

CHECKS / DEBITS

06/21	736	157.61	CUSTOMER CHE
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DAILY BALANCES	ACCOUNT 03-491-217		
05/31	1423.54	06/21	1265.93
		06/30	1265.93



PLATTEVIEW EARLY EDUCATION CENTER ACTIVITY FUND 402-592-1300 14801 S 108TH STREET SPRINGFIELD, NE 68059		0736 76-1368/1049
Pay to the Order of <u>U.S. Bank</u>	<u>LOOK UP</u> 3444	<u>June 20 24</u>
One hundred and fifty seven and sixty one/100 DOLLARS		\$ 157.61
SPRINGFIELD STATE BANK 4798 5312 2216 7134		
FOR <u>prek picnic - spring</u>		<u>Emily Shepley J.</u>
⑆04913682⑆349 ⑆2⑆?⑆ 0736		

736

6/21/2024

157.61

Springfield Platteview Community Schools

Board Bills for Approval July 15, 2024

Vendor Name	Invoice Description	Amount
GENERAL FUND		
360 COMMUNITY SERVICES	JULY 2024 SPECIAL SERVICES	9,085.23
AMAZON CAPITAL SERVICES	INSTRUCTIONAL SUPPLIES	5,524.70
BARLA, AMY	BEHAVIOR COACH	500.00
BEHRENS, ALLISON	ARTWORK FOR ADMIN BLDG	22.00
BLACK HILLS ENERGY	UTILITY SERVICES	141.19
BLICK ART MATERIALS	SUPPLIES-PHS	4,651.36
BROMM & ASSOCIATES, LLC	2024 NE LEG LOBBY SERVICES	17,000.00
CAMP KITAKI	OUTDOOR ED	1,846.00
CANIGLIA, KATELYNN	FCS SUPPLIES	36.00
CAPITAL BUSINESS SYSTEMS, INC. - PRINTER	COPIER LEASE	2,109.62
CAPITAL BUSINESS SYSTEMS, INC. - SERVICE	PRINTER FEES	172.74
CENGAGE LEARNING	K12AE CALCULUS-LARSON	96.10
CENTURYLINK	TELEPHONE	457.01
CHUCK JOHNSON SERVICES	WATER OPERATOR	450.00
CITY OF SPRINGFIELD	UTILITY SERVICES	437.35
COLUMN SOFTWARE PBC	ADVERTISING	299.66
COMFORT INN (NE139)	NCE HOTEL-STARKS/LAYHER	649.75
CONSTRUCTION CONTAINERS & EXCAVATING, DECKER, INC.	PHS STORAGE CONTAINER SPRINGFIELD	320.25 805.66
DEMCO	LIBRARY SUPPLIES-SE/WE	481.70
EDUCATIONAL SERVICE UNIT NO. 3	HAL,SRS FEES,SPECIAL SERVICES	27,635.52
EGAN SUPPLY COMPANY	WM CUSTODIAN CART	325.74
ESGI	ESGI 12-MONTH LICENSE-SE	1,476.00
ESU COORDINATING COUNCIL	DUO SECURITY-SERETTA	75.00
FATHER FLANAGAN'S BOYS' HOME-	MAY 2024 SERVICES	7,500.00
FIBER PLATFORM LLC	EWAN	3,981.18
FISHER WINDOW CLEANING LLC	WINDOW CLEANING-PHS/WM/SE	1,950.00
FLINN SCIENTIFIC	SUPPLIES-PHS	101.37
GRAINGER	MAINTENANCE SUPPLIES	104.09
GREAT LAKE SPORTS	SUPPLIES-GLOVER	464.36
GREAT PLAINS PEST SERVICES, INC.	PEST CONTROL-ADMIN BLDG	250.00
HARRIS SCHOOL SOLUTIONS	TIMECARD SYSTEM	2,397.84
HASTY, MELISSA	ARTWORK FOR ADMIN BLDG	84.73
HAYES MECHANICAL, LLC	CIRCULATING PUMP REBUILD	2,673.93
HILLYARD / DES MOINES	SUPPLIES-DO	607.68
HOLIDAY INN-KEARNEY	KELLI HAYNES CONF TRAVEL	249.90
HOME DEPOT CREDIT SERVICES	MAINTENANCE SUPPLIES	294.14
IDISSMISS	SPRINGFIELD SOFTWARE	269.00

ILLUMINATE EDUCATION	FASTBRIDGE SOFTWARE	6,187.50
INDUSTRIAL ARTS SUPPLY COMPANY	SCIENCE SUPPLIES-PHS	180.40
J.F. AHERN CO.	FIRE SPRINKLER INSPECTIONS	538.00
J.W. PEPPER & SON, INC.	MUSIC-PHS	1,315.29
JOSTENS	CERTIFICATES	14.90
K5 EVENT PLANNING & FUNDRAISING, LLC	PUBLIC RELATIONS	1,537.50
KIDS SUCCEED THERAPY, LLC	ZONES OF REGULATION TRAINING	750.00
KIDS SUCCEED THERAPY	SPECIAL SERVICES	2,835.00
KSB SCHOOL LAW, PC LLO	DISTRICT LEGAL SERVICES	352.00
LAYHER, PATTI	MILEAGE-NCE CONFERENCE	231.53
MACKIN EDUCATIONAL RESOURCES	LIBRARY BOOK ORDERS-PHS/PC	2,016.38
MANN, DOUG	PC/WM CEILING TILES	658.00
MATHESON TRI-GAS, INC.	SERVICE CHARGE	1.95
MCI	TELEPHONE	15.20
MCS	DISTRICT WIDE CUSTODIAL SUPPLIES	2,699.46
METROPOLITAN UTILITIES DIST	UTILITY SERVICES	6,568.91
MIDWEST ALARM SERVICES	SERVICE CALL-CLEANED PANEL HEAD	268.00
NCSA	NCE CONF FEES/HENEGER DUES	1,035.00
NE PUBLIC HEALTH ENVIROMENTAL	WATER TESTING	7.00
OMAHA PUBLIC POWER DISTRICT	UTILITY SERVICES	24,050.00
ONE SOURCE	BACKGROUND CHECKS	95.00
ORKIN	PEST CONTROL	341.98
PAPILLION SANITATION	TRASH SERVICES	1,225.03
PHYSICIANS MUTUAL	SUPPLIES-BAUGH	1.52
PITSCO EDUCATION, LLC	SUPPLIES-PC	44.99
POWER DISTRIBUTORS	ENGINE SINGLE CARTON-CRANEY	1,433.60
PRIME SECURED	PALO ALTO RENEWAL 24-25	9,657.86
QUADIENT FINANCE USA, INC.	POSTAGE	1,332.21
QUILL CORP	BAUGH-CARDSTOCK	24.80
RALSTON HIGH SCHOOL	HEARING SERVICES	6,521.17
ROSSER LAWN CARE, INC.	GROUNDS UPKEEP	6,300.00
SARPY COUNTY	SRO JULY-SEPT 2024	14,508.50
SCHOOL HEALTH	AED PADS-HEALTH	588.15
SIMMS PLUMBING, LLC	SERVICES	862.70
SOFTWARE UNLIMITED, INC.	ANNUAL FEE	8,800.00
SPRINGFIELD ACE HARDWARE	MAINTENANCE SUPPLIES	467.52
STARKS, TERESA	MILEAGE-NCE CONFERENCE	226.11
STASKIEWICZ, FRANK	MILEAGE	115.64
STEVE WEISS MUSIC	BAND EQUIPMENT-PHS	1,477.64
STUDENT TRANSPORTATION OF AMERICA	SHORTED JUNE PMT/SUMMER FIELD TRIP	10,094.65
TEACHER DIRECT	SUPPLIES-BELES	335.10
TJ CABLE AND UNDERGROUND SERVICES, LLC	LOCATE AT NEW WELL SITE	150.00
U.S. BANK	CREDIT CARD	950.90

VERIZON WIRELESS	TELEPHONE	214.61
WEST MUSIC	ELEMENTARY MUSIC SUPPLIES	18.53
WHC NE LLC	SPED ROUTE SA	6,083.84
WILSON, LESLIE	MILEAGE	187.79
		218,848.66
NUTRITION FUND		
HOODMASTERS, INC	HOOD EXHAUST CLEANING	620.65
SIMMS PLUMBING, LLC	GARBAGE DISPOSAL PLUGGED	405.00
U.S. BANK	CREDIT CARD	159.50
		1,185.15
BUILDING FUND		
A.P.M. ARCHITECTURE, INC.	CONTRACT 23030	8,274.23
AMAZON CAPITAL SERVICES	ADMIN BLDG SUPPLIES	307.55
LEECHMAN FLOORING, INC.	GYM REFINISH- ALL 4 BUILDINGS	12,005.00
MIDWEST FLOOR COVERING, INC.	PHS CARPET	7,444.00
OLSSON	SWPPP INSPECTION	800.00
		28,830.78
QCPUF		
ATC GROUP SERVICES, LLC DEPOSITORY	ASBESTOS TEM ANALYSIS-PHS 107 & 115	2,100.00
		2,100.00
STUDENT FEES		
CAMP KITAKI	OUTDOOR ED	3,200.00
		3,200.00





Nebraska High School
Theater Academy

showcase

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omaha
performing
arts

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Omaha
performing
arts
nebraska
high school
theater academy

Outstanding
Ensemble

Omaha's
Favorite and the Best
Platteview
High School

Presented by Omaha Performing Arts
2023/2024 Season

STUDENT & PARENT

HANDBOOK

SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS

24-25 EDITION



**Springfield
Platteview**
COMMUNITY SCHOOLS

Connecting Passion with Potential

SPCSNE.ORG

765 MAIN ST. SPRINGFIELD, NE 68059 | PHONE: (402) 592-1300

Springfield Platteview Community Schools

Board of Education

Mrs. Lisa Roseland, President
Mr. Kyle Fisher, Vice President
Mrs. Brenda Guenther, Secretary
Mr. Lee Smith, Treasurer
Mr. Brian Osborn
Dr. Adam Larson

Administrative Office

District Administrative Offices
765 Main Street
Springfield, NE 68059
402-592-1300

Dr. Ryan Saunders	Superintendent
Mrs. Heidi Zierott	Director of Learning
Mrs. Jacci Lucas	Director of Special Services
Mr. Tim Seretta	Director of Technology
Mrs. Nichole Baugh	Director of Public Relations

Elementary Schools

Springfield Elementary

940 Main Street
Springfield, NE 68059
402-253-2245
Dr. Kaela Heneger, Principal

Westmont Elementary

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

Secondary Schools

Platteview Central Junior High

14801 S. 108th Street
Springfield, NE 68059
402-339-5052
Mr. Darin Johnson, Principal

Platteview Senior High

14801 S. 108th Street
Springfield, NE 68059
402-339-3606
Mr. Mike McLaughlin, Principal
Mr. Josh Siske, Assistant
Principal/AD

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WELCOME

Dear Students and Parents:

On behalf of the faculty, administration, and board of education, we welcome you to another school year. We are looking forward to helping your children reach their learning potential and achieve their educational goals in the upcoming year.

Please read this handbook carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this handbook. The student handbook is an extension of school policies and has the force and effect of board policy when approved by the board of education.

Required forms will be read, signed, and returned through the returning student registration process at the beginning of the school year.

This handbook contains information of value to every student and parent. It contains explanations of school regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do, ask a classroom teacher, speak with the building principal, or contact my office.

Sincerely,

Dr. Ryan Saunders
Superintendent

Intent of Handbook

This handbook is intended to be used by students, parents, and staff as a guide to the rules, procedures, and general information about this school district. Students and their parents must become familiar with the handbook, and parents should use it as a resource and assist their children in following the rules contained in it. The use of the word "parents" refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents, legal guardians, and adults acting in loco parentis.

Although the information in this handbook is detailed and specific on many topics, it is not intended to be all-encompassing or to cover every situation and circumstance that may arise during a school day or school year. This handbook does not create a "contract" with parents, students, or staff, and the administration may make decisions and rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based on applicable school district policies, and state and federal statutes and regulations.

Notice of Nondiscrimination

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the following Section 504 Coordinator: Jacci Lucas at 402-592-1300, jacci.lucas@spcsne.org, or in person at the Administration Building.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the following Title IX Coordinator: Jacci Lucas, 402-592-1300, jacci.lucas@spcsne.org, 765 Main Street Springfield, NE 68059 or in person at the Administration Building. The School District's specific Notice of Nondiscrimination on the Basis of Sex may

be accessed at the following link:
<https://www.spcsne.org/Title-IX-Information>

Students who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the following Title IX Coordinator: Jacci Lucas, 402-592-1300, jacci.lucas@spcsne.org, 765 Main Street Springfield, NE 68059, or in person at the Administration Building.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact Jacci Lucas, 402-592-1300, jacci.lucas@spcsne.org or in person at the Administration Building. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow the school district policies to respond to the report.

For additional prohibited discrimination and related information, please review school district policy 3053 - Nondiscrimination.

MISSION STATEMENT

The mission of Springfield Platteview Community Schools is to ensure that all students acquire the college and career ready skills and behaviors necessary for each student to succeed now and into his/her future.

BELIEF STATEMENTS

By creating the Standards for Success vision, the district and community will be able to focus on best-practice, research-based practices to prepare our children for their future and guide us toward defining what it means to be successful in our schools. These important factors identified below focus the district community on creating an atmosphere to reach our vision of Springfield Platteview Community Schools: "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 PRINCIPLES

School Culture
Curriculum/Academics/ExtraCurricular
Teacher Effectiveness
Stakeholder Involvement
Leadership/Operations

SECTION ONE

BASIC SCHOOL RULES AND GENERAL PRACTICES

Attendance

Required Attendance

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

Mandatory Attendance Age

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

Exceptions

This policy does not apply when attendance is made impossible or impracticable by severe weather conditions or by the mental or physical illness of the student or a child whom the student is parenting.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this policy.

Discontinuing Enrollment – 5 Year Old Students

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request to the superintendent using the form which is attached to this policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

Discontinuing Enrollment – 16 and 17 Year Old Students

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request that demonstrates that the student meets

the district's legal criteria allowing for disenrollment to the superintendent using the applicable district form. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

Only children disenrolling to attend a non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

Attendance Officer

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of the attendance officer is included in the salary for the superintendent or designee.

Excused Absences

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

1. Physical or mental illness of the student or of a child whom the student is parenting (a physician's verification is required after four (4) consecutive days of absence for illness)
2. Severe weather
3. Medical appointments for the student or for a child whom the student is parenting
4. Death or serious illness of the student's family member
5. Attending a funeral, wedding or graduation
6. Appearance at court or for other legal matters
7. Observance of religious holidays of the student's own faith
8. College planning visits
9. Personal or family vacations

Excessive Absenteeism

When a student receives 7 unexcused absences or the hourly equivalent in any semester, the Attendance Officer will follow the district's policy to address barriers to the student's attendance.

When a student is absent more than 20 days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer may file a report with the county attorney of the county in which the student resides.

Absences Due to Illness

The school district will contact parents if a student becomes ill at school. A student who is absent due to illness has two days for every day of absence to complete missed assignments.

School Attendance on Days of Scheduled Activities

Students who are unexcused from school for any part of the day or who are absent for more than four periods will not be permitted to practice or participate in an extracurricular contest, practice or performance unless the student has the building principal's prior permission to participate despite the absence.

Planned absences

Parents who know in advance that a student will be absent must call the school or send a written note at the earliest possible date. Students who are absent are responsible for completing any work required by the teacher. Parents should make every attempt to schedule medical and other appointments after school hours when possible. Refer to each school Operation Guidelines for Absences

Students are obligated to:

- 1) Complete all class work in advance for any absence that can be anticipated.
- 2) Be in attendance for at least four periods or they will not be permitted to practice or participate in an extracurricular contest, practice or performance unless the student has the building principal's prior permission to participate despite the absence.
- 3) Check out of school at the office if leaving school during the school day.
- 4) Make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed.

Parents are obligated to:

- 1) Notify the appropriate building office to inform the school of the reason for each absence.
- 2) Submit a doctor's statement, if requested, for each period of absence due to illness that exceeds five days.

Pregnant and Parenting Students

The District will not discriminate in its education program or activity against any student based on the student's current, potential, or past pregnancy. Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming in collaboration with the Title IX Coordinator.

Bills

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. in the office. Any check for these payments should be made out to Springfield Platteview Community Schools unless otherwise instructed. Pursuant to board policy, the district will assess an additional penalty of \$30 for any check returned from the bank for insufficient funds.

When students purchase items of significant value, such as class rings and letter jackets, they must make payment at the time of purchase or when the order is placed

Books and Supplies

Students must take care of books and other supplies provided by the district. The school will assess fines for damage to books and school property.

Students must supply their own consumable items such as pens, pencils, tablets, notebooks, erasers, and crayons. Each classroom teacher will prepare a supply list for students at the beginning of the school year.

Breastfeeding and Lactation

In order to accommodate lactating and breastfeeding students, the district will provide reasonable opportunities to express breast milk or breastfeed in a place, other than a bathroom, which is shielded from view and free from intrusion from district students, employees, and the public. The district will also provide a location for students to store expressed breast milk in or near the location designated for students to express milk to create the least amount of disruption to the student's participation in class or activities.

Students who wish or need to express breast milk on a regular schedule must work with school administrators to create a schedule that accommodates the student's needs while facilitating education to the maximum extent possible.

In order to prevent interference with the educational process, no student shall express breast milk within school classrooms or buses. Nothing in this policy limits the authority of the administration to impose consequences consistent with the Student Discipline Act and other state and federal law.

Bullying

Students are prohibited from engaging in any form of bullying. The Centers for Disease Control and Prevention defines bullying as “any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.” Nebraska statute defines bullying as “an ongoing pattern of physical, verbal or electronic abuse.” The District’s administrators will consider these definitions when determining whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal.

Reporting Bullying

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students can use the district’s anonymous platform- Sarpy County TIPS report site to make this report. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

Bullying Investigations

School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

Cell Phones and Other Electronic Devices

Students may not use cell phones or other electronic devices except as permitted in this handbook.

Students may use cell phones or other electronic devices on the school sidewalks and in the common areas of the school before and after school, so

long as they do not create a distraction or a disruption. Students may not use cell phones or other electronic devices while they are in locker rooms or restrooms. Students must comply with each teacher's classroom rules regarding cell phone use in class.

Students may not use cell phones or other electronic devices while riding in a school vehicle unless they have express permission to do so from the vehicle's driver.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The school district is not responsible for theft, loss, or damage of a cell phone or any calls made on a cell phone.

Students who violate this policy will have their cell phones or other electronic devices confiscated immediately. The administration will return confiscated devices to the offending student's parent or guardian after meeting with the parent or guardian to discuss the violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images of photographs, whether by electronic data transfer or otherwise may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or state or federal agencies, which may result in arrest, criminal prosecution, and possible inclusion on sex offender registries.

Cheating, Plagiarism, and Academic Dishonesty

Students may not cheat, plagiarize, or otherwise participate in any academic dishonesty in any form. Prohibited behavior includes:

- Obtaining, attempting to obtain, or aiding another person to obtain credit for work by any dishonest or deceptive means.
- Lying.
- Copying another person's work or answers.
- Discussing the answers or questions on a test or assignment unless specifically authorized by the teacher.
- Taking or receiving copies of a test without the permission of the teacher.

- Using or displaying notes, “cheat sheets,” or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Submitting work or any portion of work completed by another person.
- Failing to give credit for ideas, statements, facts, or conclusions which rightfully belong to another person.
- Failing to use quotation marks or other appropriate means of attribution when quoting directly from another person or source.
- Using AI Tools unless an individual teacher affirmatively communicates to students that AI Tools may be used for a specific assignment, in all other instances AI Tools may not be used.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty is subject to discipline, up to and including expulsion.

Child Abuse and Neglect

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; (6) placed in a situation to be sexually exploited through sex trafficking of a minor as defined in state law or by allowing, encouraging, or forcing such person to engage in debauchery, public indecency, or obscene or pornographic photography, films, or depictions; or (7) placed in a situation to be a trafficking victim as defined in state law.

Classroom Behavior

Student behavior and attitude in the classroom must be cooperative and serious. All students must:

- arrive to class on time;
- prepare for class with all necessary materials;
- be considerate of others;
- respond promptly to all directions of the teacher; and
- take care of school property and the property of others.

Teachers will establish classroom conduct rules that students must obey.

Communicable Diseases

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The school

district uses the Title 173- Nebraska Health and Human Services/Control of Communicable Disease, Chapter 3 of the Nebraska Administrative Code as a "best practice" guideline for contagious and infectious diseases. If there are questions regarding the communicability of your child's health condition or if you know your child has contracted a contagious or communicable disease or condition not otherwise specified in board policy or this handbook, please call the District Nurse at 402-339-3606.

Communicating with Parents

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Parents will also be notified of their student's possible failure to meet graduation requirements. Other pertinent information will be communicated to parents by mail or by personal contact. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school.

Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth in any specific policy addressing those areas or the procedures set forth below.

Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

Complaint and Appeal Process

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if the complainant believes speaking directly to the person would subject the complainant to discrimination or harassment.

2. The second step is for the complainant to speak to the building principal, coordinator, superintendent of schools, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator or coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:
 - a) Determine whether the complainant has discussed the matter with the respondent.
 - 1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.

- 2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:
 - 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.
 - d) Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.
4. If either the complainant or the respondent is not satisfied with the decision, he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal. This provision applies to appeals under the board's policies governing complaints of discrimination or harassment, including Title IX and any other policy with a separate grievance or complaint procedure, unless that other procedure includes its own appeal process. All requirements for appeals within any policy apply, and in addition to those requirements, the following also apply.
 - a) This appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.
 - c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate.
 - d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the

superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.

5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances.
 - a) When the complaint is about a board policy, not implementation of the policy;
 - b) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or
 - c) When the board is required by law, policy, or contract to hear a complaint or appeal.

6. If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.
 - a) This appeal must be in writing
 - b) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.
 - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.
 - d) The board president will notify the complainant and any other person legally required to receive the decision in writing of its decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit its decision within 180 days after receiving the written appeal. complainant's written appeal.
 - e) There is no appeal from any decision of the board unless authorized by law.

7. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:
 - a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.
 - b) Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.
 - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
 - c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
 - d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.
 - e) Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

No Retaliation

The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Special Rules Regarding Educational Services and Related Services to Students with Disabilities.

Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided to a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Services. The Director of Special Services will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Services or to the district's 504 Coordinator. The Director of Special Services or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

Bad Faith or Serial Filings

The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Individuals who file complaints (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (d) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Computer Network Use by Students

Students are expected to use district provided technology and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

I. Student Expectations in the Use of the Internet

A. Acceptable Use

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.

B. Unacceptable Use

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use e-mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not erase, rename, or make unusable

- anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
 10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
 11. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
 12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
 13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
 14. Students shall not falsify electronic mail messages or web pages.

II. Enforcement

C. Methods of Enforcement

1. The district monitors all Internet communications, Internet usage, and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring

Internet use history to ensure enforcement of the policy.

D. Consequences for Violation of this Policy

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
 - a. Loss of computer privileges;
 - b. Short-term suspension;
 - c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
 - d. Other discipline as school administration and the school board deem appropriate.
2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

III. Protection of Students

E. Children's Online Privacy Protection Act (COPPA)

1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
2. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

F. Education About Appropriate On-Line Behavior

1. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
2. Staff will specifically educate students on
 - a. Appropriate interactions with other individuals on social networking websites and in chat rooms.
 - b. Cyberbullying awareness and response.
3. The School District's technology director shall inform staff of this educational obligation and shall keep records of the instruction which occurs in compliance with this policy

Conferences

Students' academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences at the end of the first quarter and during the third quarter.

In addition to formal conferences, classroom teachers will communicate with parents as necessary. Parents are encouraged to communicate with their

student's teacher or the building principal to discuss parental concerns, student needs or any other issue.

Copyright and Fair Use

The school district complies with federal copyright laws. Students must comply with copyright laws when using school equipment or working on school projects and assignments. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Students who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their teacher or building principal, review the school district's copyright compliance policy, and review *Copyright for Students* found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site:

<http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

Damage to School Property

Students who damage school property either intentionally or unintentionally may be required to pay to replace or restore the property, at the discretion of the administration.

Dating Violence

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle or at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district's student discipline policies.

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law.

Discrimination and Harassment

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Jacci Lucas 402-592-1300 or at jacci.lucas@spscne.org or in person at the administration building.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Jacci Lucas 402-592-1300 or at jacci.lucas@spcsne.org or in person at the administration building. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact Jacci Lucas 402-592-1300 or at jacci.lucas@spcsne.org or in person at the administration building. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Dress Code

Students must come to school dressed in clean, neat, and appropriate clothing to conform to educational standards.

Students are prohibited from wearing the following attire:

1. Clothing displaying indecent, suggestive or profane writing, pictures or slogans.
2. Clothing or jewelry that advertises or displays alcohol, tobacco or any illegal substance or promotes violence.
3. Caps, hats, visors, durags, stocking caps and bandannas during the school day. Hoodie sweatshirts are allowed with hoods down.
4. Short-shorts or cutoffs that expose private area(s).
5. Any clothing that could cause damage to others or school property.
6. Shirts, blouses, or other clothing worn unbuttoned, unzipped, or otherwise unfastened that exposes private area(s) and/or undergarments.
7. Costumes and/or those clothes intended only for leisure, entertaining or special occasions.
8. Bare "midriff" (less than half the torso showing while seated) styles, see-through and low cut blouses that expose private area(s) and/or undergarments.
9. Pants and shorts worn below the waist so as to expose undergarments including pants that drag on the floor.
10. Chains hanging or attached to pants or shorts.
11. Coats during school hours unless the student has permission from a faculty member.
12. Clothing with tears or holes that expose underclothes.
13. Students are prohibited from carrying blankets with them.
14. The building principal reserves the right to approve attire that is culturally appropriate that may not be listed above.

Students who violate dress code guidelines will be required to correct the violation by changing into something appropriate at school or returning home to change. A detention or suspension may be given to make up the time away from school. Students will also receive zeros for any class time they miss while correcting the violation. Repeated dress code violations may result in more severe consequences.

Driving and Parking Personal Vehicles

Students who drive privately owned motor vehicles to school must obey the following rules:

1. Students may not move their vehicles during the school day without the permission of the building principal or superintendent. Students will not be allowed to sit in or be around their vehicles during the school day, without administrative permission.
2. Students must drive with care to ensure the safety of the pedestrians. Students may not drive carelessly or with excessive speed.
3. By driving personal vehicles to school and parking on school grounds, students consent to having that vehicle searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.

Drug Free Schools

The board of education has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing, or selling any drug, alcohol, or tobacco while on school grounds, at a school activity or in a school vehicle. In addition, students who participate in the school's activities program should refer to the Activities Handbook which prohibits the use or possession of alcohol, controlled substances and tobacco at all times.

Any student who violates any school policy regarding drug, alcohol, and tobacco use will be disciplined, up to and including short-term suspension, long-term suspension, or expulsion from school and/or referral to appropriate authorities for criminal prosecution.

Emergency Contact Information

Parents must complete returning student registration. There is an emergency information section for each child enrolled in the district. The information should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes during the school year.

Evacuations

The school district will hold routine evacuation drills throughout the school year. Classroom teachers will provide students with detailed instructions on building evacuations.

Eye Exams

All students enrolling in kindergarten or transferring into the school district from out of state must undergo a visual examination by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, which consists of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity, except that no such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing. They must provide evidence of the vision examination within six months prior to entrance. The cost of such physical examination and visual evaluation shall be borne by the parent or guardian of each child who is examined.

First-Aid

First-aid items may only be used by school staff. Students who need first aid should ask for assistance from their classroom teacher or the nearest staff member.

Food Service Program

The school district provides a food service program that is designed to provide adequate nutrition and an educational experience for students.

Breakfast

The school will serve breakfast daily from 7:30 a.m. until 7:50 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast. Breakfast prices for K-6 is \$2.10, 7-12 is \$2.35, and \$3.00 for adults.

Lunch

Lunch prices depend on the federal funding that the program receives. Lunch for K-6 is \$3.50. Lunch for 7-12 lunch is \$3.70 for students and \$5.00 for adults. The cost for milk is \$0.70.

Payment for Meals

Students are encouraged to pay for meals several weeks in advance. Payment should be made in the office.

The district will provide a full reimbursable lunch whenever possible. If a student's parents do not respond to multiple notifications and requests to

address a negative balance, the student may be provided and charged for a limited "courtesy meal" option, such as a plain sandwich.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

Collection of Delinquent Meal Charge Debt

The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law. Collection efforts may continue into a new school year. Students with outstanding balances may not be issued school provided devices, a diploma, or other school provided materials until the negative balance is paid in full.

Notice of Non-Discrimination

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW

- Washington, D.C. 20250-9410
(2) Fax: (202) 690-7442; or
(3) Email: program.intake@usda.gov

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the school district. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

Head Lice

Upon discovering the presence of live lice or louse eggs, the school will notify the student's parent(s) or guardian(s). The student will be isolated from contact with other students and their belongings, and a parent or guardian must pick the child up from school immediately.

By Nebraska DHHS regulation, students are not permitted to return to school until the student is treated such that no live lice or louse eggs can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined. The student cannot ride the school bus until the district has cleared the student to return to school.

Health Problems Limiting Activities

Parents who do not want their children to play outdoors or participate in physical education for health reasons must send a written request to school. If a student persistently requests to be excused from these activities, the building principal or classroom teacher may require a doctor's verification.

Parents should notify the principal or superintendent if their student has any special health problems such as diabetes, asthma, or the like.

Homebound Instruction

The school district may provide a student with instruction in his or her home and under parental supervision if the student is physically or mentally ill or injured and unable to attend regular classes for an extended period of time. Homebound instruction shall be provided when the student's physical and mental condition are such that the student can benefit from instruction and no other provision will meet the student's educational needs. If you believe that homebound instruction is appropriate for your child, please contact the building principal to initiate the appropriate process to determine eligibility.

Homeless Children and Youth

Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law.

It is the school's policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is Director of Special Services, Jaci Lucas, who may be contacted at 402-592-1300.

Illness or Injury at School

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact parents to pick students up from school whenever necessary. When school officials determine that a student needs immediate medical attention but the parents cannot be reached by phone, emergency services will be summoned or the student will be taken directly to the doctor and/or hospital. Parents will provide emergency information for each child enrolled in the district.

Immunizations

All students must furnish one of the following to school officials:

- proof of adequate immunizations for mumps, measles, rubella; diphtheria, pertussis, tetanus; polio; and hepatitis B series; or
- a signed parental statement of refusal to provide the immunization history. Homeless students who are in need of immunizations will be referred to the homeless coordinator, who shall assist in obtaining necessary immunizations or medical records.

Provisional Enrollment. Students who meet the statutory requirements for provisional enrollment shall be allowed to attend school for sixty days without the necessary immunizations.

Students who are excepted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

Initiations and Hazing

Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law.

Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

Lockers and Other School Property

The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students should not expect privacy regarding usage of or items placed in or on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers, and other such property may be conducted at the discretion of the administration. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.

Medications

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled *Methods of Competency Assessment of School Staff Who Administer Medication*), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

Prescription medication. (1) Parents/guardians must provide a physician's written authorization for the administration of the medication. (2) Parents/guardians must provide their own written permission for the administration of the medication. (3) The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

Non-prescription medication. (1) Parents/guardians must provide written permission for the administration of the medication. (2) The medication must be brought to the school in the manufacturer's container. (3) The container must be labeled with the child's name and with directions for provision or administration of the medication

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

Memorials

Memorials or plaques honoring deceased students are generally not allowed in or on the school grounds unless authorized by board policy. Dedications to students will not be allowed.

Scholarships in the deceased person's name will not be set up by the school. Scholarships set up by outside organizations or individuals, such as a foundation, will be allowed.

Opting Out of Assessments

The Board of Education has adopted a policy on approval and denial of state and federal assessment opt-out requests, which is based on requirements in law. The policy can be requested by contacting the Superintendent of Schools.

Parental Involvement

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement in the Title I program. Parent and family engagement in the Title I Program shall include, but is not limited to:

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination, and integration with other Federal, State, and district programs, and evaluations of progress.
3. Opportunities for participation in parent involvement activities, such as training to help parents work with their children to improve achievement. A goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.
4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.
5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.

6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.
7. The district will educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

Physical Exam

Students entering kindergarten and the seventh grade, and those entering school from another state, are statutorily required to show evidence that they have had a physical examination within six months prior to the date of entering school.

Pictures

The school district arranges for a photographer to be present at school in the fall to take class pictures. Parents will be notified of the date. Included in the individual packet is a class composite. Parents who want pictures of their students or of their student's class composite may purchase them directly from the photographer.

Police Questioning and Apprehension

Police or other law enforcement officers may be called to the school at the request of school administration, or may initiate contact with the school in connection with a criminal investigation. The school district shall inform parents when law enforcement officers seek access to their student prior to the student being questioned unless the officers are investigating charges that the student has been the victim of abuse or neglect. Members of the school district staff will comply with board policy regarding police questioning of students.

Protection of Student Rights

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA). The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

ACT Exam Questionnaire

Students taking the ACT Exam will be prompted to complete a short, optional questionnaire addressing a number of topics. If you wish to review this questionnaire prior to the administration of the exam, please submit a written request to the Director of Learning. This will need to be completed at least 10 days prior to the district exam date to request approval from ACT.

Reasonable Suspicion Testing

Students may be required to submit to drug or alcohol testing if there is a reasonable suspicion that the student is under the influence of drugs or alcohol.

Rights of Custodial and Non-Custodial Parents

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term "custodial parent" refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their students' records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent's request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

Secret Organizations

Secret organizations are prohibited. School officials shall not allow any

person or representative of any such organization to enter upon school grounds or school buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society, or association.

Self Management of Diabetes or Asthma/Anaphylaxis

Subject to school policy, the school district will work with the parent or guardian in consultation with appropriate medical professionals to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis. Parents desiring to develop such a plan should contact the district nurse at 402-339-3606.

Smoking and Tobacco

The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

Sniffer (Drug) Dogs

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified of the following:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Standardized Testing

The Nebraska Student-Centered Assessment System (NSCAS) is administered at least one time a year in grades 3-11 to determine the students' achievement probability for individual success. Tests are administered at least in the spring of each academic year, and the results are sent home. This assessment is paired with NWEA/MAP assessment to review growth for the individual student.

Student Assistance

Parents who believe their students have any learning, behavior, or emotional needs that they believe are not being addressed by the school district should contact the student's teacher. If appropriate, the teacher may convene the Student Assistance Team (SAT). The SAT can explore possibilities and strategies that will best meet the educational needs of the student.

Student Fee Policy

The school district shall provide free instruction in accordance with the Nebraska State Constitution and Nebraska state law. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

Definitions

1. "Students" means students, their parents, guardians or other legal representatives.
2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

Listing of Fees Charged by this District

Guidelines for Clothing Required for Specified Courses and Activities

Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

Safety Equipment and Attire

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

Personal or Consumable Items

The district does provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

Materials Required for Course Projects

The district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.

Technological Devices

The district will provide students with the technological devices necessary to complete all basic curricular projects.

Technology Fee Structure

A fee must be paid in order for students to check out an iPad or Macbook (when approved) from Springfield Platteview Community Schools as part of our 1:1 iPad Initiative. If the parent does not want their student to check out the device and have 24/7 use, the device must be returned to the school's media center at the end of each school day.

The current fee is \$20 annually per device. This fee is applicable for one academic school year. The fee should not exceed \$60 per family annually.

Coverage Table: The fee covers anything not covered by the AppleCare warranty program:

Claims	With Fee	Without Fee	Additional Fee	Replacement Cost
*Lost/Stolen iPad/Non-Repairable	\$300	\$350 (full replacement cost)	Sync Cable Only	\$10
Cracked iPad Screen (Remains Usable)	Covered	\$350 (full replacement cost)	Puck (Plug-In)	\$20
iPads Repairs	Covered	Actual Repair Cost (not to exceed \$350.00)	Puck and Sync Cable	\$30
*Lost, Stolen Laptop/Non-Repairable	\$500	\$750 (total replacement cost)	School Issued Case	\$30
Cracked Laptop Screen/ Repairs (Remains Usable)	Actual Repair Cost (not to exceed \$500.00)	Actual Repair Cost (not to exceed \$750.00)	Laptop Charger	\$79

*Fees will be applied at the district's discretion due to the incident.

Peripheral devices (e.g., Apple Pencil, Logitech Crayon) will be charged to the student at the district's cost for replacement.

Parents will have the option to pay the annual fee of \$20. Since MacBooks do not have AppleCare, the district will apply fees at its discretion due to the incident.

If there is an outstanding fee (including lunch balance) from the previous year, devices will not be issued in the new school year.

The student/guardian will review and sign off on these fees during returning student verification at the start of each school year.

Extracurricular Activities.

The district may charge students a fee to participate in extracurricular activities to cover the district’s reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

Elementary Schools

Program	General Description of Fee or Material	\$ Amount of fee (Anticipated or Maximum) or specific material required
Art classes and special projects or events	Appropriate clothing (non specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged
Classroom Projects	Project Cost (Which may be a fee charged)	Student pays cost that is beyond the standard project provided by the school.
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None-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.
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.
Field Trips	Transportation and admission costs of field trips.	None-costs of school sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to \$10.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for overnight field

		trips. Currently, 6th grade Outdoor Education is \$50-75. Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free reduced lunch eligible students.
4th Grade (Music Class)	Recorder	\$10-\$15
Music-Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, piece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student. Instrument Rental Fee is \$35 for Tier 1 and \$25-75 for Tier 2 per year for use of school owned instruments.
Music-Optional Honor Choir	Coordinating group attire	Special shirts (Appx. \$8-15)
Picture Packets	Optional - Pictures are still taken for use in school yearbook	Students purchase packets as desired and pay directly to photo company
Physical Education classes	Appropriate clothing (non specialized attire)	Soft Soled/Tennis shoes and socks, running shorts, T shirt
Summer school courses	Classes offered during the summer, or at night, if any	None for Guided Reading/Library use. \$35 to \$200 per class for electives; None - Free-reduced lunch students
Yearbook-Optional	Cost of Yearbook	The book is optional (Appx. \$25)

Secondary Schools

Program	General Description of Fee or Material	\$ Amount of fee (Anticipated or Maximum) or specific material required
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.

Art Fees	Fee for materials	Foundation of Art- \$25, Drawing- \$25, Painting -\$25, Advanced Art-\$25, Pottery-\$25, 3D Art -\$30
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.
Business Classes	Workbooks	\$25
College entrance tests and preparati		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. An Online ACT prep course will be provided to juniors free of charge.
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.
End of year lost or damaged books	Damage fee or replacement cost	Fees and fines up to \$15 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of \$70.
Family and Consumer Science	Fees for general materials	Foods I-\$30, Foods II-\$40
Industrial Technology	Fees for general materials	Manufacturing Technology - \$120 Year; Production Systems - \$65; Technology Systems - \$15, Intro to STS- \$25, Woods I-\$50, Woods II-\$95
Locker usage	Use of school padlock	\$5.00 fee if damaged or not returned at the end of the 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.
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 instruments.
Music Theory	Fees for general materials	\$25
Photography	Fees for general materials	No more than \$50 per year.
Physical Education classes	Appropriate clothing (non specialized attire)	Soft Soled/Tennis shoes and socks, running shorts, T shirt
Post-secondary education classes	Tuition and fees for college courses taken for credit.	Postsecondary education costs are a maximum of \$500 per class.
Science	Fees for general materials	Environment Sustainability-\$20, Material Science-\$30
Summer school courses	Classes offered during the summer, or at night, if any	Drivers education class through ESU #3: Up to \$350; other classes \$50 to \$200 per class; none for free reduced lunch students
Yearbooks - Optional	School Book	Yearbooks are published and made available for purchase every year. Cost is generally about \$75-\$85.

Extracurricular and other programs	General description of fee or material	\$ Amount of fee (Anticipated or Maximum) or specific material required
Admission	Spectator fees for admission to events	\$5.00 per event maximum for students. Students may purchase an Activity Pass for \$40.00 per year. For District and Conference events hosted by the School, costs to be set by NSAA and Activity passes are not able to be used.
Athletic Clubs	Letterman's club and other clubs supporting the athletic program	Annual dues not to exceed \$50.00 per club.

Athletic Physicals	NSAA required athletic physicals	Cost varies; payable directly to the student's physician or clinic.
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.
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 but are not limited to 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. Other items required may include: uniforms not provided by school, athletic equipment, golf bags/clubs, mouthpiece, knee pads, poms, other items as identified by the coach. 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.)
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.
Travel meals	Meals	Students are responsible for their own meals while traveling.

Class Organizations

Destination Imagination	State & national dues, meals and activities	Annual dues not to exceed \$30.00 per club. Partial pay for nationals may be required.
FBLA/ FCCLA	State & national dues, meals and activities	Annual dues not to exceed \$30.00 per club. Partial pay for nationals may be required.
National Honor Society	State & national dues, meals and activities	Currently no dues are required. Annual dues not to exceed \$30.00 per club.
SkillsUSA	State & national dues, meals and activities	Annual dues not to exceed \$30.00 per club. Partial pay for nationals may be required.

Student Council	State & national dues, meals and activities	Currently no dues are required. Annual dues not to exceed \$30.00 per club.
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Social and Recognition Activities

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 the school yearbook.	Students purchase packets as desired and pay directly to the photo company.
School dances	Admission to prom, homecoming, etc.	Up to \$40.00 per event
School plays, musicals and social activities	Admission to events	Up to \$5.00 per play or activity
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.
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.
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 instruments.

Post-Secondary Education Costs

Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who choose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution. The costs of these items will naturally vary, but the maximum dollar amount of the fee is anticipated to be \$ 350 per course.

Copies of Student Files or Records

The district will charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment

of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records.

The district will charge a fee of \$.10 per page for reproduction of student records.

Participation Pre-Kindergarten Services.

The district will charge reasonable fees for participation in pre-kindergarten services offered by the district pursuant to statute.

The maximum dollar amount charged by the district for these services shall be \$150.00/month

Participation in Summer School.

At the elementary level, the district will not charge fees for participation in summer school. There may be a reasonable fee charged for elementary summer enrichment courses.

Contributions for Junior and Senior Class Extracurricular Activities.

Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$60.00.

Waiver Policy

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, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Students are not required to participate in the free or reduced-price lunch program to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal. Application forms are available in each school building office.

Voluntary Contributions to Defray Costs

When appropriate, the district will request donations of money, materials, equipment, or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements, and staff members of the district are directed to communicate that fact clearly to students, parents, and patrons.

Fund-Raising Activities

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

Student Illness

Students who suffer from a significant illness which has an actual or expected duration of six months or more may be eligible for accommodations and support under Section 504 of the Rehabilitation Act or under the Individuals with Disabilities in Education Act. The school will provide accommodations to students who are returning to school after a prolonged absence due to illness, including pediatric cancer, through a 504 plan or an IEP, as appropriate. The student's plan will include informal or formal accommodations, modifications of curriculum and monitoring by medical or academic staff as determined by the student's IEP team or 504 committee. Parents and staff will engage in ongoing communication about the needs of a student who is facing these circumstances.

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s) and arrange for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If the parents can not be contacted, school officials may call the emergency contact listed for the student. If emergency contact is not available, emergency services may be contacted. Costs for emergency services will be the responsibility of the parents/guardians. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing such students to return to school.

Student Government

Students are encouraged to formulate and participate in elective and representative student government activities. The organization, operation, and scope of the student government shall be administered by the superintendent or designee.

Student Records

The Family Education Rights and Privacy Act ("FERPA") provides parents certain rights with respect to their student's education records. These rights include the right to inspect and review the student's education records within 45 days of the date the school receives a request for access; and the right to request the amendment of the student's education records that you believe to be inaccurate.

If parents believe one of their student's records is inaccurate, they should write to the school principal, clearly identify the part of the record they want changed, and specify why they believe it is inaccurate. If the school decides not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment.

Directory Information

FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children. The school district has designated the following as directory information:

name and grade, name of parent and/or guardian, address, telephone number, including the student's cell phone number, e-mail address, date and place of birth, dates of attendance, the image or likeness of students in pictures, videotape, film or other medium, major field of study, participation in activities and sports, degrees and awards received, social media usernames and handles, weight and height of members of athletic teams, most recent previous school attended, certain class work which may be published onto the Internet, classroom assignment and/or home room teacher, student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems (but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the

user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user). Directory information does not include a student's social security number.

Directory information about students may be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses, and telephone listings of high school students unless parents have notified the school district in writing that they do not want this information disclosed without prior written parental consent. Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

Parents who **OBJECT** to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district upon completing Returning Student Enrollment.

Non-Directory Information

All of the other personally identifiable information about students that is maintained in the school district's education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with the parent's written instructions.

One FERPA exception permits disclosure to school officials with legitimate educational interests without consent. A school official includes, but is not necessarily limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, 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, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; 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 typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

The district will share information with the Department of Education necessary to comply with the requirement of state law that all third-year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Transfer of Records Upon Student Enrollment

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform parents when it makes a disclosure under this provision.

Complaints

Individuals who wish to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA may contact the Office that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Student Schedule Changes

Student schedule changes may be made without penalty during the first five days of each semester. Drop and Add slips are to be obtained from the office of the Guidance Counselor and must be signed by the guidance counselor and building principal before they are presented to the teacher of the class that is to be added or dropped.

After the first week of the semester, students who insist on dropping a class, except for instances of an extended illness, will receive a "0" on their permanent records, and that grade will be averaged into the student's cumulative grade point average. If an extended illness makes it impossible or impracticable for a student to successfully complete a class or classes, the student may be allowed to withdraw from a class or classes as (WP)-Withdraw Passing or (WF)-Withdraw Failing. If permission to withdraw as WP or WF is given by the building principal and guidance counselor, the grade(s) will not be averaged into the cumulative grade point average of the student.

Before students are allowed to withdraw from a class as WP or WF, the student, the parents of the student, the guidance counselor, and the building principal must meet and review the circumstances of the situation. All available means that could be utilized to allow the student to successfully complete the course(s) must be reviewed before permission to withdraw as WP or WF is given by the building principal and guidance counselor.

Tardiness

Students who arrive late to school or for individual class periods will be counted and documented as tardy. Parents/guardians will be notified of tardies. When students continue to be tardy to a class or school, the building administrator or designee may assign consequences and/or request a parent conference as needed to address student tardies. In working with families, the goal is to partner together to get all students to school on time.

Telephone Calls

The school's telephone may be used only with permission of staff.

Threat Assessment and Response

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

1. Definitions

- a. A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
 - i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.

- ii. A transient threat is an expression of anger or frustration that can be quickly or easily resolved.
 - iii. A substantive threat is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.
- b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.
- i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.
 - ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act solely as part of a threat assessment.

2. Obligation to Report Threatening Statements or Behaviors.

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such reports regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

3. Threat Assessment Team

The threat assessment team (team) shall consist of the Superintendent, Director of Special Services, Director of Learning, information technology staff, school nurse, building principal(s), guidance counselor and local law

enforcement. Not every team member needs to participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

4. Threat Assessment Investigation and Response

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The team may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

5. Communication with the Public about Reported Threats

The team will keep members of the school community appropriately informed about substantive threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, or communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

6. Coordination with the Crisis Team After Resolution of Threat

The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School Safety Plan.

Transportation Services

The district provides school buses as a convenience for students and parents. They represent a substantial investment, and students are expected to care for and respect them.

Transportation to School

Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

The Contracted Transportation provider will schedule bus routes, and questions concerning them should be directed to that office.

Bus Regulations

Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers while transporting students. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

a) Rules of Conduct on School Vehicles:

- 1) Students must obey the driver promptly.

- 2) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
- 3) Students are prohibited from fighting, engaging in bullying, harassment, or horseplay.
- 4) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
- 5) Students must remain seated and keep aisles and exits clear while the vehicle is moving.
- 6) Students are prohibited from throwing or passing objects on, from, or into vehicles.
- 7) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
- 8) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
- 9) Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
- 10) Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
- 11) Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
- 12) Students must respect the rights and safety of others at all times.
- 13) Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
- 14) Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
- 15) Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

b) **Consequences**

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may

include a note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short term or long term suspension from school, and/or expulsion.

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

c) **Records**

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

Requests to be dropped off at a point **not** on the regular route will not be accommodated, unless extenuating circumstances arise and the request is approved by the transportation director or administration.

Transportation to Activities

The school district may provide transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle. Students who wish to take private transportation home from a school event must submit a release form to the sponsor that has been signed by that student's parent.

Video Surveillance and Photographs

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare, and safety of all staff, students and visitors, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Recordings Made by Parents/Guardians and Patrons

Parents/guardians and patrons may make recordings of school activities intended to be public in a non-disruptive manner including things like athletic contests and school board meetings to the extent permitted by law unless otherwise lawfully restricted by the administration. Parents/guardians or patrons may not make recordings if they are volunteering or visiting school during the school day without permission of the administration or supervising staff member and subject to this policy, such as recording their

child's classroom activities or recess. Parents may not record meetings with administrators or staff, including meetings related to a student's IEP or 504 Plan. Violation of this policy will result in immediate termination of any meeting that is being recorded and may be grounds for exclusion from school property, loss of volunteer privileges, or other restrictions deemed appropriate by the administration.

Recordings Made by Students

This policy applies to students during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased or contracted by a school used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event. Students may make recordings of school activities in a non-disruptive manner including things like athletic contests and other extracurricular performances to the extent permitted by law. Students generally are not permitted to record classroom instruction or members of the school community during the school day without the express consent of a staff member or as required by the student's education plan. Student use of assistive technology that has the capacity to record and/or transmit recordings (e.g. AngelSense) must be approved by the student's education team or administration. Students remain subject to all other district policies and rules. In no event shall recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

Weather-Related School Closing

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow, or ice. School closings will be announced through school messenger and social media. Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office.

If schools are closed due to severe weather conditions, all after-school activities will be canceled.

Withdrawal From School

Students who are moving from the district must notify the school office.

Work Permits

The building principal or other authorized school official shall be responsible for the issuance of work permits for children in accordance with state law.

SECTION TWO

ACADEMIC INFORMATION

Class Rank

Student class rank shall be determined by using a numeric grade point average derived from all classes graded on a numeric basis. To be included in the class ranking, a student must have received a numeric grade for each course in which he/she was enrolled.

Students who transfer into the school district will be eligible to be included in class ranking.

Various courses at PHS are weighted due to the rigor of the course. Upon completion of the weighted course, the student will receive the grade earned on his/her transcript; however, the student will receive an adjustment to their mark points for the course (positively impacting their GPA). See mark point chart in this document for more information.

Credit for Non-Academic Work

Credit is not awarded for participation in extracurricular activities such as sports, speech, drama, etc. However, all such activities in which the student participates, as well as honors earned, are noted on the student's permanent record.

Grades

Students will receive a grade for their academic core classes. The level indicates a limited understanding of grade level expectations.

The Kindergarten through 5th grade and 6th grade specials courses grading system is as follows:

AD	Advanced
PF	Proficient
PG	Progressing
BG	Beginning

The 6th grade, junior high and high school grading system is as follows:

A	Superior	100% - 90%
B	Above Average	89% - 80%
C	Average	79% - 70%
D	Unsatisfactory/Below Average	69% - 60%
F	Failing (no credit)	59% - 0%
I	Incomplete	

A student may earn an incomplete when he or she fails to complete classroom assignments. Any student in grades 7-12 who receives an incomplete will have this grade recorded on his/her permanent record until the required work is completed to the teacher's satisfaction. If a student does not remove an incomplete by completing the minimum classroom assignments, the incomplete will be calculated as a failing grade in determining the student's grade point average.

If a student does not remove an incomplete by completing the necessary work within two weeks of the end of the grading period, the incomplete will become a failing grade that the student may make up only by taking the entire course again. The two-week period may be extended by mutual agreement of the teacher, principal, and student.

A student who receives an incomplete during his/her senior year must satisfactorily complete the classroom assignments to participate in the graduation ceremony. Seniors with incompletes will not be dismissed from school attendance until the classroom assignments are completed to the teacher's satisfaction.

The following are the grading parameters:

1. Grading procedures shall only be related directly to the prescribed curriculum and the College and Career Readiness learning goals established by the District. Learning goals shall be reported based upon a semester grading period. Extra credit will not be given.
2. Grades on the report card will be based upon content area standards and goals. Group grades will not be given.
3. Life skills, as defined in our College Career Readiness framework, are reported separately with established criteria.
 - a. Effort, participation, attitude, and other behaviors shall not be included in grades but will be reported separately unless they are a stated part of a learning goal established by the District/State.
 - b. Late work and incomplete work (formative assessments such as homework) shall be handled as follows:
 - i. Students are expected to complete all required formative work through each summative assessment period.
 - ii. Before summative assessments, teachers may set due dates and deadlines for all marked work that will be part of a student grade.
 - iii. In determining semester grades, teachers must

decide whether they have sufficient evidence of achievement. Work that is not submitted will be identified as **I** (Incomplete). Zeros will not be used unless the student fails to complete required work prior to the student taking the summative/unit assessment. Penalties on late work shall not exceed 10% if it is turned in prior to the student taking the summative/unit assessment.

c. Absences shall be handled as follows:

i. Students shall not be penalized for excused absences. Course work during unexcused absences will be treated as late work.

ii. Students with excused absences shall be given at least 1 day, per day of absence, for make-up opportunities for all missed assignments/assessments (marked work that will be part of student grades) without penalty.

iii. See student-parent handbook for additional attendance procedures/policies.

4. Summative/unit assessments shall be determined as follows:

a. Marks from formative assessment shall not exceed 30-40% of overall grade.

b. Summative assessments shall account for at least 60-70% of the overall grade.

c. Students who fail a summative assessment (this does not include the final) may be allowed to retake an assessment. The process to complete this are found in the building operation guide.

5. Other specifics and/or procedures on grading can be found in the building operation guide and course syllabi at each building.

Graduation Requirements

Students must earn 49 total credit hours in order to graduate from high school.

Required courses and credit hours that students must complete in order to qualify for the Platteview High School Diploma are:

<u>Department</u>	<u>Number of courses</u>	<u>Notes</u>
Language Arts	8	To include Honors or English 9, Honors or English 10, English 11 or AP Literature and Composition, and 2 semesters of English electives in 12 grade or Dual enrollment courses.
Social Science	7	To include US History 9 (Class of 2026), Honors or World History, Dual enrollment or US History 11, US Government, and one additional social studies elective.
Mathematics	6	To include Algebra 1, Geometry, and Algebra 2
Science	6	To include Full year of Biology, Semester of Chemistry 1, Semester of Physics 1, Semester of Earth and Space Science and a semester of Science Elective.
PE	2	Students may choose from PE courses to acquire 2 credits
Health	1	Usually taken during the Sophomore Year
Business	1	Personal Finance
College & Career	1	Required of all juniors
Technology	1	Required for Class of 2028
Electives	16	General Electives

Transfer students must meet the minimum hour requirement for graduation both in terms of total number and specific subject areas. Substitutions may be made for deficiencies in required courses, provided that it was not possible to include the courses on the student's schedule while enrolled at this school district.

Students who receive special education services are mainstreamed into the regular education curriculum when appropriate. The curriculum content of regular education classes may be modified to accommodate the individual needs and abilities of verified special education students. Each curriculum modification will be included on the student's Individual Education Plan by the Multidisciplinary Team and/or school staffing teams composed of special and regular education staff. Hours in special education will be counted toward a high school diploma.

Parents of students who may not qualify for their high school diploma because of academic deficiencies will be notified of this possibility by the beginning of the second semester of the student's senior year.

Homework

Classroom teachers will often assign homework. Parents who have questions about homework or concerns about class work should contact the teacher. Questions not resolved by the teacher should be referred to the building principal.

Each student is expected to spend some time preparing for studies outside of school hours. The amount of time that is needed will depend upon each student.

Students who struggle to complete assignments or who must spend an inordinate amount of time completing an assignment should seek the help and advice of their teachers and consult with the principal and/or the guidance counselor.

Report Cards

Report cards are available or sent home the week following the end of the nine-week reporting period.

SECTION THREE

STUDENT DISCIPLINE

General Discipline Philosophy

The school district has the authority to discipline students who behave inappropriately on the way to school, at school, during lunch, on the way home, and at all school activities (home and away or any time while on school or district property).

The school district's discipline is guided by the following principles:

1. The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
2. Behavior expectations and the potential consequences for failing to meet those expectations will be clearly communicated.
3. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each instance of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.
4. Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
5. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

Extracurricular activities including athletics, cheerleading, band, chorus, and club activities, are governed by the Student Activity Handbook. Students who are involved in extracurricular activities may face consequences related to the activity in addition to the consequences discussed in this handbook.

The school district reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county, or local law. The administration will cooperate with these agencies in their investigations.

Forms of School Discipline

Administrative and teaching personnel may take actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services, 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 during the day or mandatory attendance at Saturday school. When in-school suspensions, after-school assignments, Saturday School, 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. District administrators may develop building-specific protocols for the imposition of student discipline.

In this section, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this section shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school pursuant to this section may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

After School Sessions and Detentions

Teachers and administrators may require students to stay after school or to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given a 24-hour notice of after-school time or a detention so that the parents may make plans to pick up the student the following day.

- A student who fails to attend an after school session may be given a detention by the teacher or may face additional disciplinary consequences up to and including long-term suspension and/or expulsion. A student who has a conflict with an after-school session is responsible for working it out with the teacher.

In-School Suspension

The building administrator may require a student to serve in-school suspension. Students may be required to attend up to six hours per day of school-sponsored suspension a day at a designated location where they will study and participate in campus clean up. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not completing their In-School Suspension will face further disciplinary action.

Emergency Exclusion

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

Short-Term Suspension

The Principal or the Principal's designee may exclude a student from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or
2. 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:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. 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 he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal 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. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.

4. Students who are short-term suspended will be given the opportunity to complete classwork, and will work with teachers to complete and follow the same timelines as a student who is absent.

Firearms

No student may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds except as permitted by this policy.

Definition of Firearm

The term "firearm" as defined in 18 U.S.C. 921, means 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, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

Exceptions Regarding Firearms

The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:

1. The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or
2. Firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

Consequences- Firearm

Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

Long-Term Suspension

Students may be excluded by the Principal from school or any school function for a period of more than five school days but less than twenty school days (long-term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

Expulsion

1. **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.

2. **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. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise, the student may be readmitted by action of the Superintendent.
3. **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, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall provide either an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment:

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296,

when such activity 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:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes. The board has determined that the use of synthetic media such as deepfakes may constitute "similar conduct";
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any 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;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes 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 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*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults that occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in

section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;

10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:
 - a. 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, sex, national origin, or religion;
 - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
 - c. Violating school bus rules as set by the school district or district staff;
 - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.;
 - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
 - f. Possession of pornography, including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
 - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically), including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
 - h. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as

defined below. Initiations are prohibited except by permission of the superintendent;

- i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;
- j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;

- k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
- l. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- m. Using any object to simulate possession of a weapon;
- n. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and
- o. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

The length of any suspension, expulsion, or mandatory reassignment shall be as provided or allowed by law.

Reporting Requirement to Law Enforcement

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students; or
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes.

Due Process Afforded to Students Facing Long-term Suspension or Expulsion

The following procedures shall be followed regarding any long-term suspension, expulsion, or mandatory reassignment.

1. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.

2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
 - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment can be invoked, the student has a right to a hearing, upon request, and that if the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension pursuant to district guidelines which shall not require the student to attend the school district's alternative programs for expelled students in order to complete classwork or;
 - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
 - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail to the address provided on the form.
3. 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 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.

4. Nothing in this policy shall preclude the student, student's parents, guardian, or representative from discussing and settling the matter with appropriate school personnel prior to the time the long-term suspension, expulsion, or mandatory assignment takes effect.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's parent or guardian may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's parent or guardian must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.
6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's parent or guardian of the time and place for the hearing.
7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's parent or guardian, except with the consent of all parties.
8. The principal or legal counsel for the school, the student, and the student's parent, guardian, or representative have the right to receive a copy of all records and written statements referred to in the Student

Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.

9. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
10. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294).

SECTION FOUR

The school district is committed to providing a school environment that enhances learning and the development of lifelong wellness. The goals outlined in this policy were determined and selected after reviewing and considering evidence-based strategies.*

1. Goals for Nutrition Promotion and Education

- a. The district will promote healthy food and beverage choices for all students, as well as encourage participation in school meal programs by such methods as implementing evidence-based healthy food promotion techniques through the school meal programs and promoting foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards.
- b. The health curriculum will include information on good nutrition and healthy living habits.
- c. Teachers will incorporate information on nutrition and wellness into the classroom curriculum as appropriate.
- d. The district will collaborate with public and private entities to promote student wellness.
- e. Water will be made available to students throughout the school day.

2. Goals for Physical Activity

- a. The school district's curriculums shall include instruction on physical activity and habits for healthy living.
- b. Students will be encouraged to engage in physical activities throughout the school day and will be provided with opportunities to do so.
- c. The district encourages parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

3. Goals for Other School-Based Activities Designed to Promote Student Wellness

- a. The district will participate in state and federal child nutrition programs as appropriate.
- b. The district will provide professional development, support, and resources for staff about student wellness.

- c. Students will be provided sufficient time in which to eat school-provided meals.
- d. The district's lunchrooms will be attractive and well-lighted.
- e. The district will allow other health-related entities to use school facilities for activities such as health clinics and screenings so long as the activities meet the district's requirements and criteria for the use of facilities.
- f. The district may partner with other individuals or entities in the community to support the implementation of this policy.
- g. The district will strive to provide physical activity breaks for all students, recess for elementary students, and before and after school activities, as well as encourage students to use active transport (walking, biking, etc.)
- h. The district will use evidence-based strategies to develop, structure, and support student wellness.

4. Standards and Nutrition Guidelines for All Foods and Beverages Sold to Students on the School Campus and During the School Day

- a. The district will ensure that student access to foods and beverages meet federal, state and local laws and guidelines including, but not limited to:
 - i. USDA National School Lunch and School Breakfast nutrition standards
 - ii. USDA Smart Snacks in School nutrition standards.
- b. The district will offer students a variety of age-appropriate, healthy food and beverage selections with plenty of fruits, vegetables, and whole grains aimed at meeting the nutrition needs of students within their calorie requirements in order to promote student health and reduce childhood obesity.

5. Standards for All Foods and Beverages Provided, But Not Sold to Students During the School Day

The district may provide a list of healthy party ideas or food and beverage alternatives to parents, teachers, and students for classroom parties, rewards and incentives, or classroom snacks. The district discourages the use of food and beverages as a reward or incentive for performance or behavior.

6. Food and Beverage Marketing

Marketing and advertising is only allowed on school grounds or at school activities for foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards, except as follows:

- a. This requirement does not apply to marketing that occurs at events outside of school hours such as after school sporting or any other events, including school fundraising events.
- b. The district will not immediately replace menu boards, coolers, tray liners, beverage cups, and other food service equipment with depictions of noncompliant products or logos to comply with the new USDA Smart Snacks in Schools nutrition requirements. All previously purchased products will be used, and all existing contracts honored.
- c. All equipment that currently displays noncompliant marketing materials will not be removed or replaced (e.g., a score board with a Coca-Cola logo). However, as the district reviews and considers new contracts, and as scoreboards or other such durable equipment are replaced or updated over time, any products that are marketed and advertised will meet or exceed the USDA Smart Snacks in School nutrition standards

7. Public Participation

Parents, students, representatives of the school food authority, teachers, school health professionals, board members, school administrators, and members of the general public shall be allowed to provide their input to the school district during the wellness policy adoption and review process.

8. Competitive Foods (Includes Food and Beverages Sold in Vending Machines, School Stores, and Fundraisers)

- a. Definitions- "Competitive food" means all food and beverages other than meals reimbursed under programs authorized by the Richard B. Russell National School Lunch Act and the Child Nutrition Act of 1996 available for sale to students on the school campus during the school day. For the purpose of competitive food standards implementation, "school day" means the period from midnight before to 30 minutes after the end of the official school day.
- b. Applicability- Except as otherwise allowed by the Nebraska Department of Education (NDE) or applicable law, all competitive food sold during the school day must meet the USDA Smart Snacks Standards and the nutrition standards found in 7 CFR §

210.11. The competitive food restrictions do not apply to food sold during non-school day hours, weekend, and off-campus fundraising events such as concessions during after-school sporting events, school plays or concerts; or to bulk food items that are sold for consumption at home. (Ex. frozen pizzas, cookie dough tubs, etc.)

- c. Fundraiser Exemptions - A special exemption is allowed for the sale of food and/or beverages that do not meet the competitive food standards as required in this section for the purpose of conducting an infrequent school-sponsored fundraiser. The specially exempted fundraisers must not take place more than the frequency specified by NDE during such periods that schools are in session. No specially exempted fundraiser foods or beverages may be sold in competition with school meals in the food service area during the meal service.
- d. Other Exemptions- The only other nutrition exemptions from the competitive food requirements are those found in 7 CR § 210.11.
- e. Other Limitations- No competitive food can be sold to children anywhere on school premises beginning one half hour before breakfast and/or lunch service until one half hour after meal service unless all proceeds earned during these time periods to the school nutrition program.

9. Triennial Assessment

The school board shall assess and review this policy at least every three years to determine:

- a. Compliance with this policy;
- b. How this policy compares to NDE model wellness policies;
- c. Progress made in attaining the goals of this policy.

The school board will update or modify this policy as appropriate.

10. Public Notice

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of this policy at least annually to the public and other stakeholders identified in this policy by one or more of the following methods: on its webpage, in its newsletter, in the student and employee handbooks, newspaper advertisements, direct mailings, electronic mail, and public postings.

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of the Triennial

Assessment and progress reports towards meeting the goals in this policy using one or more of those same methods.

11. Recordkeeping

The District will retain records to document compliance with the requirements of the wellness policy at its central office.

12. Operational Responsibility

The superintendent is responsible for coordinating the implementation of this policy and for monitoring the district's progress in meeting the goals established by this policy. The superintendent will periodically report to the board on the district's progress in implementing this policy.

* These strategies include, but are not necessarily limited to, those cited in the Alliance for a Healthier Generation's Model Wellness Policy (Updated 9/2016 to Reflect the USDA Final Rule) found at https://www.healthiergeneration.org/_asset/wtqdwu/14-6372_ModelWellnessPolicy.doc.

SCHOOL CALENDAR

Springfield Platteview Community Schools 2024-2025

		AUGUST 2024							JANUARY 2025									
		Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa			
7	New Teacher Workshop															1-2	Winter Break No School	
8	All Certified Staff Report					1	2	3				1	2	3	4	3	Teacher Work Day No School	
13	All Classified Staff Report	4	5	6	7	8	9	10	5	6	7	8	9	10	11	6	1st Day of 2nd Semester	
14	First Day of Classes	11	12	13	14	15	16	17	12	13	14	15	16	17	18	20	Martin Luther King Day No School	
		18	19	20	21	22	23	24	19	20	21	22	23	24	25			
		25	26	27	28	29	30	31	26	27	28	29	30	31				
		SEPTEMBER 2024							FEBRUARY 2025									
		Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa			
2	Labor Day - No School	1	2	3	4	5	6	7							1	12-13	Early Dismissal 1:25 PT Conferences	
27	Teacher In-Service No School	8	9	10	11	12	13	14	2	3	4	5	6	7	8	14	Comp Day - No School	
		15	16	17	18	19	20	21	9	10	11	12	13	14	15	17	President's Day No School	
		22	23	24	25	26	27	28	16	17	18	19	20	21	22			
		29	30						23	24	25	26	27	28				
		OCTOBER 2024							MARCH 2025									
		Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa			
11	End of 1st Quarter			1	2	3	4	5							1	7	End of 3rd Quarter	
16-17	Early Dismissal 1:25 PT Conferences	6	7	8	9	10	11	12	2	3	4	5	6	7	8	17-21	Spring Break-No School	
18	Comp Day - No School	13	14	15	16	17	18	19	9	10	11	12	13	14	15			
		20	21	22	23	24	25	26	16	17	18	19	20	21	22			
		27	28	29	30	31			23	24	25	26	27	28	29			
									30	31								
		NOVEMBER 2024							APRIL 2025									
		Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa			
27-29	Thanksgiving Break No School						1	2			1	2	3	4	5	4	Teacher In-Service No School	
		3	4	5	6	7	8	9	6	7	8	9	10	11	12	18	No School	
		10	11	12	13	14	15	16	13	14	15	16	17	18	19	21	No School	
		17	18	19	20	21	22	23	20	21	22	23	24	25	26			
		24	25	26	27	28	29	30	27	28	29	30						
		December 2024							MAY 2025									
		Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa			
18-19	Early Dismissal 1:25	1	2	3	4	5	6	7						1	2	3	14	Last Day for Seniors Commencement
20	Early Dismissal 11:25 1/2 Teacher Contract Day End of 1st Semester	8	9	10	11	12	13	14	4	5	6	7	8	9	10	19	NO LATE START Non-Monday start time	
23-31	Winter Break No School	15	16	17	18	19	20	21	11	12	13	14	15	16	17	19-20	Early Dismissal 1:25	
		22	23	24	25	26	27	28	18	19	20	21	22	23	24	21	Early Dismissal 11:25 Last Day for Students	
		29	30	31					25	26	27	28	29	30	31	22	Teacher Work Day	

Color Code	
	New Teacher Workshop
	No School
	Early Dismissal
	1 Hour Late Start
	Teacher InService
	Teacher Work Day
	Regular School Day

1st Qtr	41 Student Days 46 Teacher Days
2nd Qtr	46 Student Days 47 Teacher Days
3rd Qtr	42 Student Days 44 Teacher Days
4th Qtr	45 Student Days 47 Teacher Days
TOTAL	174 Student Days 184 Teacher Days

SECTION FIVE

FORMS

This section contains forms that students and their parents may need during the 2024-25 school year. Some forms will be completed digitally during the returning student registration process.

RECEIPT

This Student Handbook is distributed in accordance with Nebraska State Law, Section 79-262, paragraph three which states in part: "Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment..."

Parents (or guardians) and students are required to sign & return a digital copy of this form during the returning student registration process.

PARENT/STUDENT AGREEMENT

I have received and read the Student Handbook that describes the Springfield Platteview Community School District's discipline policies, regulations, rules, and expectations to be followed by students enrolled in the Springfield Platteview Community Schools, including the Drug Free School Policy. My child and I have discussed these policies and understand that we must comply with them.

RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS

In light of the unique challenges and circumstances posed by the outbreak of the novel coronavirus and the recent promulgation of expansive federal regulations, the rules and information provided in this handbook may be supplemented or amended by the School District's administration at any time, consistent with applicable law and board policy. All parents shall be provided notice of any such changes by the district's regular means of contact. By signing below, you agree that you will read any such information and communications, discuss them with your child, and recognize that you must comply with all rules, procedures, and requirements as they apply at that time.

Student's Signature

Date

Parent/Guardian's Signature Date

Cell Phone Number (Optional)

Cell Phone Number (Optional)

Parent's Email Address (Optional)

Parent's Email Address (Optional)

**PARENTAL AUTHORIZATION AND RELEASE FORM
ADMINISTRATION OF NON- PRESCRIPTION DRUGS TO STUDENTS**

While the administration of medications to students should be scheduled outside of school hours whenever possible, occasionally it may be necessary for school personnel to administer nonprescription drugs to a student as authorized by the student's parents, guardians, or medical professionals and state law. School personnel will only dispense those nonprescription drugs which have been approved by state and federal law for use as a drug and meet the definition of nonprescription drugs in Nebraska's Medication Aide law which states:

Nonprescription drugs means nonnarcotic medicines or drugs which may be sold without a medical order and which are prepackaged for use by the consumer and labeled in accordance with the requirements of the laws and regulations of this state and the federal government.

In order for students to be administered nonprescription medication by school personnel, a parent or guardian must:

- Complete and return this authorization form.
- Provide the district with any nonprescription drugs you wish to be administered in its original container from the manufacturer, which must include legible, unadulterated manufacturer instructions. The container must be labeled with the student's name.
- Provide the district with specific written instructions regarding the requested nonprescription drug's administration, including the date(s) the student is to be administered the drug, the dosage to be administered, the frequency of administration, and any other details or conditions relevant to administration.

School personnel will not administer nonprescription drugs in a manner inconsistent with the manufacturer instructions or state law. School personnel will not administer non-prescription drugs that is expired.

The undersigned are the parent(s), guardian(s), or person(s) in charge of

(name of the student)

I authorize and request school personnel to administer nonprescription drugs to my student. I release the school district, its officials, and employees from any and all liability concerning the administration of nonprescription drugs to my student.

DATED this _____ day of _____, 20__.

Parent/Guardian

**PARENTAL AUTHORIZATION AND RELEASE FORM
ADMINISTRATION OF PRESCRIPTION DRUGS TO STUDENTS**

The undersigned are the parent(s), guardian(s), or person(s) in charge of

(name of the student)

It is necessary that the student receive (name of drug) _____, a physician-prescribed drug, during school intervals beginning on (date) _____ and continuing through _____ (date)

I hereby request that the School District, or its authorized representative, administer the drug named above to my child named above, in accordance with the prescribing physician's instructions, and agree to:

1. Submit this request to the teacher.
2. Make certain the Physician's Request for the Administration of Prescription Medication by School Personnel is submitted to the teacher.
3. Make sure personally that the drug is received by the teacher and/or county nursing service administering it, in the container in which it was dispensed by the prescribing physician or licensed pharmacist.
4. Make sure personally that the container in which the drug is dispensed is marked with the drug name, dosage, interval dosage, and date after which no administration should be given.
5. Submit a REVISED STATEMENT signed by the physician prescribing the drug to the teacher IF ANY OF THE INFORMATION PROVIDED BY THE PHYSICIAN CHANGES.
6. Release the School District and the Board of Education of the School District and all employees, agents, and the representatives of the School District from any liability concerning the giving or non-giving of the drug to the student.

DATED this _____ day of _____, 20__.

Parent/Guardian

**ADMINISTRATION OF MEDICATION TO STUDENTS
PHYSICIAN'S REQUEST FOR ADMINISTRATION OF PRESCRIPTION
MEDICATIONS BY SCHOOL PERSONNEL**

DATE _____

CHILD'S FULL NAME _____ is under my care and must take medication which I have prescribed during the school day.

Name of medication (as it appears on container in which the drug is stored)

Dosage _____ and time _____

Date _____ administration of drug is to begin

Possible adverse reactions to be reported to physician _____

Special instructions for the administration and storage of the drug _____

I or my designee(s) have trained school personnel or approved alternative training as adequate to administer the medication, have evaluated the situation, the general administration plan and if applicable, the self administration plan or emergency care plan, and deemed each to be safe and appropriate, and if applicable authorize the use of hypodermic syringes and needles or similar medical terms.

Name of Physician and Designee

Print or Type

Primary Phone Number

Secondary Phone Number

Signature of Physician

RECORD OF SELF-ADMINISTRATED MEDICINE

Parent's Phone _____
Student Name _____ Grade _____
Date to Begin _____ Date to End _____
Name of Medication _____
Dosage of Medication _____ Time _____
Doctor _____ Phone #1 _____
Phone # _____
Possible Adverse Reaction: _____

_____ gives permission for _____ our son/daughter to self-administer specific medications at school. This medication cannot be taken at any other non-school time.

DATED this _____ day of _____, 20____.

Students who are able to self-administer specific medication may do so provided:

1. The physician provides written authorization allowing self-administration of said medication.
2. The parent provides written authorization allowing self-administration of said medication.
3. Such medication is transported to the school and maintained under the student's control in the original, properly labeled package and (a) is not opened except when self-administering the medication, (b) is not self-administered during instructional time or in the presence of other students unless medically necessary, and (c) is not shown or exhibited to other students.
4. The student's physician or physicians' designee has (1) evaluated the situation and deemed it to be safe and appropriate; (2) documented this on the physician's authorization for the student's cumulative health record, and (3) approved the general administration plan.
5. The student and the student's physician or physician's designee have developed a plan for reporting and supervising self-administration.
6. The principal and appropriate teacher are informed that the student is self-administering prescribed medication.

Doctor's Signature

Platteview High School 2024-25 Operations Guide



Table of Contents

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Page 4: Accreditation

Page 5: PHS Administration, Counseling, Office Staff, Department Chairs

Page 6: SPCS School Board and Administration

Page 7: 2023-24 SPCS School Calendar

Pages 8-14: **The School Day** (Bell Schedule, Arrival/Dismissal, Closed Campus, Lunch/24-25 Prices, Parking Lot Expectations, Personal Items/Cell Phones, Student Fees, Dress Code, iPad/Mac Damage Fees)

Pages 15-30: **Scholastic Achievement** (Curriculum Guide, Class Load, 20+ Absences, Open Periods, Schedule Changes, Tardiness, Graduation Requirements, Academic Integrity, Use of Artificial Intelligence, Sanctions for Academic Dishonesty, Grading Policy, Credit Recovery/Trojan Academic Center, Graduation/Commencement, Early Graduation, Academic Honors.)

Pages 31-38: **Extracurricular Activities** (Definition, Extracurricular Code of Conduct, **Good Standing Policy**, Individual Program Expectations, Ejections from a Contest, Quitting/Removal from a Program, Attendance, Academic Participation, Concussion Protocol, Link to Discipline Definitions and Specific Procedures, Trojan Awards.)



The intent of the Platteview High School Operations Guide is to serve as a reference for students, parents and staff that should provide a guide to the rules, regulations, and general information about Platteview High School. **The SPCS District Handbook can be found [here](#).**

Although the information found in this guide is detailed and specific on many topics, it is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. The administration reserves the right to make decisions and possible rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration will be responsible for interpreting the rules contained in the Operations Guide. Should a situation or circumstance arise that is not specifically covered in the Operations Guide, the administration will make a decision based upon all applicable school district policies and state and federal statutes and regulations.

The school district prohibits sex discrimination in any education program or activity that it operates and individuals may report concerns or questions to the Title IX Coordinator. The school district's Title IX policy, notice, and other information may be accessed at the following link: <https://www.springfieldplatteview.org/Title-IX-Information>



Platteview High School is accredited through the Nebraska Department of Education using the Nebraska Framework. PHS also participates in the continuous school improvement process at the local and state level using guidance from the Nebraska Framework.

The school maintains rigid standards to meet requirements set forth by the State of Nebraska Department of Education.

Platteview High School's athletic teams are classified in Class B in most sports with a few sports classified at the C1 level. PHS is a member of the Trailblazer Conference. The school is considered a Class III District in the state of Nebraska.



TRAILBLAZER CONFERENCE



PHS Administration

Mike McLaughlin, Principal

Josh Siske, Assistant Principal/Athletics and Activities Director

Mark McLaughlin, Assistant Athletic Director

Counseling Department

Amie Christiansen, Counselor, 10th-12th grade students

Sarah Svoboda, Counselor, 9th grade students

Main Office Staff

Jackie Case, Administrative Assistant, Finances

Catherine Dodd, Administrative Assistant, Athletics & Activities

Bethany Stewart, Administrative Assistant, Attendance

Katie Wallman Administrative Assistant, Principal

Department Chairs

Deb Vahle, Special Education and Student Services

Jon Comine, Social Sciences

Andrew Hopp, Mathematics

Kirsten Ehrke, World Languages

Patti Layher, Career Education

Nick Crouse, Physical Education and Health

Michael Kersulov, Language Arts

Morgan Kroll, Performing and Visual Arts

Sarah Ortiz, Science



SPCS School Board

Lisa Roseland, President

Kyle Fisher, Vice President

Brenda Guenther, Board Secretary

Lee Smith, Treasurer

Brian Osborn, Member

Adam Larson, Member



School Board Policies are found at: <https://www.springfieldplatteview.org/Board-of-Education>

SPCS Administration

Superintendent, Dr. Ryan Saunders

Director of Learning, Heidi Zierott

Director of Special Services, Jacci Lucas

Director of Technology, Tim Seretta

Director of Public and Community Relations, Nichole Baugh

School Resource Officer - Adam Huff

District Nurse - Kelli Haynes




The School Day



PHS & PC BELL SCHEDULES




REGULAR BELL SCHEDULE

Period 0	7:15	-	7:59	
Period 1	8:10	-	8:54	
Period 2	8:58	-	9:42	
Period 3	9:46	-	10:30	
Period 4	10:34	-	11:18	1st Lunch
<i>*Advisory</i>	11:22	-	11:43	11:43 - 12:13
Period 5	11:47	-	1:01	2nd Lunch
Period 6	1:05	-	1:49	12:31 - 1:01
Period 7	1:53	-	2:37	
Period 8	2:41	-	3:25	


TUESDAY • WEDNESDAY • THURSDAY • FRIDAY

MONDAY « LATE START

Period 0	8:20	-	9:01	
Period 1	9:10	-	9:54	
Period 2	9:58	-	10:37	
Period 3	10:41	-	11:20	1st Lunch
Period 4	11:24	-	12:03	12:03 - 12:33
Period 5	12:07	-	1:16	2nd Lunch
Period 6	1:20	-	1:59	12:46 - 1:16
Period 7	2:03	-	2:42	
Period 8	2:46	-	3:25	

NO ADVISORY • LATE START • NO ADVISORY

EARLY DISMISSAL « 1:25 PM

Period 0	7:30	-	7:59	
Period 1	8:10	-	8:42	
Period 2	8:46	-	9:18	
Period 3	9:22	-	9:54	
Period 4	9:58	-	10:30	1st Lunch
Period 6	10:34	-	11:06	11:06 - 11:36
Period 5	11:10	-	12:12	2nd Lunch
Period 7	12:16	-	12:48	11:42 - 12:12
Period 8	12:52	-	1:25	

1:25 PM • EARLY DISMISSAL • 1:25 PM

EARLY DISMISSAL « 11:25 AM

Period 0	7:35	-	7:56	
Period 1	8:10	-	8:31	
Period 2	8:35	-	8:56	
Period 3	9:00	-	9:21	NO LUNCH
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	

11:25 AM • NO LUNCH • 11:25 AM



Attendance

Regular attendance at school is a crucial for any student to be successful. The state of Nebraska creates mandatory attendance laws and the Springfield Platteview Community Schools Board of Education adopts policies for all of our schools. The SPCS attendance policies can be found here on pages [11-13 of the District Handbook found here](#). The responsibility for regular attendance at school as stated by Nebraska law and by the policies of Platteview High School rests with the parent, but, for the same sources, it is equally as specific that the school is the only one who may excuse a student from attending school. Parents may ask to have a student excused but only the school may grant the excuse.

Absences will only be considered *communicated* if the office has received a phone call to the Attendance Secretary (a voice message may be left on voicemail if no answer) or an email prior to the absence whenever possible or by 9:30am the day of the absence. Failure to communicate absence(s) will result in the absence(s) being documented as unexcused.

Excessive absenteeism is defined as twelve (12) or more countable absences per semester for each individual class period for any reason other than school-sponsored activities, medical issues verified by a note from a physician and three college visits per school year. Attendance at a funeral of a direct family member, a required court appearance and a religious observance will also not be considered countable absences. School absences that do not meet the previously stated criteria and are excused by parents are countable absences. The school will notify the parent or guardian after 7 and then at 12 absences. Next steps will be considered by Admin at this time if needed.

Reporting Habitual Truancy Students who accumulate twenty(20) unexcused absences or the hourly equivalent per year shall be deemed to be habitually truant. If attendance issues have not improved after contact from PHS, the Principal could file a report with the county attorney of the county in which such person resides. The full SPCS Compulsory Attendance and Excessive Absenteeism Policies [can be found here](#).

Arrival at School/Dismissal From School

Students are expected to arrive at school no more than 20 minutes prior to the first class or school program in which they are participating. **Prior to that time, the school is not responsible for supervision of the students.** Students will be admitted to the academic hallways **10 minutes** prior to the first class or school program. Unless a student has a pass from a teacher, hall supervisors will not allow students to enter academic hallways until this time. Students should have scheduled appointment with teachers arranged the day before. Students will be dismissed at the end of the last period of the school day unless there are other circumstances (early dismissal, detention etc.). Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location unless participating in a school-sponsored activity. Students are expected to leave campus no later than 20 minutes after the conclusion of the school day or 20 minutes after participation in school activity whichever is later. **The school is not responsible for supervision of students once the students are to have left school grounds.**

Closed Campus

All students are required to remain on campus during the school day. Students must sign in and out of the main office if they arrive after school has started or if they are leaving prior to dismissal. Students who have been approved for an open period with an adjusted start or departure time are not required to sign out. **Parents may not call a student out to allow the student to drive off campus for lunch. Students who leave campus for lunch will be subject to rules regarding skipping classes regardless of a parent call.** If a parent wishes to take their child out for lunch, the parent must be present physically to take the student to lunch. In this situation, the parent may not take friends or other students and we ask that this occurs sparingly. Also, once school starts, students will not be allowed to go their car unless it is deemed absolutely necessary by admin. Students, please plan ahead at the start of the school day to avoid this type of disruption. **Also, to minimize disruptions during Semester Finals, students will be released per parent request only between classes on days that Finals are being given (Study Hall would be exempt from this policy).**

Lunch Expectations

Students are expected to bring their lunch to school or purchase food from the cafeteria. **Outside food delivery services of any kind (such as Doordash and Grubhub) can cause an unnecessary disruption for the office and are prohibited.** Parents may bring lunch to students but we ask that this is done sparingly as it can be disruptive. **In the event that a student does have food delivered to PHS during the school day, administration will store the food and return it to the student at the end of the school day.** [2024-25 Lunch Prices can be found here.](#)

Parking Lot Expectations

Students are expected to abide by the following general expectations for parking lot usage. Failure to abide by all expectations and safety guidelines may result in loss of privileges to park in parking lot areas and may subject the student to disciplinary action.

-All students should have a hanging parking tag shall be in place and visible from outside the vehicle to make sure only PHS student cars are in the parking lot.

-The West parking lot in front of the main entrance is for staff and visitors only during school hours. No student should park there during the school day (7:15am-3:25pm). Any violation of this policy will result in an immediate consequence which could include up to a day of In-School Suspension. This includes using cameras to confirm if a student did park in the West lot after the fact.

-No one will be allowed to ride in the back of, or on the outside, of any vehicle.

-Students may not linger inside their vehicles in the parking lot areas. At no time should a student have other students loitering in or around their vehicle before or after school.

-Any student driving recklessly in the parking lot (during or outside of school hours) will be referred to the Sarpy County Sheriff's Office and may also be subject to disciplinary measures, including loss of parking privileges.

-The posted speed limit in all parking lot areas on campus is 10 mph.

Personal Items/Cell Phones

The school provides the necessary equipment for classroom and school day activities. Students should not bring items such as athletic equipment, electronic devices, toys, blankets or other similar personal items to school unless they have the prior permission of their classroom teacher or a school administrator. The school is not responsible for damaged or lost personal items or equipment. PHS believes cell phones create a consistent disruption to the learning environment and requires a more strict approach. Our updated policy can be found here: [2024-25 PHS Cell Phone Policy](#).

Student Fees

The school district shall provide free instruction in accordance with the Nebraska State Constitution and Nebraska state law. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. Below is a list of classes that require extra fees at PHS:

Intro to Skills & Technical Science - \$25 **35**

Foundations of Art - \$15 **25**

Drawing and Painting - \$20 **25**

Advanced Art, Pottery, 3D Art - \$25 **30**

Material Science 1 & 2 - \$25 **30**

Woods 1 - \$40 **50 PROPOSED INCREASES**

Woods 2 - \$85

Foods 1 - \$20 **30**

Foods 2 - \$30 **40**

Photography - no more than \$50

****Fee waivers are available to those who qualify for free/reduced lunch***

Dress Code

The school district establishes a dress code that can be found here. Enforcement of the dress code begins at the start of Zero Hour every school day. On Mondays, start time is 8:20am. Tuesdays-Friday, start time is 7:15am.

iPad/MacBook Damage Fees

Students must pay a fee to check out an iPad and MacBook (when approved) from Springfield Platteview Community Schools as part of our 1:1 iPad Initiative. If the parent does not want their student to check out the device and use it 24/7, the device must be returned to the school's media center at the end of each school day. **The current fee is \$20 annually per device, applicable for one academic school year. The fee should not exceed \$60 per family annually.**

Coverage Table: The fee covers anything not covered by the AppleCare warranty program:

Claims	With Fee	Without Fee	Additional Fee	Replacement Cost
*Lost/Stolen iPad/Non-Repairable	\$300	\$350 (full replacement cost)	Sync Cable Only	\$10
Cracked iPad Screen (Remains Usable)	Covered	\$350 (full replacement cost)	Puck (Plug-In)	\$20
iPads Repairs	Covered	Actual Repair Cost (not to exceed \$350.00)	Puck and Sync Cable	\$30
*Lost, Stolen Laptop/Non-Repairable	\$500	\$750 (total replacement cost)	School Issued Case	\$30
Cracked Laptop Screen/Repairs (Remains Usable)	Actual Repair Cost (not to exceed \$500.00)	Actual Repair Cost (not to exceed \$750.00)	Laptop Charger	\$79

*Fees will be applied at the district's discretion due to the incident.

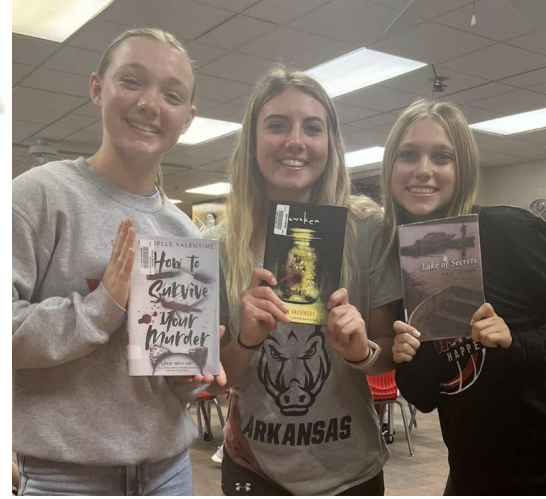
Peripheral devices (e.g., Apple Pencil, Logitech Crayon) will be charged to the student at the district's cost for replacement.

Parents will have the option to pay the annual fee of \$20. Since MacBooks do not have AppleCare, the district will apply fees at its discretion due to the incident.

If there is an outstanding fee (including lunch balance) from the previous year, devices will not be issued in the new school year.

The student/guardian will review and sign off on these fees during returning student verification.

Scholastic Achievement



Each year, the staff of Platteview High School will publish a Curriculum Guide that outlines the policies and procedures for taking classes at Platteview High School that provides information in great detail. Students and parents can access the current Curriculum Guide [at this link.](#)

Class Load

Students in grades 9-10 are required to carry a **minimum of seven (7) academic periods during each semester of high school.** A 9th or 10th grade student may:

- be enrolled in seven (7) courses and a study hall or
- be enrolled in eight (8) classes

Students in grade 11 are required to carry a **minimum of six (6) academic periods during each semester of high school.** Administration reserves the right to waive this requirement for an Internship or academic program that takes the student outside of PHS such as Metro Academy. This waiver will only be considered for students who are in good academic standing and on course for graduation.

Students in grade 12 are required to carry a **minimum of four (4) academic periods during each semester of high school.** Seniors in good academic standing, on course for graduation or planning to graduate early may request abbreviated schedules. The Principal and Counselor will make scheduling decisions based on the needs of the individual student.

20+ Absences Procedure

When a student hits more than 20 countable absences in any single period, they will be dropped from that class with an 'F'. School-sponsored activities, medical issues verified by a note from a physician, three (3) college visits per school year, attendance at a funeral of a direct family member, a required court appearance and a religious observance do not count toward the total absences in this area. School absences that do not meet the previously stated criteria and are excused by parents are countable absences. Here is a link to the [Contract](#) that will be issued and signed when this occurs. Credit recovery will be immediately arranged for any student that has this procedure applied.

Senior Open Periods

In order to be eligible for an open period, a senior must meet (and maintain) all of the following qualifications:

- Less than nine (9) countable absences in all class periods during preceding semester.
- Less than ten (10) total tardies during the preceding semester.
- Counselor verification that the student is on track for graduation.
- No discipline resulting in an out-of-school suspension during the preceding semester.
- No more than three (3) days of assigned in-school suspension during the preceding semester.

Additional notes regarding open periods:

- The only time frames allowed for open periods to be scheduled by students that qualify will be 1st or 8th period.
- A student may request to have a maximum of one open period per day.
- Students with an open period may not be on campus during the open period unless the student has scheduled time with a staff member.
- Students violating any of the criteria listed above may have their open period revoked.
- The high school administration may assign alternate schedules to a student when extenuating circumstances arise.
- The process for requesting an open period will occur during a student's scheduling meeting with the counselor or admin.

Study Hall/Online Academy Open Periods

In order to be eligible for an open period in lieu of attending their study hall or online academy period in person, any student must meet (and maintain) all of the following qualifications:

- No discipline referrals resulting in the student being suspended (in-school or out-of-school) the previous semester.
- Must remain in good academic standing throughout the semester (no D's or F's)
- It is the responsibility of the student to apply for exemption from Study Hall or Online Academy each academic quarter.

Once a student qualifies for the open period for study hall and online academy periods, the following will apply:

The PHS administrative team will review the status of all students at the end of each grading period (end of quarters and semesters) to assure the student remains in good standing. If a student fails to remain in good standing, the student loses the privilege of the open period until the next checkpoint. Students in good standing must have:

- No unexcused absences.
- No more than two (2) tardies arriving to school (if open period starts the day).
- No grades of D or F in any course the student is currently enrolled.
- No discipline referrals

PHS Admin reserves the right to decide if students with special needs or situations that do not meet the requirements laid out above can be allowed an open period if it is determined that the student would benefit from this arrangement.



Student Schedule Changes

Student schedule changes may be made without penalty during the first five days of each semester. Drop and Add slips are to be obtained from the office of the Guidance Counselor and must be signed by the guidance counselor and building principal before they are presented to the teacher of the class that is to be added or dropped. After the first week of the semester, students who insist on dropping a class, except for instances of an extended illness, will receive a "0" on their permanent records, and that grade will be averaged into the student's cumulative grade point average. g

If an extended illness makes it impossible or impracticable for a student to successfully complete a class or classes, the student may be allowed to withdraw from a class or classes as (WP) - Withdraw Passing or (WF) - Withdraw Failing. If permission to withdraw as WP or WF is given by the building principal and guidance counselor, the grade(s) will not be averaged into the cumulative grade point average of the student. Before students are allowed to withdraw from a class as WP or WF, the student, the parents of the student, the guidance counselor, and the building principal must meet and review the circumstances of the situation. All available means that could be utilized to allow the student to successfully complete the course(s) must be reviewed before permission to withdraw as WP or WF is given by the building principal and guidance counselor.

Tardiness

A student who does not have a valid excuse for being tardy to any class may be required to serve detention or some other assigned intervention. At PHS, consequences for being tardy begin on the 4th occurrence. [Here is a link to those specific consequences.](#)



Graduation Requirements

Platteview High School and Springfield-Platteview Community Schools, in accordance with the Nebraska Department of Education and our local School Board, mandates 49 credits to complete graduation requirements. A semester class is worth 1 credit. Specifically, the following number of credits are required in academic areas:

8 in ELA, 6 in Math, 6 in Science, 7 in Social Studies, 2 in Business/College (3 starting with the Class of 2028 as the State of Nebraska mandated a Computer Sciences Class), 3 in PE/Health, 17 Electives (this number is 16 starting with the Class of 2028 due to new Computer Science class).

[Here is a link](#) to all credit requirements and what is taken during each of the four years.



Academic Integrity

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.

Use of Artificial Intelligence

The emergence of Artificial Intelligence and online programs like ChatGPT has contributed to rising episodes of academic dishonesty at PHS made easily accessible by these new tools. ChatGPT is a natural language processing tool driven by AI technology that can answer questions and assist anyone with tasks, such as composing essays and answering questions. These generative AI sources make it simple for anyone to plagiarize any written assignment or create a full first draft then simply make changes to the source material not generated by the student. PHS views any use of AI and online programs like ChatGPT as plagiarism when the expectation is for students to create their own original work. PHS staff uses the help of Turnitin, an internationally recognized program that identifies uncited, unoriginal information in student work in our efforts to detect when work is being submitted that is not generated by the student. Teachers will use Turnitin to detect possible use of unoriginal information with the knowledge that no program is 100% accurate. Therefore, Turnitin will serve as a first line of detection but teachers will retain the ability to use their professional judgment with input from administration if needed when making a decision on the authenticity of a student submission.

Prohibited Behavior

Students may not cheat, plagiarize, or otherwise participate in any academic dishonesty in any form. Prohibited behavior includes:

- Obtaining, attempting to obtain, or aiding another person to obtain credit for work by any dishonest or deceptive means. This includes the use of any artificial intelligence or resources such as ChatGPT.
- Copying another person's work or answers.
- Willingly sharing your work with another student and allowing them to hand it in as their own.
- Discussing the answers or questions on a test or assignment unless specifically authorized by the teacher.
- Taking or receiving copies of a test without the permission of the teacher.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Submitting work or any portion of work completed by another person.
- Failing to give credit for ideas, statements, facts, or conclusions which rightfully belong to another person.
- Failing to use quotation marks or other appropriate means of attribution when quoting directly from another person or source.

Students will face immediate consequences for making the choice to cheat. Because cheating leaves a teacher without any way to know whether or not a student has mastered a standard, it is important to provide a mechanism for re-measuring students' mastery of the standard - at least on the first offense. The following sanctions will be applied to students who have been caught cheating:

Sanctions for Academic Dishonesty

First Offense:

- The student will be notified of the violation.
- The parents/guardians will be notified of the violation.
- The student will immediately receive a zero (0) on the assignment involved, but will be allowed an opportunity to make up the assignment in whatever manner and time frame the teacher deems appropriate. At completion of the make up assignment, the student can be awarded up to a 60% grade.
- An “Academic Dishonesty 1st Offense Warning” will be documented in PowerSchool.
- Additional consequences may be considered – e.g., loss of student leadership positions, loss of candidacy for or membership in Platteview High School Honor Societies, eligibility for academic awards. This is at the discretion of the school administration.

Second Offense:

- The student will be notified of the violation.
- The parents/guardians will be notified of the violation.
- The student will receive a zero (0) on the assignment involved, and will not be allowed an opportunity to make up the assignment.
- The student will be ineligible for all academic awards.
- An “Academic Dishonesty 2nd Offense” will be documented in PowerSchool.
- Additional consequences may be considered – e.g., loss of the privilege to participate in school activities, loss of student leadership positions, and loss of candidacy or membership in Platteview High School Honor Societies. This is at the discretion of the school administration.

Third & Subsequent Offenses:

- The student will be notified of the violation.
- The parents/guardians will be notified of the violation.
- The student will receive a zero (0) on the assignment involved, and will not be allowed an opportunity to make up the assignment.
- If the third offense occurs in the same course as one of the prior two offenses, the student's grade for the semester will be lowered by one full letter grade.
- If the third offense occurs in the same course as both of the prior two offenses, the student will receive an F in the course for the semester, potentially impacting graduation and athletic eligibility. In addition, the student may be declared academically ineligible for a period no longer than two weeks at the discretion of the PHS Activities/Athletic Director.
- The student will be ineligible for academic awards.
- An "Academic Dishonesty 3rd Offense" will be documented in PowerSchool.
- The student will lose any student leadership positions held.
- The student will not be considered as a candidate for Honor Societies.
- The student will have membership in Honor Societies rescinded.

The student and parent retain the right to appeal any decision regarding academic dishonesty/cheating and sanctions imposed. The appeal will consist of a meeting with the school Principal, Assistant Principal, Counselor and teacher whose class the incident occurred. The Principal will make a final decision on the appeal with input from all involved.

Grading Policy

The Springfield Platteview Board of Education has established grading policies for the entire district. That policy can be [found at this link](#). A few of the most frequently used policies are:

- Effort, participation, attitude, and other behaviors shall not be included in grades.
- Formative/summative percentages as part of an overall grade are determined within each department. Formatives shall not exceed 40% of an overall grade, summatives shall account for at least 60% of an overall grade.
- Students are expected to complete all required formative work through each summative assessment period.
- Before summative assessments, teachers may set due dates and deadlines for all marked work that will be part of a student grade. **This means that formative work will not be accepted after a summative assessment.**
- Penalties on late work shall not exceed 10% if turned in prior to the student taking the summative assessment.
- Students with excused absences shall be given at least 1 day, per day of absence, for make-up opportunities for all missed assignments/assessments.
- Second Chance opportunities shall be made available to students who would like a retake to improve their assessment/project score. All students must follow the department guidelines for second chance assessment opportunities. Students who are enrolled in dual credit courses will follow the partnering institute's guidelines and complete a credit intention form that will be on file at Platteview High School.
- The highest grade a student can attain on a second chance summative assessment is a 100%. Retake opportunities are not available for Finals assessments or Finals projects.
- Scheduling intervention(s) for a retake must be done within 1 calendar week of the original test/due date and the actual retake must be completed no more than 1 week after that. **This means that 2 weeks after an assessment/project is graded there will be no further opportunities for that retake.**
- If a student does not complete a summative project on the due date, they will have a 10% reduction on their project grade. The student's parents will be informed of a late summative project. On the 5th day the project is late, the student may not receive higher than a 79% on the project grade. If the student does not turn in the project on the 6th day, the student will receive a zero.

Credit Recovery/Trojan Academic Center

A student who has failed a course may either be referred to the Trojan Academic Center for credit recovery or will be advised to repeat the entire course. This decision will be based on the amount of work the student completed in the failed class and if skills or standards were achieved at a level that the student can move forward in that academic area. The TAC is designed for unit recovery, not course recovery and cannot be used for initial credit in any class. When repeating a course that a student has failed, it is important to note that the “F” will remain on a student’s transcript and calculated in GPA, while a “P” (not calculated in GPA) will be recorded if credit is earned in making up the credit.

Graduation/Commencement

It is the responsibility of each senior student to work with the school counselor to insure that they are on track to graduate by earning credits in all necessary courses. In addition, notices are sent starting early in the year to seniors and their parents regarding cap and gown rentals or purchasing. It is the responsibility of the student to acquire a cap and gown to participate in the commencement ceremony.

The purpose of the Commencement Ceremony at Platteview High School is to recognize and honor the achievements of the graduating class. It is a formal event and should be treated as such. Platteview High School reserves the right to set guidelines and expectations to assure that we remain true to the purpose of the event. Participation in scheduled commencement practice/rehearsal is a requirement for a student to participate in the PHS Commencement unless otherwise arranged with the principal. The practice/rehearsal will be held during the morning of the last day for seniors

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 that 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.

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:

- The student or parent will request a meeting with the Principal and the Senior Counselor. Both student and parent will attend this meeting.
- The student and parent will explain the special circumstances that they believe necessitate an early graduation. ▪ The Principal and Counselor, based on the parent/student meeting, will make a recommendation to the Superintendent of Schools.
- The Superintendent will make the final decision and notify the parent and student.
- The student will have to successfully pass all graduation requirements in order to graduate early.

Academic Honors

Class Rank

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

Principal's List

The Principal's List is a designation that is earned by a student who achieves a grade point average of 4.00 or above in a semester, and is enrolled in each of the four core academic classes (note 9th grade students may only be in three core courses one of their semesters and are still eligible).

Honor Roll

The PHS Honor Roll recognizes students who have achieved a grade point average of 3.5 to 3.99, and are enrolled in each of the four core academic classes (note 9th grade students may only be in three core courses one of their semesters and are still eligible). This recognition is given only at the end of the semester grading periods.

Academic Lettering

Students who have been named to the Principal's List or Honor Roll for both current semesters may request recognition and an academic letter. **Seniors who Academically Letter for four years will receive special recognition at Commencement.**

English Excellence Award

To earn this award a student must achieve the following: 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, and earn an 'A' in all Honors or Honors-related English courses or complete four years of Honors English Courses.

Boys State/Girls State

The American Legion and Auxiliary votes on and honors a select group of junior boys and girls from a field of applicants.

Academic Excellence in Mathematics

Students who have completed four years of mathematics courses, have no more than two B's in their math courses and score in the 75th percentile or greater on the ACT qualify for this recognition.

Key Staffer Awards

Recognition for this award is based on participation and excellence in the Journalism Department.

Hugh O'Brian Award

This award is presented to a sophomore student selected by staff to represent Platteview High School at the Youth Leadership Institute.

Most Representative Students

This award is voted on by teachers to recognize students who excel in all areas.

Man/Woman of the Year

This award is voted on by students to honor one boy and one girl from each class as the man or woman of the year.

Top Ten Percent of the Senior Class

This designation is determined by the weighted grade point average of students. No rounding will occur. Seniors will be officially informed of this honor as soon as possible when all grades have been entered and finalized. This will not be announced at Honors Night which occurs before the end of the academic term and therefore changes in the official list might happen after semester final grades are entered.



Extracurricular Activities

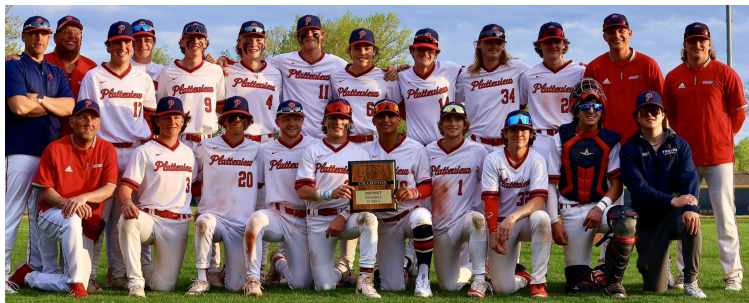


Definition

Extracurricular activity shall be defined as “any activity involving students of Platteview High School outside the established academic discipline, at which public attendance is encouraged, or involves contests involving students from other schools.” Such activities at Platteview High School include, but are not limited to athletics, vocal music, band, cheerleading, dance team, Debate, One-Act, National Honor Society, FBLA, Student Council, FCCLA, speech, dramatics and other activities that are NSAA-sanctioned.

Extracurricular Code of Conduct

Participation in Platteview High School extracurricular programs is a privilege, not a right. Students participating in our programs serve as representatives of PHS in and out of the classroom. In addition, student health and fitness must be maintained on a year-round basis to meet the demands of interscholastic competition. For these reasons, student-athletes are required to comply with the standards set by these training and personal conduct rules. Students that participate in Platteview High School extracurricular programs must abide by behavior and code of conduct standards as outlined below. The Code of Conduct rules apply regardless of whether the conduct occurs on or off school grounds. Generally, the school favors credible reports and evidence which come from a member of the certified school staff, law enforcement, or admission by the student or student’s parent or guardian. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.



Good Standing Policy and Student Participation in School Sponsored Dances/School Events

To attend Homecoming or Prom or other school events as designated, a Platteview HS student must be in “Good Standing” specific to academics, daily attendance and tardies. To be in “Good Standing” at Platteview HS, students must achieve all three of the following criteria at the time of ticket purchase. Eligibility checks for “Good Standing” will not be extended further than the last school day before the event - this will be a hard deadline.

Academics

*Grades 9-10 must earn a passing grade in at least Five (5) classes. Grade 11 must earn a passing grade in at least Four (4) classes. Grade 12 must earn a passing grade in at least half of their classes.

Daily Attendance

*Absent 10% or fewer total school days. School-sponsored activities, medical absences verified by a note from a physician, up to three (3) college visits per school year, attendance at a funeral of a direct family member, a required court appearance, or a religious observance will not be considered countable absences toward “Good Standing.” PHS Admin reserves the right to determine countable vs. uncountable absences if necessary. School absences that do not meet the previously stated criteria but are excused by parents are countable absences.

Tardiness

*A cumulative total of fewer than 12 tardies.

Students failing to achieve “Good Standing” in all 3 categories (Academics, Daily Attendance, Tardiness) will not be permitted to attend the Homecoming Dance, Prom or other school events as designated. PHS Admin will communicate to students who are not in “Good Standing” periodically in hopes that this will motivate students to achieve “Good Standing.”

Individual Program Expectations

Individual coaches and sponsors may have program specific expectations that are unique to their particular program that students are expected to follow as a condition of participation and/ or lettering in the program. Such rules may exceed standards of the Platteview High School Parent-Student Handbook and NSAA By-laws, but may not be lower standards/expectations for participation in such a program. Any such additional standards and expectations that are program specific must be approved by the Activities Director and should be clearly communicated to all participants and parents in advance of participating in that program.

Sunday Activities

In order to provide students with sufficient time away from school for family-related interests, PHS does **not** allow the scheduling of athletics or activities practices on Sundays. In the event that a team or group has a unique scheduling event such as playing/performing on a Monday or if Districts/State are in the coming week, this rule can be waived by the Principal and/or the Activities Director.

Ejection from an Athletic 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 activity but not the next year.

Quitting or Being Removed from a Sport/Program

Any student 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/program.

Attendance

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.
3. On the day of a contest, performance or other activity, be in attendance for a minimum of four (4) full periods (no periods during day may be unexcused). A student who is not in attendance for four full periods (no periods during day may be unexcused) is ineligible for the contest, performance, or activity. Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception should be approved in advance by the Principal or Assistant Principal.

Academic Participation Policy

A student who chooses to participate in extracurricular activities and athletic programs must meet standards of the Nebraska School Activities Association and those of PHS in order to continue to participate and perform. Failure to do so may result in a loss of the privilege to participate in competition or performances, as outlined in the guidelines to follow. Any student who is participating in an extracurricular activity or athletic program, must be enrolled and pass at least 4 classes (20 credit hours) the previous semester in order to be eligible for varsity competition (NSAA Rule). In addition, Platteview High School has established weekly eligibility criteria for all NSAA extracurricular activities. Weekly eligibility will be established each Monday morning at 9:30AM throughout each semester beginning with the second full week of each semester. The criteria is as follows:

- No student may compete if they are in failing status in two (2) or more classes at time of weekly eligibility check.
- Students in failing status in two or more classes, will be declared ineligible to participate in game competitions or performances, but may continue to practice.
- Student that fail to serve detentions for other discipline (including tardy consequences) will be deemed ineligible at the discretion of the administration.
- Students notified of their ineligibility for competition or performance, should initiate contact with their teacher(s) to create a plan of improvement.

Procedures

- The PHS Activity Eligibility List will be generated beginning on the second full week of any new semester.
- All work submitted through 5PM on Friday each week will be included in grading for the next eligibility period.
- Teachers are asked to communicate with students that are failing or near failing. However, Schoology and PowerSchool are available for student and parent access.
- The PHS Activity Eligibility List is run on Monday mornings at 9:30 AM.
- The Athletic and Activities Director will send the PHS Activity Eligibility List to all athletic and activity coaches/sponsors each Monday AM.
- The Athletic and Activities Directors will notify parents/guardians of students (and students) on the ineligible list via email on Monday AM.
- Coach/Sponsors will make contact with the students on the ineligible list at practice or during class to notify them of their status.

Concussions: Return to Learn Protocol

Students who sustain a concussion and return to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical and academic staff until the student is fully recovered. *Parents are responsible for notifying the health office when their student sustains a concussion during any school or non-school related activity.*

The school administration of Platteview High School adopts NDE Guidance entitled “Bridging the Gap From Concussion to the Classroom,” as its return to learn protocol, with the recognition that each student who has sustained a concussion will require an individualized response which may require time away from a sport or activity.

Students who participate in any extracurricular program and have suffered a concussion must follow the process set up in Return to Learn. The athletic trainer and athletic director retain the right to hold out of practice or a contest any student who sustained any level of concussion and has not been cleared by a medical professional or completed the Return to Learn protocol.

Specific grounds for extracurricular discipline and areas such as drug & alcohol use [can be found at this link.](#)



Trojan Awards for Athletics and Activities

Students will be recognized at Honors Night in the following areas:

Mighty Trojan Award - Three-sport athletes for the current school year.

Iron Trojan Award - SENIORS who completed each season in three sports for all four years of high school.

Trojan Star Award - Students who participated in at least 4 activities during the current school year.

Golden Star Award - SENIORS who completed each season in at least 4 activities during all four years of high school.

Platinum Star Awards - Students who participated in a combination of at least 5 activities and athletics during the current school year

All Star Award - SENIORS who completed each season in a combination of at least 5 activities and athletics during all four years of high school.



SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS

2024-25



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

Dr. Ryan Saunders, Superintendent
Mrs. Heidi Zierott, Director of Learning
Mrs. Jaci Lucas, Director of Special Services
Ms. Nichole Baugh, Director of Public and Community Relations
Mr. Tim Seretta, Director of Technology
Mr. Doug Mann, Director of Maintenance

BOARD OF EDUCATION

Mrs. Lisa Roseland, President	Mr. Lee Smith, Treasurer
Mr. Kyle Fisher, Vice President	Mr. Brian Osborn, Member
Mrs. Brenda Guenther, Secretary	Mr. Adam Larson, Member

PURPOSE of the PLATTEVIEW CENTRAL OPERATIONS GUIDE

The Platteview Central Junior High School Operations Guide outlines procedural expectations for students and parents. The Springfield Platteview Community Schools District Handbook can be found online and is the policy that oversees all of our school operations and protocols.

The Operations Guide establishes the responsibilities of all students:

- Attend school to receive an education.
- Be on time for school and all classes.
- Come to class with necessary materials.
- Complete all in-class and homework assignments. Meet 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, if necessary. 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 metro area and have the academic success, extra-curricular opportunities, and educational climate to prove it! Thanks for your support. Let's have a great year!

Sincerely,

Darin Johnson
Principal

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Contact Information and School / Office Hours:

Mr. Darin Johnson, Principal - darin.johnson@spscne.org 402-339-5052
 Mrs. Sarah Svoboda, Counselor - sarah.svoboda@spscne.org 402-339-5052
 Mrs. Tren Svendsen, Office Manager - trendolyn.svendsen@spscne.org 402-339-5052

School Hours: Monday —> 9:10 AM-3:25 PM
 Tuesday through Friday —> 8:10 AM- 3:25 PM

Office Hours: Monday through Friday —> 7:30 AM-4:00 PM

Address: 14801 South 108th Street
 Springfield, NE 68059

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

Facebook: www.facebook.com/platteviewcentral

X: @platteviewcent

Daily Bell Schedule:

Mondays	<u>Late Start</u>	Regular	<u>Tues-Fri</u>	Early Dismissal	<u>1:25 PM</u>
<i>Period</i>	<i>Times</i>	<i>Period</i>	<i>Times</i>	<i>Period</i>	<i>Times</i>
1	9:10-9:54	1	8:10-8:54	1	8:10-8:39
2	9:58-10:37	2	8:58-9:42	2	8:43-9:12
3	10:41-11:20	3	9:46-10:30	3	9:16-9:45
4	11:24-12:03	4	10:34-11:18	4	9:49-10:18
5	12:07-1:16	Advisory	11:22-11:43	6	10:22-10:51
7 th Lunch	12:03-12:33	5	11:47-1:01	Advisory	10:55-11:16
8 th Lunch	12:46-1:16	7 th Lunch	11:43-12:13	5	11:20-12:19
6	1:20-1:59	8 th Lunch	12:31-1:01	7 th Lunch	11:16-11:46
7	2:03-2:42	6	1:05-1:49	8 th Lunch	11:49-12:19
8	2:46-3:25	7	1:53-2:37	7	12:23-12:52
		8	2:41-3:25	8	12:56-1:25

Staff Directory

Staff Name	Assignment	Email Address
Adams, Trish	Ass't Office Manager	trish.adams@spcsne.org
Behrens, Allison	Art	allison.behrens@spcsne.org
Bos, Michael	Industrial Tech I	michael.bos@spcsne.org
Caniglia, Katelynn	Family Consumer Sci	katelynn.caniglia@spcsne.org
Clayton, Shannon	Science 7	shannon.clayton@spcsne.org
Dan Craney	Industrial Tech II	daniel.craney@spcsne.org
Crouse, Nick	Strength and Condition	nicholas.crouse@spcsne.org
Elder, Christina	PE / Health	christina.elder@spcsne.org
Erhart, Kathe	Media Center Para	kathe.erhart@spcsne.org
Farr, Denise	Evening Custodian	denise.farr@spcsne.org
Gray, Daylene	Language Arts 8	daylene.gray@spcsne.org
Jenson, Scott	Physical Education	scott.jenson@spcsne.org
Johnson, Darin	Principal	darin.johnson@spcsne.org
Kroll, Morgan	Chorus	morgan.kroll@spcsne.org
Kuhl, Adam	Physical Education	adam.kuhl@spcsne.org
Layher, Patti	Keyboarding	patricia.layher@spcsne.org
Laughlin, Frank	Social Studies 7	frank.laughlin@spcsne.org
Lodes, Julie	Computer Science	julie.lodes@spcsne.org
Lusienski, Zach	Math 7	zachary.lusienski@spcsne.org
Morehead, Barbara	Special Education 8	barbara.morehead@spcsne.org
Murphy, Bobbi	Health Para	roberta.murphy@spcsne.org
Robertson, Tony	Custodian	tony.robertson@spcsne.org
Scanlan, Arlis	Reading 7	arlis.scanlan@spcsne.org
Sloup, Madison	Secondary Speech Path	madison.sloup@spcsne.org
Soneson, Andrew	Social Studies 8	andrew.soneson@spcsne.org
Spiehs, Shari	Media Specialist	shari.spiehs@spcsne.org
Starks, Teresa	Business Basics	teresa.starks@spcsne.org
Steinke, Alex	Band	alex.steinke@spcsne.org
Stork, Bridget	Language Arts 7	bridget.stork@spcsne.org
Svendsen, Tren	Office Manager	trendolyn.svendsen@spcsne.org
Svoboda, Sarah	Counselor	sarah.svoboda@spcsne.org
Kevin Thoendel	Assistant Band	kevin.thoendel@spcsne.org
Thomas, Tina	Science 8	tina.thomas@spcsne.org
Wills, Cole	Math 8	cole.wills@spcsne.org
Woodward, Marty	Special Education	marty.woodward@spcsne.org
Zeleny, Kim	Spanish 8	kimberly.zeleny@spcsne.org

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. See district policy regarding attendance.
- *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 with the teacher. Educational efforts cannot be effective unless students take responsibility and parents support our structural endeavors.
- *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 expected to follow rules and be courteous to everyone who works in our schools along with classmates and peers.
- *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 person.
- *Respect public property.* Schools are a community investment and resource for young people. Students who damage school property will be held responsible.
- *See that school correspondence to parents reaches home.* From time to time, we will send important paperwork home (grade reports, notification of events, etc.).

Boys Town Social Skills: Springfield Platteview Community Schools is committed to teaching all students important social skills. Examples of 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.

Important Dates

***All Mondays that school is in session will be a 9:10 AM start time, unless during Final Exams.

Semester 1

August 5-6	iPad Set Up Days, Physicals due, ALL paperwork completed
August 7-13	Teacher Workdays
August 8	7th/8th Orientation and Digital Citizenship
August 14	1 st day of School
August 28	School Pictures
September 2	Labor Day NO SCHOOL
September 27	NO SCHOOL - Teacher Professional Development Day
October 11	Mid-Semester
October 16-17	P/T Conferences 2-7:00 PM - Early Dismissal 1:25 PM
October 18	Teacher Comp Day - NO SCHOOL
November 27-29	Thanksgiving Break- NO SCHOOL
December 18-19	Early Dismissal 1:25 PM - Semester Finals
December 20	Early Dismissal 11:25 AM - Semester Finals
December 23-Jan 3	Winter Break - NO SCHOOL

Semester 2

January 6	1 st day of 2nd Semester
January 20	Martin Luther King Jr. Day- NO SCHOOL
February 12-13	P/T Conferences 2-7:30 PM - Early Dismissal 1:25 PM
February 14	Teacher Comp Day - NO SCHOOL
February 17	President's Day - NO SCHOOL
March 7	Mid-Semester
March 17-21	NO SCHOOL - Spring Break
April 4	NO SCHOOL - Teacher Professional Development Day
April 18 and 21	Holiday Break - Easter
May 19-20	Early Dismissal 1:25 PM - Semester Finals
May 21	Last Day for Students - Early Dismissal 11:25 AM - Finals
May 22	Teacher Work Day

Visitors

Parents and/or guardians are welcome at Platteview Central Junior High. Please check in at the office when arriving. 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 our campus must be approved ahead of time with the principal. All school doors are locked during the school day.

Drop-off and Pick-up of Students

The drive in front of Platteview Central and circle radius at the south end of the drive is for quick drop off and pick up. There is a designated area in the southeast corner of the high school parking lot if you arrive early for pick up. The parking stalls in front of PC are for staff only. The visitor parking stalls are for guests that have business in the building.

Closed Campus

Platteview Central is a closed campus. 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.

Final Exams

Final exams are held each semester. Attendance during final exams is expected. Please ensure that students are at school during final exams and that vacations for holidays and summer occur after the scheduled final exams are completed.

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 in the District Handbook for more information.

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, charger, case), materials, and equipment must be returned to the school. Fines for lost or damaged items must be paid before withdrawing from Platteview Central.

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, Personal Finance and Agriculture, Computer Science, General Music, Choir, Band, Spanish, Leadership, Creativity, and Family Consumer Science.

7th Grade Course of Study

<u>Subject</u>	<u>Length of Course</u>
Math 7 or JH Pre-Algebra	Year
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
WeOver Me Leadership	1 Semester Each, every other day
World of Music (elective)	1 Semester, every other day
Band (elective)	Year
Keyboarding	1 Semester, every other day
Technology I (elective)	1 Semester, every other day
Art (elective)	1 Semester, every other day
Guided Study	Year (if in Band, every other day)

***7th grade students may take junior high Pre-Algebra (or other advanced math classes) 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

<u>Subject</u>	<u>Length of Course</u>
Pre-Algebra	Year
Algebra or Geometry (for H.S. credit)	Year
Language Arts 8	Year
Science 8	Year
Social Studies 8	Year
Physical Education	Year, every other day
Choir (elective)	Year, every other day
Band (elective)	Year
Art (elective)	1 Semester, every other day
Business Basics (elective)	1 Semester, every other day
Health	1 Semester, every other day
Computer Science (elective)	1 Semester, every other day
Technology II (elective)	1 Semester, every other day
Personal Finance / Agriculture Ed.	1 Semester, every other day
Spanish (elective)	1 Semester, every other day
Family Consumer Science (elective)	1 Semester, every other day
Strength and Conditioning (elective)	1 Semester, every other day
Robotics and STEM (elective)	1 Semester, every other day
Create (elective)	1 Semester, every other day
Guided Study	Year (if in Band, every other day)

Citizenship Grade

Good citizenship is valued at Platteview Central. Along with an academic grade, each student will receive a citizenship grade on his/her report card based on established criteria.

Student comes to class prepared.

Student completes assignments on time.

Student follows all classroom rules and procedures.

Student attends class regularly.

Student is actively involved in class.

Student is respectful to themselves, others, and property.

Student works independently and/or well in groups.

Student cooperates and participates in class activities.

Student graciously accepts “no” for an answer.

Student stays on task.

Student uses technology appropriately.

Student makes appropriate comments at appropriate times.

Homework and Make-Up Work Policies

Homework supports learning 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 grader is recommended). This will develop habits for your student to become successful at high school and college levels of education, as well as 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. Daily assignments are posted online on our webpage.

Students need to make-up assignments and tests 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.

Cheating and Plagiarism

Any student caught cheating (providing answers or assignments, copying answers or assignments, accepting and turning in assignments not completed by themselves, plagiarizing, or any other act which violates the academic integrity of our school, including the use of ChatGPT or other A.I. platforms), is subject to the following consequences → Parents are notified. A detention is assigned. The assignment or assessment will be completed during detention (modified), a grade reduction of 1/3 (33%) will be administered. If multiple cheating violations occur, the consequences will double.

Schoology

Student assignments, grades, progress reports, and attendance records are available through use of PowerSchool and Schoology. To set up your Schoology account, please email our instructional technology department, by emailing Mr. Mahoney, at jeremy.mahoney@spscne.org.

Complete guidelines and instructions will be included in your account activation letter. It is important that each legal guardian protect their password. **PowerSchool and/or Schoology are 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 and/or principal.

7th Grade Supply List

All Classes: Bring a small pencil bag to each class everyday. Inside the pencil bag you need pens, pencils, and a set of ear buds/headphones (USB-C port). Also, you will need a yellow, pink, and green highlighter. In addition, please have your iPad charged and ready for each school day.

Art: Wood pencils (not mechanical), eraser

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

Choir: Pencil

Language Arts: Loose leaf paper, one folder, and a pack of colored pencils

Math: One 3-ring binder (1") with loose leaf paper, optional: calculator

Physical Education: Tennis shoes, socks, athletic shorts (not made of jean or khaki material), t-shirt, or sweats (not to be the same clothes you are wearing to school for the day)

Reading: One two-pocket folder, pack of pencils

Science: One two pocket folder, colored pencils

Social Studies: One folder for handouts and one spiral notebook

Keyboarding: headphones that plug into a computer

8th Grade Supply List

All Classes: Bring a small pencil bag to each class everyday. Inside the pencil bag you need pens, pencils, highlighter, glue stick, colored pencils, scissors, and a set of ear buds/headphones. In addition, please have your iPad charged and ready for each school day.

Art: Wood pencils (not mechanical), eraser, folder

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

Family Consumer Sciences: A box of colored pencils

Health: Notebook, pencil, iPad

Language Arts: Pencils, red pen, colored pencils, highlighter, glue or glue sticks, scissors

Computer Science: iPad

Choir: Pencil

Algebra: One black 3-ring binder (1") with loose-leaf paper, pencils, red pen, scientific calculator (optional)

Pre-Algebra: One black 3-ring binder (1") with loose-leaf paper, pencils, red pen, calculator (optional)

Physical Education/Strength and Conditioning Foundations: Tennis shoes, socks, athletic shorts (not made of jean or khaki material), t-shirt, or sweats

Science: Two spiral notebooks with at least 50 pages, 1 folder, scissors

Social Studies: 1.5 inch 3 ring binder, highlighter, spiral notebook, loose-leaf 3 hole punched notebook paper

Spanish: Folder

Middle School Assistance Process (MSAP):

Students are expected to complete each assignment given by each teacher, on time. 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 at a satisfactory level at the time it is due, the student will be assigned to MSAP.
- (2) Parents will be contacted when after-school attendance at MSAP is required for the student to be successful.
- (3) MSAP will be from 3:25-4:05 PM on a daily basis for all teacher identified students. Students that participate in athletics or clubs after school will go to MSAP prior to their activity.
- (4) Students who do not report to MSAP as directed by a teacher may earn discipline consequences.

Watch List MSAP

- (1) MSAP for Watch List will begin after the first six weeks of each semester
- (2) Parents of students who appear on the Watch List for earning 3 or more D's and F's will be contacted for their student to stay for MSAP during the week.

Guided Study

Platteview Central students will be assigned to Guided Study in both 7th and 8th grade. 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.

Guided Study Intervention

As an alternative to MSAP, Guided Study intervention can/will happen during Guided Study period. Students that are on the D's and F's list may be assigned to Guided Study Intervention, along with any students who have not turned in homework or completed it to teacher satisfaction. A teacher will be available to oversee Guided Study Intervention.

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 "homework 7" or "homework 8" in the left hand menu, under "Parents" or "Students." Homework remains posted for one week.

Grade Reports

Grade reports will be issued at least four times per school year. These reports will be at the end of each of the four quarters along with Parent Teacher Conferences in February. Grade reports communicate academic achievement, citizenship standing, tardies, and student absences. Semester grades are used to establish GPA.

Media Center

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 business-like, possess paper and writing instrument(s), and display appropriate behavior throughout the entire period. Students who violate media center rules are subject to the loss of privileges for a stated period of time and/or additional school discipline. 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 book checkout privileges. Students will be allowed to use both the junior high and senior high libraries for reference materials. A Platteview Central student should always have a book in their possession for quiet reading opportunities and earning Accelerated Reader Book Points in ELA classes.

Lost and Found

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

Student Activities and Programs

Student Council:

The Platteview Central Student Council is comprised of students in 7th and 8th grade who are elected by the student body and/or teacher teams. 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 acceptable 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 may take World of Music as one of their elective 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 Holiday Concert, a Fall Concert, a Spring Concert and a Music Contest. It 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 established 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 3.7 GPA, recommendations by members of the faculty and the school principal. Candidates for induction into the National Junior Honor Society will be selected based on character, leadership, and service in addition to academic excellence.

HAL (High Ability Learners):

The purpose of the HAL program is to provide gifted students with challenges that go beyond those offered in the regular classroom. HAL also provides an opportunity to improve decision-making skills by planning individual/group activities. Qualification for the HAL program involves three levels of criteria. The student must qualify in all of the following areas: test scores, teacher recommendation, and gifted placement exams.

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

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

WeOverMe Character Traits → Nominations for WeOverMe come when students demonstrate outstanding qualities in specific areas, such as: Kindness, Respect of Others, Responsibility and Determination. These are awarded on a monthly basis with students earning small prizes.

Advisory Period: Advisory is a chance for students to meet consistently with one teacher who will serve as their adult advocate for the period of one school year.

Mission Statement: Daily and intentional time will be reserved to ensure every student at Platteview Central has at least one trusted adult advocate who will stand by them to listen, advise, mentor, and lead.

Sample Activities: Tracking grades, attendance, tardies, and discipline. Individual student meetings. Team building activities. ACT prep. MAP testing prep. Interventions. Exploration of study. Enrichment activities. Career education skill building. Core study practice. Reading. Character building and development. Games and competitions.

Athletics

Various athletic programs are available for both male and female student-athletes. A current school physical must be on file prior to participation in athletic practices or games. A 7th grade physical to begin the school year counts as the athletic physical. Activities throughout the school year include:

- 7th-8th grade boys' / girls' cross country (fall season)
- 7th-8th grade girls' volleyball (fall season)
- 7th-8th grade boys' football (fall season)
- 7th-8th grade boys' basketball (late fall season)
- 7th-8th grade girls' basketball (winter season)
- 7th-8th grade boys' and girls' wrestling (late winter season)
- 7th-8th grade girls' track (spring season)
- 7th-8th grade boys' track (spring season)

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.

Guidance Services:

There is a full-time counselor assigned to students in Grades 7-8. Counselor goals include: providing assistance to all students in selecting classes and activities; administering the junior high MAP and NSCAS tests; 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 (MAP Testing - Measures of Academic Progress) is administered in the fall of the school year and the Nebraska Student-Centered Assessment System (NSCAS) is administered during the latter half of Semester 2. NWEA testing includes assessments in Math, Science, Language, and Reading. NSCAS tests will cover Math and Reading in grades 7 and 8 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 data interpretation.

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 each semester. 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 administrative 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.

Safety Drills

Platteview Central will conduct a variety of safety drills throughout the year. All safety drills, which may include fire, severe weather, bomb, or intruder, are important precautionary measures. It is essential that when the first signal is given, everyone follows 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 or crisis situation. Most importantly, it is critical to follow teacher directions.

Food and Drinks

Food and drinks are prohibited at Platteview Central, except these limited scenarios as described below:

** A snack (healthy options only) may be eaten during the first five minutes of Period 3 each day.

** A water bottle (preferably clear) is allowable at all times at Platteview Central. The bottles can only contain water.

No other food or drink is allowed, except at lunch, under any circumstances, unless pre-authorized by a teacher or sponsor. Consequences for abuse of this rule will start with confiscated food or drink (not returned), and can lead to detentions.

Personal Phone Policy, Unauthorized Use

1st Violation	Device Confiscated	Returned at End of Day	Warning
2nd Violation	Device Confiscated	Returned at End of Day	1 Week Loss of Phone (office)
3rd Violation	Device Confiscated	Returned at End of Day	2 Week Loss of Phone (office)
4th Violation; 5th...	Device Confiscated	Returned at End of Day	4 Week Loss of Phone (office)

iPad Policy, Gaming or Unauthorized Use

1st Violation	Parents Notified by Teacher	Warning
2nd Violation	Parents Notified by Teacher	Lunch Detention
3rd Violation	Parents Notified by Administrator	Lunch Detention
4th Violation	Parents Notified by Administrator	2 Lunch Detentions
5th Violation	Parents Notified by Administrator	2 Lunch Detentions
6th Violation	Parents Notified by Administrator	4 Lunch Detentions
7th Violation	Parents Notified by Administrator	4 Lunch Detentions
	Consider -->	Loss of iPad for a Set Amount of Time

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 on a 9-week basis, 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. These are considered FREE tardies.
- 2) **3 or more tardies** - Lunch Detention assigned for each tardy.

Locker Rules and Regulations:

Locker combinations will be given to students at the beginning of the school year. Lockers should be kept neat and appropriate at all times. There will be periodic “locker clean-outs” 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 and athletic practices/games. Lockers come with built in combinations. It is expected that you lock up valuables at all times.

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

School Dances

Dances may 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.

School Closings

Any time school may be closed due to inclement weather, please listen to local television stations and check the district website. You will also receive district communication via email and/or text messaging. PLEASE DO NOT CALL THE SCHOOL FOR INFORMATION ON SCHOOL CLOSINGS. If school is open during inclement weather, parents may decide whether or not their children should attend school. We will work with you on an excused absence.

Remote Learning

Students may be expected to participate in Remote Learning from home through eLearning or other schoolwork as communicated by the Platteview Central principal.

Title IX

The school district prohibits sex discrimination in any education program or activity that it operates and individuals may report concerns or questions to the Title IX Coordinator. The school district's Title IX policy, notice, and other information may be accessed at the following link: <https://www.springfieldplatteview.org/Title-IX-Information>

Fee 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 \$45 for Tier 1 and \$75 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 - \$3.70; Milk - \$0.70; Breakfast - \$2.35; 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)	Fees and fines up to \$15 for damaged books (rebinding). Lost or ruined books are charged replacement cost, generally at a maximum of \$70.
Yearbook	Yearbooks are published and made available annually at a cost estimated to be around \$25. Yearbooks are an optional purchase.
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.
iPad Use	\$20 per year, per student; \$60 maximum per family, per year.
iPad Damage or Lost/Stolen iPad	\$0 for severely damaged or broken iPad; \$0 for cracked iPad (still usable); \$300 for lost or stolen iPad
iPad Puck and Cord	\$10 to replace damaged/lost/stolen cord * \$20 to replace puck * \$30 for both
School iPad Case	\$30 to replace damaged/lost/stolen case
Admission to Events	\$5 maximum per event. Students may purchase activity fee pass for \$40 per year. District and conference events hosted by the school, cost to be set by NSAA will not exceed \$20 per event.
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.

Springfield Platteview Community Schools

Westmont Elementary School Operations Guide 2024-2025



**Westmont Elementary School
13210 Glenn Street
Omaha, NE 68048
(402) 895-9602**

Springfield Platteview Community Schools

Board of Education

Mrs. Lisa Roseland, President
Mr. Kyle Fisher, Vice President
Mrs. Brenda Guenther, Secretary
Mr. Brian Osborn, Treasurer
Mr. Lee Smith
Dr. Adam Larson

District Administrative Office

District Administrative Offices
765 Main Street
Springfield, NE 68059
402-592-1300

Dr. Ryan Saunders
Mrs. Nichole Baugh
Mrs. Jacci Lucas
Mr. Tim Seretta
Mrs. Heidi Zierott

Superintendent
Director of Public Relations
Director of Special Services
Director of Technology
Director of Learning

Elementary Schools

Springfield Elementary

940 Main Street
Springfield, NE 68059
402-253-2245
Dr. Kaela Heneger, Principal

Westmont Elementary

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

Secondary Schools

Platteview Central Junior High

14801 S. 108th Street
Springfield, NE 68059
402-339-5052
Mr. Darin Johnson, Principal

Platteview Senior High

14801 S. 108th Street
Springfield, NE 68059
402-339-3606
Mr. Mike McLaughlin, Principal
Mr. Josh Siske, Assistant Principal/AD

Springfield Platteview Community Schools
Mission Statement

The mission of Springfield Platteview Community Schools is to ensure that all students acquire the college and career ready skills and behaviors necessary for each student to succeed now and into his/her future.

Dear Students and Parents:

On behalf of the faculty, administration, and board of education, we welcome you to another school year. We are looking forward to helping your children reach their learning potential and achieve their educational goals in the upcoming year.

Please read this Operations Guide carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this handbook. The student handbook is an extension of school policies and has the force and effect of board policy when approved by the Board of Education.

This Operations Guide contains information of value to every student and parent. It contains explanations of school regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do, ask a classroom teacher, contact the school office, or speak with me.

Sincerely,

Melissa Hasty, Principal
Westmont Elementary School
melissa.hasty@spcsne.org
(402) 895-9602

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SCHOOL DAY

Arrival and Dismissal Times

Monday: <ul style="list-style-type: none">● 9:00 Students enter the building● 9:10 Tardy bell rings● 3:05 K-1st Grades dismiss● 3:10 2nd-6th Grades dismiss
Tuesday-Friday: <ul style="list-style-type: none">● 8:00 Students enter the building● 8:10 Tardy bell rings● 3:05 K-1st Grades dismiss● 3:10 2nd-6th Grades dismiss
Breakfast Served: <ul style="list-style-type: none">● Monday 8:45-9:05● Tuesday-Friday 7:45-8:05

There is no supervision for students before 7:45 a.m. as teachers are preparing for the school day. We encourage students to arrive no earlier than 8:00 a.m. unless the student is eating breakfast. Students should enter the building through the front door. Thank you for your cooperation on this arrival time.

Arrival and Dismissal Safety Practices

To provide safety for the pedestrian and the driver, your cooperation in helping your child observe the following rules will be appreciated:

1. Parents are encouraged to plan with their children the shortest and safest route to/from school.
2. Students should cross streets using the designated crosswalks where safety patrol is present.
3. Parents should instruct their children to cross at corners or areas where school crossing signs are posted and should assist students in understanding safety procedures.
4. For the safety of all and to model proper crossing for students, all adults and students need to follow the guidance and directions of the safety patrol on duty. Including only crossing at designated patrolled crosswalks.
5. If students are transported by motor vehicle to school, please follow the procedure outlined below:
 - a. Instruct your child to enter and leave your vehicle from the curbside. Never enter or leave on the street side of a vehicle. A serious accident could result from a child darting across the street or coming out between two parked cars.
 - b. If you choose to meet your child along streets not adjacent to the school, instruct your child to use proper crosswalks or to cross at the proper intersection.
 - c. Please do not drop off students in any of our parking areas/lots.

Attendance

It is our goal to have every student in school as many school days as possible and to work with parents and guardians to help students understand the importance of being in school. Students may be excused for illness, or if parents request, the student may miss school for a family emergency or special family need. We encourage students who are not feeling well or are running a fever to stay home and get healthy.

Parents and guardians are asked to call the school office by 9:00 a.m. if a student will be absent. Please include the reason so that we can properly document the absences. As a building, we keep track of the illnesses that are affecting our students, so we are better able to respond to students' needs. Students may also be excused from school to participate in a school-approved activity. Unless the school is notified, a call will be made to the student's home or parents' place of work to verify the absence.

Required Attendance

- Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to district policy.

Expectations for Regular Attendance:

- Students are expected to attend every class, every day.
- The only "excused" absences shall be:
 - a.) absences when a licensed health care provider has confirmed in writing that, in his/her professional medical opinion and within his/her scope of practice, the student or a child whom the student is parenting is so physically or mentally ill that attendance of the student is impracticable or impossible;
 - b.) absences when the Nebraska State Patrol confirms in writing that weather conditions have made the roads impassable so that the student's attendance impracticable or impossible;
 - c.) student attendance at a school-sponsored activity;
 - d.) student has been suspended or expelled from school by the school district; and
 - e.) absences required by law enforcement, child protective services or a court of competent jurisdiction, confirmed in writing to the school district.
- All other absences, including absences for minor physical or mental illnesses, family events, routine medical appointments are simply "absences."

School Attendance on Days of Scheduled Activities

Students who are unexcused or sent home from school due to illness will not be permitted to practice or participate in an extracurricular contest, practice or performance unless the student has the building principal's prior permission to participate despite the absence.

Tardies

Students not in class on time will be counted as tardy. Many times parents do not know that their child has been tardy to school, parents will be provided official notice after 4 tardies. If deemed necessary, a conference may be requested. We hope that by keeping you informed, we can work together to help your child get to school on time.

Make-up Work

We appreciate parents'/guardians' conscientious regard for picking up homework for their child.

- If your child will be absent only one day, work may be made up or taken home upon return to school.
- If your child will be absent for an extended period of time, please contact the classroom teacher to plan for the completion of work. Students receive a minimum of two days for each day missed to complete make-up work.

Please call the school or email the child's classroom teacher in the morning to request homework to be picked up after school or sent home with a sibling.

Band

Students may participate in the elementary band and begin taking band lessons in 6th grade. Instruments will be provided by students or the school as provided by school policy. Fees may be charged as allowed or provided in the Public Elementary and Secondary Student Fee Authorization Act and the school's student fee policy or other applicable policy.

Before and After-School Care

Springfield Platteview Educational Foundation is proud to offer a before and after school program for K-6 students at Springfield Elementary School. Students from Westmont Elementary will be provided transportation to Springfield Elementary. If you are interested in the program and have additional questions, please contact the Kids Care Program Director [at kidscare@spcsne.org](mailto:kidscare@spcsne.org) or (402) 657-8125.

Birthday Treats/Prizes/Invitations

Bringing birthday treats or prizes is optional for parents/students. We request that any foods offered on the school campus meet or exceed the USDA Smart Snacks in school nutrition standards. This includes school lunches and treats brought in or sent to school by parents or guardians. All treats and prizes must be approved by the classroom teacher or building administration in advance. We are asking parents to choose snacks that meet the USDA Smart Snacks in school nutrition standards. The District will provide or make available to parents a [list of foods and beverages that meet Smart Snacks](#) nutrition standards and provide a [list of alternative ways to celebrate children](#) to be used as guidelines and resources when deciding how to celebrate your child's birthday.

The most convenient birthday treats are healthy, easy to hand out, do not require refrigeration, and are easy to clean up. If you choose to provide a treat, please provide the teacher with any serving items necessary to distribute the treats such as spatulas, eating utensils, plates, bowls, napkins, etc.

If you are having a birthday party for your child, please mail or email the invitations or phone parents, unless you are inviting the whole class (all the boys or all the girls is also acceptable). Sending invites to only select students is not acceptable. This is intended to help avoid hurt feelings on the part of anyone in the class who may not be invited to the party. It also keeps distractions from learning to a minimum. Invitations are not the responsibility of the school or school staff. **School staff will not be responsible for the delivery of invitations in any form (hard copy, digital, or electronic).**

Bus Regulations

Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers while transporting students. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles.

Requests to be dropped off at a point **not** on the regular route will not be accommodated unless extenuating circumstances arise and the request is approved by the transportation director or administration.

Students who are not regular route riders may not ride the bus home with a friend. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

Rules of Conduct on School Vehicles:

- 1) Students must obey the driver promptly.
- 2) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
- 3) Students are prohibited from fighting, engaging in bullying, harassment, or horseplay.
- 4) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
- 5) Students must remain seated and keep aisles and exits clear while the vehicle is moving.
- 6) Students are prohibited from throwing or passing objects on, from, or into vehicles.
- 7) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
- 8) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
- 9) Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
- 10) Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
- 11) Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
- 12) Students must respect the rights and safety of others at all times.
- 13) Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
- 14) Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
- 15) Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

Transportation Consequences

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include a note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short term or long term suspension from school, and/or expulsion.

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

Records

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

Transportation to Activities

The school district provides transportation of students who are participating in school-sponsored events and they must ride to those events in a school vehicle. Students who wish to take private transportation home from a school event must submit a release form to the sponsor that has been signed by that student's parent.

Transportation to School

Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

Bus Company Contact Information and Route Service Request:

Student Transportation of America
10201 Sapp Brothers Dr.
Omaha, NE 68138
402-884-4025
Assistant Manager: Chris Iske
[Route Service Request Form](#) (Link)

Candy and Gum

Students may not bring candy or gum to school unless they have prior permission from their classroom teacher or the administration.

Controlled Access Entry

All visitors will have to be buzzed in during school hours. Building doors will be locked at the start time of each of the school days. To enter any of the buildings, visitors will have to identify

themselves to office staff or other designated staff members who will have to grant them access. Once inside, all visitors must adhere to the following procedure: Upon entering the building or school grounds, all parents and visitors are required to sign in at the office and wear a visitor badge for the duration of their visit. Visitors are asked to check out at the conclusion of their visit.

Dens

We believe building strong relationships with students is vital to their success. One of the ways we do this is by having one or two staff members build strong relationships with students over the course of the seven years they could attend Westmont Elementary in Dens. The students have these people consistent in their lives throughout the entire time they attend here and if they have any problems they know they can go to their Den leader for help. Our Dens are held one day per month for 30 minutes. Students get a Den shirt and come together to learn social skills, practice good character traits and conduct team building activities.

Dismissal and Pick Up of Students

Classes are in session from the ringing of the tardy bell until the teacher dismisses the class. The bell at the end of the day is not a dismissal bell, and students may not leave their classrooms until they have been excused by their classroom teacher.

Students should go directly home or to a school-sanctioned activity after dismissal. It is important that all adults serve as good role models for safety. Please utilize the marked crosswalk and safety patrol personnel while crossing streets and driveways. Students should not play on school grounds after school unless supervised by a parent. Please talk with your child(ren) about their dismissal plans prior to leaving for school. Parents should call the office before 2:00 p.m. if there is a change in pick up routine for the child. The office will notify the student's teacher. Students who are not picked up 10 minutes after dismissal should go to the office to call parents and/or wait for parents. If parents cannot be reached, emergency contacts or other adults authorized to pick up will be called to come to pick up the student. If picking up your student(s) late becomes a pattern, a meeting with the building administration may be called in order to develop a plan. Action steps could include sending the student to the afterschool program (drop-in fees would be the responsibility of parents), and developing an alternative dismissal plan.

- Parents have a few options for pick up and drop off. Parents can use the car lane in the front loop, park in one of the designated parking spots in the front loop, or pick a designated location on Richland Drive where students can walk out to their car. If you choose to use the loop and your child is not outside at the time you pass through, a second trip through the drive may be necessary to keep the traffic flowing. When you see your student, please pull your car as far forward in the loop as you can get and over to the side. Please have them enter/exit your car on the curbside of the car for their safety.
- We respectfully ask you not to park your car in the loop at any time. If you need to leave your car, please park in the designated spots or on Richland Drive.
- Kindergarten and first grade students will be walked out of the building by staff for pick-up. Each parent is asked to complete a form indicating the child's after-school plan. Parents should keep the teachers informed of this plan or any deviation in routine.

Lost and Found

To help prevent lost articles, put your child's name on his/her belongings. If an article belonging to your child is missing, he/she should look in the lost and found area/box. All lost and found articles are to be taken to the lost and found area/box. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester. **Students are asked not to bring expensive or fragile possessions to school.** It is important for the school and home to stress to our children the importance of being responsible with one's personal belongings. Please know that the school cannot be responsible for lost, stolen, or broken personal items.

Cafeteria & Meal Procedures

All foods offered on the school campus should meet or exceed the USDA Smart Snacks in School nutrition standards. This includes school lunches, treats brought in by parents or celebrations. Please refer to the guidelines as you plan to join your student for lunch at school.

Students may choose to eat a hot lunch at school or bring a cold lunch.

1. If a child wants a hot lunch they may:
 - a. bring cash or check (\$3.50 per meal).
 - b. purchase an extra milk (\$.70).
2. Parents may apply for free or reduced-cost lunch for their child. [Free or Reduced Lunch Applications](http://springfieldplatteview.org) are available online at springfieldplatteview.org. Please complete a new application available at the beginning of each year. Paper applications are available for families to complete or pick up at the district office or at Westmont/Springfield Elementary Office. (Eligibility for the free/reduced lunch program is determined by federal guidelines.)
3. Parents may attend the lunch with their child at any time, and are encouraged to let the office know by 9:30 a.m. if purchasing a hot lunch. **Adult lunches cost \$5.00/meal and adult breakfasts cost \$3.00/meal.**

If you are planning to join us for lunch you are welcome to order lunch through the cafeteria or bring your own meal. When bringing your own lunch or bringing lunch for your child we are asking you to bring healthy items that meet the federal guidelines for healthy snacks or meals. You may be asked to dine in a separate location due to available space in the cafeteria. Please call the office prior to arriving at school so we can ensure there is space reserved for you during the lunch period. **Due to health concerns and diet restrictions you are only allowed to bring in food for your child. Please do not bring food in for other students or to share.** It is important that any food brought into school meets health standards and is encouraging students to make healthy choices. If you choose to bring your lunch, we would ask you to bring your lunch in an unmarked container/bag so as not to advertise or promote an outside company. This request is due to Federal Lunch Program Guidelines. Those guidelines prohibit the advertising or encouragement of competition for the federally subsidized lunch program. Thank you for understanding. We look forward to you joining us for lunch.

Cafeteria Expectations:

- All food must be consumed in the areas designated by the school.
- After students have eaten, they must return trays to the kitchen. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the

tray into the garbage cans provided. Forks and spoons should be placed in the pan with water, not thrown away.

- Students are to use proper manners, including eating quietly.
- Students may not throw food or other items.
- Second servings may be available to those who have made an effort to clean their trays and have requisite funds as required by board policy.
- Students should remain at their tables until they are dismissed.
- Students must treat lunch personnel with respect.
- Students who violate the above rules will be subject to disciplinary action.

School Breakfast Program

Westmont and Springfield Elementary Schools offer an optional before-school breakfast program. Breakfast is served at 7:45 a.m. each morning. The cost of breakfast is \$2.10/meal. Children of families whose income falls within federal guidelines may eat breakfast at a reduced cost or free.

Media Center

Students must check out material from the staff on duty. Each borrower is responsible for all books checked out in his/her name. If a book is lost and not found, the student must pay for it or replace it. Students must also pay for any damage they cause to library books.

Pets at School

Pets are an important part of many students' lives and can provide many good learning experiences. The school administration must approve a visit by a pet in advance. Pets should be brought for a school visit by a parent or guardian and in suitable carriers. The administration will ask for verification that the pet is up to date on vaccinations. (See Allergies)

Physical Education

The school district requires students to receive physical education to assist them in developing gross and fine motor skills. Students are not required to wear P.E. uniforms, but are encouraged to wear tennis shoes for P.E. Students are not allowed to wear anything that may cause injury to themselves or to their classmates. A written note from the child's physician should be provided in order to excuse a child from participating in physical education classes.

Pictures

The school district arranges for a photographer to be present at school in the fall to take class pictures. School pictures will be taken on August 29, 2024 and retakes will be on October 10, 2024. Parents who want pictures of their students or of their student's class composite may purchase them directly from the photographer.

Student Appearance

It is everyone's responsibility to promote a school atmosphere in which all SPCS students make the most of their learning opportunities. Students are asked to dress comfortably and appropriately for the weather and are reminded that items that disrupt the learning environment, including inappropriate clothing, will not be permitted. If a student's dress results in a disruption to the educational process, parents will be notified and a change of clothing required or a disruptive item removed.

Students are expected to dress in a way that is appropriate for a school setting. Students should not dress in a manner that is:

- dangerous to the student's health and safety or to the health and safety of others.
- distracting or indecent to the extent that it interferes with the learning and teaching process.

The following are examples of attire that are not 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:

- Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or would encourage "horse-play," or that exhibits beer, alcohol, tobacco, illegal drugs, obscene or lewd words or images that carry double meanings.
- Headwear including hats, caps, bandanas, hoods, and scarves (except during designated times or for religious reasons).
- Clothing that shows an inappropriate amount of bare skin or underwear (no "sagging" pants).
- Students may color their hair or wear their hair however they choose. If their hair color or style becomes a distraction to the learning environment, they will be asked to change it.

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 administration 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 administration for approval.

Textbook, Material, and Technology Fines/Fees

It is the responsibility of each student to give proper care to instructional equipment, materials, and supplies. Where carelessness leads to the destruction or loss of equipment or materials beyond normal use, the student and parent should make appropriate restitution.

Students must pay a fee to check out an iPad and MacBook (when approved) from Springfield Platteview Community Schools as part of our 1:1 iPad Initiative. If the parent does not want their student to check out the device and use it 24/7, the device must be returned to the school's media center at the end of each school day.

The current fee is \$20 annually per device, applicable for one academic school year. The fee should not exceed \$60 per family annually.

Coverage Table: The fee covers anything not covered by the AppleCare warranty program:

Claims	With Fee	Without Fee	Additional Fee	Replacement Cost
*Lost/Stolen iPad/Non-Repairable	\$300	\$350 (full replacement cost)	Sync Cable Only	\$10
Cracked iPad Screen (Remains Usable)	Covered	\$350 (full replacement cost)	Puck (Plug-In)	\$20
iPads Repairs	Covered	Actual Repair Cost (not to exceed \$350.00)	Puck and Sync Cable	\$30
*Lost, Stolen Laptop/Non-Repairable	\$500	\$750 (total replacement cost)	School Issued Case	\$30
Cracked Laptop Screen/ Repairs (Remains Usable)	Actual Repair Cost (not to exceed \$500.00)	Actual Repair Cost (not to exceed \$750.00)	Laptop Charger	\$79

*Fees will be applied at the district's discretion due to the incident.

Peripheral devices (e.g., Apple Pencil, Logitech Crayon) will be charged to the student at the district's cost for replacement.

Parents will have the option to pay the annual fee of \$20. Since MacBooks do not have Apple Care, the district will apply fees at its discretion due to the incident.

If an outstanding fee (including lunch balance) from the previous year, devices will not be issued in the new school year.

The student/guardian will review and sign off on these fees during returning student verification.

SAFETY

Springfield Platteview Elementary Expectations **• BE SAFE • BE RESPONSIBLE • BE RESPECTFUL • BE KIND**

Be Safe

Keep their bodies and objects to themselves. Always walk in the building.

Be Responsible

Follow the directions of all adults the first time. Take good care of all property. Listen actively and be ready to learn. Do your personal best.

Be Respectful

Use appropriate language and tone of voice. Treat everyone as you would like to be treated.
No bullying.

Be Kind

Help others, include others, work to cheer others up.

Students and staff are asked to follow this guideline: Treat everyone as you would like to be treated. We believe in holding children accountable for behavior by allowing consequences that teach children appropriate behavior. Teachers will establish classroom conduct rules that students must obey. Children are given opportunities to think about their behavior and make good decisions. We encourage students to manage their own behavior by not making problems for themselves or others. 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.

Bicycles, Skateboards, Rollerblades, Scooters, Anything With Wheels

Parents should use their judgment concerning the capabilities of their children to handle a bicycle and the traffic in which the child will have to ride. Bikes, skateboards, rollerblades, and scooters must be walked on and off the school grounds on the sidewalks. Bicycle racks are provided for bikes to be parked during the school day. We recommend your child lock the bicycle while in the rack.

Rollerblades, scooters, skateboards, and shoes with wheels are not to be used on school grounds. If your child has any of these items, they must be taken off and carried once they arrive on school grounds. Storing these items during the school day is a concern. Students are

responsible for storing their own items within the personal space allotted in the classroom or locker area.

Bike racks are located at the front of the building near the flagpole.

Bullying

SPCS is proactive in educating all students with good social skills and behaviors is integrated throughout all curriculum; including, but not limited to counseling courses, all-school assemblies, and programming. Bullying is not acceptable and will be dealt with on a case-by-case basis under the prohibited student conduct and procedures outlined within the district handbook.

The Centers for Disease Control and Prevention defines bullying as “any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.” Nebraska statute defines bullying as “an ongoing pattern of physical, verbal or electronic abuse.” The District’s administrators will consider these definitions when determining whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors. Bullying can include: making threats, spreading rumors, attacking someone physically or verbally, unwanted attention, or excluding someone on purpose.

Cell Phones and Smart Watches (Students’)

We understand parents want their students to have cell devices for after-school communication. If you want your student to have a cellular device (phones, watches, rings, tablets, or any device that can send and receive messages or connect to the internet), it must be turned off during the school day. Students may not use cell phones or other electronic devices while at school, except as permitted by a supervising adult.

Students may use cell phones or other electronic devices on the school sidewalks and in the common areas of the school before and after school, so long as they do not create a distraction or a disruption. All devices need to be stored and out of sight from the late bell at 8:10 a.m. until the end of the day. Students may not use cell phones or other electronic devices while they are in locker rooms or restrooms. Each teacher will designate a safe place to store cellular devices within the classroom. Teachers will give students an opportunity to check their devices for messages from parents prior to being dismissed in order to confirm. Students are not to use their personal cellular devices throughout the day.

Students must comply with each teacher’s classroom expectations regarding cell phone use in class.

Students may not use cell phones or other electronic devices while riding in a school vehicle unless they have express permission to do so from the vehicle’s driver.

Students shall be personally and solely responsible for the security of their cell phones and other personal electronic devices. The district is not responsible for theft, loss or damage of any personal electronic communication devices or any calls made on a device/cell phone.

Any unauthorized or inappropriate use of a cellular or personal electronic communication device during the day will lead the teacher to confiscate and store the device in the office. On the first offense, the student will pick up the phone in the office after the bell rings with a warning. The second offense, the student will come to the office and call their parents (on the

school phone) to explain that the phone was taken away and why before the phone is returned to the student at the end of the day. The third offense, the device will be stored in the office until parents can come and pick up the student's device. Additional consequences may be put in place as needed. The school is not responsible for electronic devices brought from home.

Emergency Protocol

In the interest of creating the safest environment possible for all our students and staff, Springfield Platteview Public Schools has adopted a consistent district-wide vocabulary, protocol, and practice for defining our response to various school incidents. The ability to effectively respond to natural or manmade emergencies and disasters is an essential component of any emergency operations/response plan in our schools – and a critical ingredient in the safe school recipe is the uniform classroom response to an incident at school. Weather events, fires, accidents, intruders, and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff, and administration.

SPCS has adopted a school district's safety program utilizing the Standard Response Protocol. There are four specific actions that can be performed during a critical incident or emergency:

- Hold (in your room or area)
- Secure (get inside, lock outside doors, secure the perimeter)
- Lockdown (locks, lights, out of sight)
- Evacuate (to the announced location)
- Shelter (using announced type and method)



Hold is followed by the Directive: **“In Your Room or Area”** and is the protocol used when hallways need to be kept clear of occupants.



Secure is followed by the Directive: **“Get Inside. Lock Outside Doors”** and is the protocol used to safeguard people within the building.



Lockdown is followed by **“Locks, Lights, Out of Sight”** and is the protocol used to secure individual rooms and keep occupants quiet and in place.



Evacuate and may be followed by a location, and is used to move people from one location to a different location in or out of the building.



Shelter State the **Hazard and Safety Strategy** for group and self protection.

Emergency Protocol Drills (Fire, Intruder, and Tornado)

All schools will hold routine safety drills throughout the year, so students know what to do in case of an emergency, fire, or tornado in order to be safe. The safety of students is a top priority. Classroom teachers will provide students with detailed instructions on all safety drills and protocols. All schools cooperate with the local authorities to make sure the most effective safety procedures are followed.

Field Trips

Classes occasionally take field trips off school property for educational enrichment. A student's parent, or "caregiver" as that term is defined in the Nebraska Strengthening Families Act, must authorize a student to participate in a field trip by signing a permission slip and providing it to the school before the field trip. These forms are filled out during enrollment and are kept on file for the entire school year. Students who have not completed classroom work on time may not be allowed to attend field trips. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

Field trips provide students with opportunities to learn about our community and more in-depth about an area of study. Some field trips may benefit from adult chaperone participation. The need for chaperones will be determined on an individual basis. Most often, chaperones will be asked to meet the students at the field trip location or to meet at school to follow the bus in their personal vehicle. School buses are primarily used to transport students on field trips. Students will ride to field trips with their classmates on school-sponsored transportation. If a parent wants to have their child ride home with them from a school-sponsored trip, they must fill out a release form. Teachers and sponsors will have the release forms with them. Parents will be notified before each field trip as to the destination, date, and time of the trip. At times chaperones will be required to attend a meeting prior to the field trip. Chaperones are required to follow the grouping expectations, and always be with another adult while chaperoning. Students and chaperones are expected to demonstrate appropriate conduct as a basis for participation on field trips.

Lockers and Other School Property

The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students should not expect privacy regarding usage of or items placed in or on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers, and other such property may be conducted at the discretion of the administration. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.

Personal Items

The school provides the necessary equipment for classroom and school day activities. Students should not bring items such as athletic equipment, electronic devices, toys, or other similar personal items to school unless they have the prior permission of their classroom teacher or a school administrator. The school is not responsible for damaged or lost personal items or equipment. If items of this nature do come to school, they may, upon the request of teachers or administrators, be stored in the office, or parents may be contacted to pick them up. SPCS does not provide insurance for personal items, nor is it responsible for lost or stolen items or money.

We discourage students from bringing electronic devices to school. If brought, it is the student's responsibility to secure and must be turned off during the school day.

Playground/Outside

When weather permits, every attempt will be made to use the playground for recess. If children are not well enough to play outside, they are usually not well enough to be in school. Unless a physician's excuse has been obtained, a note from a parent is required if a child is to remain indoors during recess. The note should state the reason for the request.

Students are encouraged to dress appropriately for the weather. During wet, snowy weather, students not adequately attired for the conditions (outdoor boots, snow pants, etc.) will be asked to remain on the hard-surfaced play area for recess. Students must be able to put on their snow gear independently.

We will be going outside for recess or lining up in the morning outside if the temperature (actual, feels like, and wind chill) is **above 10 degrees**.

- Precipitation may cause us to stay indoors even if the temperature is above 10 degrees.
- Boots, snow pants, and a pair of dry shoes to change into are required for any student wishing to leave the blacktop area when snow is present.
- When the temperature drops students may be asked to add an additional layer of clothing to what they are wearing while in the building. (Coats, hats, and gloves are the best attire to keep students' skin covered while playing outside.) When the temperature (actual, feels like, and wind chill) is below 35 degrees, students will need to add an extra layer (hoodie, coat, jacket, sweatpants). Ultimately, supervising staff will decide when coats are required for recess.

Recess serves two purposes - a brain break from learning and time to build good social skills. Students will be supervised at play and must stay in designated play areas away from the roads, parking lots or hidden areas on the playground (not behind the tree line or between the school and the storage shed, etc.)

Playground Expectations

The school's playgrounds, equipment, and surrounding areas are generally not supervised. Staff will supervise students when the students are using their areas as part of the school day or as part of a school activity. At all other times and in all other circumstances, the school district does not provide supervision of its playgrounds, equipment and surrounding areas.

Students must follow these rules to keep the playground safe when they are using the playground as part of the school day:

- Students must obey the playground supervisor at all times.
- Students may not enter the street/highway/parking lot to retrieve a ball unless given permission by the playground supervisor.
- Students must play away from the school windows.
- Any game that includes tackling, shoving, or rough physical contact is prohibited.
- Students may throw balls and other authorized play equipment. They may not throw rocks, gravel, snowballs, and clothing.
- Students must use the playground equipment properly and in a safe manner.
- Students may not leave the playground after they have arrived at school for the day.

Students who violate these rules will be disciplined with the loss of recess or other privileges, detention and/or other consequences.

Safety Patrol

Our safety patrol personnel and sixth graders help students cross the street safely at two locations as they walk to and from school. Safety patrol staff and students are on duty starting at 8:00-8:10 a.m. in the morning and from 3:05-3:15 p.m. in the afternoon. There are two spots where we cross students. The first one is on Glenn Street just west of the exit to our front drop off loop and the second crossing is on Richland Drive just north of the entrance to the staff parking lot. All walking students are required to use one of these two locations unless a parent or guardian is present and walking their student to school.

Watch D.O.G.S. (Dads of Great Students)

The WATCH D.O.G.S.® program is one of the nation's largest and most respected school-based, family, and community engagement organizations and is designed and developed by educators, experts and parent & guardian volunteers over more than two decades.

The program helps provide positive male role models for the students, demonstrating by their presence that education is important. It also provides extra sets of eyes and ears to enhance school security, reduce bullying and provide a greater sense of campus safety allowing students and teachers to focus on learning and instruction.

Dads are encouraged to volunteer. You could sign up for any amount of time you are available. No amount of time is too little. It is completely up to you and your availability. It could be one day per school week/month/year or an hour per day. If you are interested in volunteering here at school, please contact the school office.

Weapons or Perceived Weapons

Knives or any other item that might be considered a weapon (including toys that resemble a weapon) are strictly prohibited and should NEVER be brought to school.

According to state law, school personnel have the right at any time to search desks, school space assigned to students, or other school property such as computers or iPads. Students' personal belongings can be searched if there is reasonable suspicion of evidence of a rule or criminal violation.

SUPPORT SERVICES

Allergies

Due to the increasing number of students with allergies to certain foods, animals, or other materials, parents must get approval from the classroom teacher or building administration prior to bringing in any snack, treats, or pets into the building. The administration has the authority to restrict any foods, pets, or items allowed into the building if they believe the risk to other students warrants such restrictions.

If your child has an allergy or health concern, please set up an appointment to meet with our school district nurse and turn in the appropriate paperwork. The safety and health of our students is our utmost concern. Having their action plans on file helps us care for their individual needs.

Counseling Services

SPCS is proud to be able to offer elementary counseling services. 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.

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 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 a medical professional or it is part of an individual health plan.

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 an 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. This person is, however, on-call to any building at any time during school hours.

Medications

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled Methods of Competency Assessment of School Staff Who Administer Medication), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

Prescription Medication

(1) Parents/guardians must provide a physician's written authorization for the administration of the medication. (2) Parents/guardians must provide their own written permission for the administration of the medication. (3) The medication must be brought to school in the

prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

Non-prescription Medication

(1) Parents/guardians must provide written permission for the administration of the medication. (2) The medication must be brought to the school in the manufacturer's container. (3) The container must be labeled with the child's name and with directions for provision or administration of the medication.

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

Health Screenings

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 a written statement(s) from a qualified examiner annually that the child has received the minimum required screenings within the previous six months and there are no concerns, or the child will be screened at school.

For additional information, please, see the district website at <https://www.springfieldplatteview.org/Health-Services>.

HOME/SCHOOL COMMUNICATION

Change of Address, Phone Numbers, Work, etc.

Parents are requested to notify the school office staff whenever there is an address, a home telephone or a work telephone number change. Also, please report any changes 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. Parents are now able and encouraged to update this information online throughout the year on Parent Web. The Parent Web link is found on our district website www.springfieldplatteview.org. In order to receive emergency information or important notices from the district please opt into receiving communication through [School Messenger](#)

Communicating Student Progress with Parents

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Parents will also be notified of their student's possible failure to meet graduation requirements. Other pertinent information will be communicated to parents by mail or by personal contact. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school.

Report cards and progress reports will be sent home throughout the school year. Although teacher conferences with parents are scheduled twice a year, parents with questions about their child's academic progress should feel free to contact the teacher through email or by phone before or after the school day. In addition, you are also welcome to utilize school provided communication tools such as Schoology, SeeSaw, SPCSNE.org email, PowerSchool to ask questions or gain information about your student's progress. If you wish to meet with a staff member in person, please schedule those appointments in advance.

Homework

Homework refers to the tasks that a student is given to do on his/her own time after school hours. A student should experience a regularly scheduled time at home, free of distractions or interruptions, where he/she can develop self-discipline and individual responsibility for learning. The type of home study assigned will be appropriate for the developmental and instructional level of the student. When students are not assigned specific homework practice, it would be beneficial for them to read a book, practice spelling words or math facts, or write a story.

Students who struggle to complete assignments or who must spend an inordinate amount of time completing an assignment should seek the help and advice of their teachers..

At the beginning of the year, classroom teachers will send home "homework expectations" appropriate to the age of the students. Students who do not meet homework expectations, may be required to to make up missing or unfinished assignments before school, after school, or another determined time with the teacher. Parents will be notified prior to serving this time in order to make arrangements (childcare, transportation, etc.)

Parent Concern Procedure

If parents have a concern regarding a situation in their child's school, as outlined by the 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 7:45 a.m. - 8:00 a.m. and 3:15 p.m. - 3:25 p.m. for teachers at Westmont Elementary. If the matter cannot be resolved, the parent should then request a conference with the building administration. 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 twice a year, once during the first semester and once during the second semester. Conferences are opportunities for parents and teachers to discuss progress, strengths, and areas for improvement in each child. Please note that we will only be able to provide one conference time per child. A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times. Having both parents or guardians present at the same conference ensures that each parent hears the same information at the same time. Parents are encouraged at any time to contact their child's teacher(s) in the event of questions or concerns about their child's progress.

Parent teacher conferences will be held on October 16th and 17th and February 12th and 13th from 2.-7 p.m. each night. You will be sent an email from PTC Fast to select a time to sign up for your student's conferences.

Parent-Teacher Organizations

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 within our school's newsletters.

School News

Announcements are published in the school Newsletter and Website. To access the website enter <https://www.springfieldplatteview.org/School-Info> click on Schools and Westmont Elementary. The newsletters will be published throughout the year and will be available both online and sent through email. Another way that we will be sharing school updates and news will be through our schools' official X accounts and Facebook Pages. The links to these accounts are on the websites. Please check your child's weekly Friday folder for news items.

Student Placement

All teachers work as a professional learning community at SPCS. As a team we collaborate about all students in their grade levels to discuss the best approaches to meet the needs of the students academically, behaviorally, socially, and emotionally. Many components are considered when developing a class list. The teachers at each grade level, specialists, and building administration begin building class lists for the next year using the following criteria:

- Academic Needs
- Learning Styles
- Classroom Dynamics (behavior, social, emotional, and personality considerations among students)

A great deal of thought and effort goes into making these class lists. Granting every request would undo the long process that has been carefully put together and jeopardize the integrity of that work. In addition, children need to work in and with a variety of circumstances now and in the future, both in terms of personnel and environment.

If you feel you have some circumstances that you feel you must address, please do the following:

- Make a formal request in writing to the building principal, addressing your child's learning style and the type, not the name, of the teacher that would benefit your child, **prior to June 1st.**
- If there has been a request made in a previous year that still applies, such as not placing your child with another particular student, please make sure we are aware of the necessary details again for placement.

The building administration has the final say when developing a class list. We appreciate your understanding of the process, and we look forward to another terrific school year.

Student Use of Telephone

Parents who need to contact or visit with their child during the school day will be asked to leave their messages with the secretaries. Families should make arrangements for after-school pick up prior to each day so as to eliminate the need to use the telephone after school. Permission for students' use of the phone will be determined by staff.

Visitors

Parents or legal guardians are encouraged to visit the school. All visits, including lunch, playground, and classroom visits, need to be arranged with and are at the discretion of the administration. For the safety and security of students, staff and our guests, all visitors are required to check in at the main entrance and may be asked to provide identification. Office staff will issue a nametag to inform other building staff that permission has been given and that the visitor has checked in at the office.

- Children not enrolled at Westmont may visit the school during lunch period when accompanied by an adult.
- We know that children often have additional important people in their lives that may want to visit school. If someone besides a parent or legal guardian is planning to visit the school (grandparent, older sibling, adopted grandparent, etc.), parents or legal guardians must call prior to the guest arriving at school to give them permission for a visit and ensure that the visit can be accommodated. Please include the guest's name, the relationship, and the anticipated time frame. When they check-in at the office, they will be asked to provide identification.
- Visitors are encouraged to limit personal items brought into the building. Extra belongings can be hard to store or have with you.

When visiting the school, we hope you have a wonderful time interacting with your students, learning more about their school day, or helping them make memories. Some students are not allowed to be photographed. Please refrain from taking photos unless permission has been given by school personnel. When communicating with other people's children, interactions need to be positive. Any concerns need to be directed to school personnel. We want visits to be a positive experience for all.

Weather Emergencies

The decision to close schools or have a late start due to extreme weather is made as early as possible by the Superintendent of Schools. All weather-related announcements concerning the

cancellation of school, late starts, early dismissals, as well as emergency closings are made on local television and radio stations. Notification will also be sent out to parents who are registered to receive [School Messenger Alerts](#). Every attempt will be made to avoid closing schools once classes are in session. Parents will be asked to complete an emergency plan for their child to follow if emergency closings during the school day should occur. The ultimate decision as to whether a child will attend school rests with the parents.

After three days of school cancellation for snow/severe weather or any other reason, students may be expected to participate in school remotely from home through eLearning or other schoolwork as communicated by the school's principal.

When a late start is called, the school will utilize the following schedule and buses will run accordingly if at all possible.

Weather or Emergency Late Start Schedule

Monday-Friday:

- 10:00 Students enter the building
- 10:10 Tardy bell rings
- 3:05 K-1st Grade dismisses
- 3:10 2nd-6th Grade dismisses

Breakfast Served:

- Monday-Friday 9:45-10:05

Supervision will be on duty at 9:45 when a late start is needed due to weather or emergency-related late starts. Families needing to drop off students prior to 9:45, please see Kids Care for drop-in options.

2024-2025 SPCS School Calendar

Springfield Platteview Community Schools

2024-2025

	AUGUST 2024	JANUARY 2025													
	Su Mo Tu We Th Fr Sa	Su Mo Tu We Th Fr Sa													
7 New Teacher Workshop															1-2 Winter Break No School
8 All Certified Staff Report					1	2	3				1	2	3	4	3 Teacher Work Day No School
13 All Classified Staff Report	4	5	6	7	8	9	10	5	6	7	8	9	10	11	6 1st Day of 2nd Semester
14 First Day of Classes	11	12	13	14	15	16	17	12	13	14	15	16	17	18	
	18	19	20	21	22	23	24	19	20	21	22	23	24	25	
	25	26	27	28	29	30	31	26	27	28	29	30	31		20 Martin Luther King Day No School
	SEPTEMBER 2024	FEBRUARY 2025													
	Su Mo Tu We Th Fr Sa	Su Mo Tu We Th Fr Sa													
2 Labor Day - No School	1	2	3	4	5	6	7	2	3	4	5	6	7	8	12-13 Early Dismissal 1:25 PT Conferences
	8	9	10	11	12	13	14	9	10	11	12	13	14	15	14 Comp Day - No School
27 Teacher In-Service No School	15	16	17	18	19	20	21	16	17	18	19	20	21	22	17 President's Day No School
	22	23	24	25	26	27	28	23	24	25	26	27	28		
	29	30													
	OCTOBER 2024	MARCH 2025													
	Su Mo Tu We Th Fr Sa	Su Mo Tu We Th Fr Sa													
11 End of 1st Quarter			1	2	3	4	5							1	7 End of 3rd Quarter
	6	7	8	9	10	11	12	2	3	4	5	6	7	8	
16-17 Early Dismissal 1:25 PT Conferences	13	14	15	16	17	18	19	9	10	11	12	13	14	15	17-21 Spring Break-No School
	20	21	22	23	24	25	26	16	17	18	19	20	21	22	
18 Comp Day - No School	27	28	29	30	31			23	24	25	26	27	28	29	
								30	31						
	NOVEMBER 2024	APRIL 2025													
	Su Mo Tu We Th Fr Sa	Su Mo Tu We Th Fr Sa													
						1	2			1	2	3	4	5	4 Teacher In-Service No School
	3	4	5	6	7	8	9	6	7	8	9	10	11	12	
27-29 Thanksgiving Break No School	10	11	12	13	14	15	16	13	14	15	16	17	18	19	18 No School
	17	18	19	20	21	22	23	20	21	22	23	24	25	26	21 No School
	24	25	26	27	28	29	30	27	28	29	30				
	December 2024	MAY 2025													
	Su Mo Tu We Th Fr Sa	Su Mo Tu We Th Fr Sa													
18-19 Early Dismissal 1:25	1	2	3	4	5	6	7					1	2	3	14 Last Day for Seniors 18 Commencement
	8	9	10	11	12	13	14	4	5	6	7	8	9	10	19 NO LATE START Non-Monday start time
20 Early Dismissal 11:25 1/2 Teacher Contract Day End of 1st Semester	15	16	17	18	19	20	21	11	12	13	14	15	16	17	19-20 Early Dismissal 1:25
	22	23	24	25	26	27	28	18	19	20	21	22	23	24	21 Early Dismissal 11:25 Last Day for Students
23-31 Winter Break No School	29	30	31					25	26	27	28	29	30	31	22 Teacher Work Day

	Color Code
	New Teacher Workshop
	No School
	Early Dismissal
	1 Hour Late Start
	Teacher InService
	Teacher Work Day
	Regular School Day

1st Qtr	41 Student Days 46 Teacher Days
2nd Qtr	46 Student Days 47 Teacher Days
3rd Qtr	42 Student Days 44 Teacher Days
4th Qtr	45 Student Days 47 Teacher Days
TOTAL	174 Student Days 184 Teacher Days

2024-2025 Student Fees

[SPCS Board Policy 5416](#)

Supply Lists

WESTMONT ELEMENTARY SCHOOL SUPPLY LIST FOR THE 2024-2025 SCHOOL YEAR

KINDERGARTEN

***Recommended Supplies**

6 Glue Sticks
1 Pack of Yellow #2 Ticonderoga Pencils
2 Large Pink Erasers
6 24- Count Box of Crayola Crayons- No Jumbo Crayons

****Optional Supplies**

Backpack Labeled with Full Name
2 Boxes of Thick Classic Color Crayola Washable Markers
1 Box of Thin Classic Crayola Washable Markers
1 Large Container of Clorox Wipes
1 Beach Towel for Rest Time (no blankets)
1 16-Count Crayola Watercolor Paint Set
1-2 Boxes of Kleenex

FIRST GRADE

***Recommended Supplies**

4 Boxes of 24 Crayola Crayons
1 Dry Erase Marker
2 Glue Sticks
2 Pink Erasers
2 Boxes of Crayola Colored Pencils (12 ct.)
1 Plastic Pencil Box
1 Fiskars Scissors (Children's)
2 Boxes of Ticonderoga Pencils (15 or more)

****Optional Supplies**

Backpack
3 Boxes of Kleenex
1 Box of Gallon Bags
1 Yellow Highlighter
2 Containers of Clorox Wipes
1 Box of Crayola Markers (10 ct.)

SECOND GRADE

***Recommended Supplies**

1 Box of 24 ct. Crayons
1 Children's Scissors
2 Packs of Ticonderoga Pencils
1 Box of Markers
5 Glue Sticks
1 Pack of Black Dry Erase Markers
1 Wide Ruled Composition Notebook
1 Wide Ruled Spiral Notebook
3 Two Pocket Folders- **yellow, green, blue**
2 Two Pocket Folders - of your own choice

****Optional Supplies**

Backpack
1 Pencil Box or Bag
1 Pack of Pencil Top Erasers
1 Pack of Wide Ruled Loose-Leaf Paper
3 Boxes of Kleenex
1 container of Clorox Wipes
1 bottle of hand sanitizer

THIRD GRADE

***Recommended Supplies**

1 Box Markers
1 Box of 24 Crayons
1 Pencil Box
2 Highlighters
1 Ink Pen
1 Fiskars Scissors
10 Glue Sticks
30 Pencils-Sharpended
4 Pink Erasers
4 Two Pocket Folders (**red, green, blue, yellow**)
1 200 pg. Wide Ruled Composition Notebook
2 Clorox Wipes

****Optional Supplies**

1 bottle of hand sanitizer
Backpack or Bookbag
5 Dry Erase Markers
4 Boxes of Kleenex
1 Pack Wide Ruled Notebook Paper

FOURTH GRADE***Recommended Supplies**

Pencils
 1 Pencil Box
 1 Small Box of Crayons
 1 Box of Markers
 1 Pencil box
 1 Pair of Scissors
 2 Red and Blue Pens
 4 Glue Sticks
 1 Elmers Glue
 5 - Two Pocket Folders
 1 Composition Notebook
 1 Hand Sanitizer

****Optional Supplies**

Backpack or Bookbag
 1 Pack Loose Leaf Notebook Paper
 2 Large Boxes of Kleenex
 1 Magic Eraser
 1 Box of Colored Pencils
 5 Dry Erase Markers
 Clorox Wipes

FIFTH GRADE***Recommended Supplies**

1 Pack lined Notebook Paper
 1 spiral bound multi-subject notebook
 6 Folders with pockets
 1 Scissors
 Pencils (adequate for the year)
 Pencil-top Erasers
 2 Packs of Dry Erase Markers
 Clorox wipes
 1 pack of highlighters
 Colored pens
 2 boxes Kleenex/tissues
 1 Magic eraser

****Optional Supplies**

stylus pen
 personal pencil sharpener

SIXTH GRADE***Recommended Supplies**

5 - Two Pocket Folders
 1 - 1" 3 ring binder
 1 spiral notebook (wide-rule)
 Markers, Crayons, or Colored Pencils
 Enough Pencils for the Year
 1 Pack of Dry Erase Markers
 1 Scissors
 1 Small Pack of Pencil Top Erasers
 2 Glue Sticks
 Colored Pens
 2 Large boxes of Kleenex
 Clorox Wipes

****Optional Supplies**

Backpack/Bookbag
 Pencil Box
 1 Glue Bottle
 4 Highlighters
 1 Large Eraser
 Calculator
 ***Outdoor Ed - TBD

*Elementary supplies recommended for the school year as outlined in the student handbook.

** Supplies which are optional and left to the discretion of the parent/student

*** Field trip/Outdoor Ed fees will be collected before each outing.

COUNSELING/MEDIA****Recommended Supplies**

1 - Two Pocket Folder
 1 - Any style (spiral notebook, "journal," etc.) lined and bound notebook

Any Donations of Kleenex would be greatly appreciated.

Please make out separate checks for lunches and money needed for optional classroom supplies.

Westmont Elementary 402-895-9602
 District Office 402- 592-1300
 Bus Garage 402-884-4025

Springfield Platteview Community Schools

Springfield Elementary Operations Guide 2024-2025



SPRINGFIELD
ELEMENTARY SCHOOL

Springfield Elementary School
940 Main Street
Springfield, NE 68059
(402) 253-2245

Springfield Platteview Community Schools

Board of Education

Mrs. Lisa Roseland, President
Mr. Kyle Fisher, Vice President
Mrs. Brenda Guenther, Secretary
Mr. Brian Osborn, Treasurer
Mr. Lee Smith
Dr. Adam Larson

District Administrative Office

District Administrative Offices
765 Main Street
Springfield, NE 68059
402-592-1300

Dr. Ryan Saunders
Mrs. Nichole Baugh
Mrs. Jacci Lucas
Mr. Tim Seretta
Mrs. Heidi Zierott

Superintendent
Director of Public Relations
Director of Special Services
Director of Technology
Director of Learning

Elementary Schools

Springfield Elementary

940 Main Street
Springfield, NE 68059
402-253-2245
Dr. Kaela Heneger, Principal

Westmont Elementary

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

Secondary Schools

Platteview Central Junior High

14801 S. 108th Street
Springfield, NE 68059
402-339-5052
Mr. Darin Johnson, Principal

Platteview Senior High

14801 S. 108th Street
Springfield, NE 68059
402-339-3606
Mr. Mike McLaughlin, Principal
Mr. Josh Siske, Assistant Principal/AD

Springfield Platteview Community Schools Mission Statement

The mission of Springfield Platteview Community Schools is to ensure that all students acquire the college and career-ready skills and behaviors necessary for each student to succeed now and into his/her future.

Dear Students and Parents/Guardians:

On behalf of the faculty, administration, and board of education, we welcome you to another school year. We are looking forward to helping your children reach their learning potential and achieve their educational goals in the upcoming year.

Please read this Operations Guide carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this document in addition to the district handbook. The Operations Guide is an extension of school policies and has the force and effect of board policy when approved by the Board of Education.

This Operations Guide contains information of value to every student and parent. It contains explanations of school regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do, ask a classroom teacher, contact the school office, or speak with me.

Sincerely,

Kaela Heneger

Kaela Heneger, Ed.D
Principal Springfield Elementary
Springfield Elementary Office: 402-253-2245

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SCHOOL DAY

Arrival and Dismissal Times

Springfield Elementary

Monday: <ul style="list-style-type: none">● 9:10 Students enter the building● 9:20 Tardy bell rings● 3:15 Start to dismiss bus students● 3:20 K-6th Grades dismiss	Breakfast Served: <ul style="list-style-type: none">● Monday 8:45-9:15● Tuesday- Friday 7:45-8:15
Tuesday-Friday: <ul style="list-style-type: none">● 8:10 Students enter the building● 8:20 Tardy bell rings● 3:15 Start to dismiss bus students● 3:20 K-6th Grades dismiss	

There is no supervision for students before 7:45 a.m. as teachers are preparing for the school day. We encourage students to arrive no earlier than 8:00 a.m. unless the student is eating breakfast. Students should enter the building through their designated door. Thank you for your cooperation on this arrival time.

Arrival and Dismissal Safety Practices

To provide safety for the pedestrian and the driver, your cooperation in helping your child observe the following rules will be appreciated:

1. Parents are encouraged to plan with their children the shortest and safest route to/from school.
2. Students should cross streets using the designated crosswalks where safety patrol is present.
3. Parents should instruct their children to cross at corners or areas where school crossing signs are posted and should assist students in understanding safety procedures.
4. For the safety of all and to model proper crossing for students, all adults and students need to follow the guidance and directions of the safety patrol on duty. Including only crossing at designated patrolled crosswalks.
5. If students are transported by motor vehicle to school, please follow the procedure outlined below:
 - a. Instruct your child to enter and leave your vehicle from the curbside. Never enter or leave on the street side of a vehicle. A serious accident could result from a child darting across the street or coming out between two parked cars.
 - b. If you choose to meet your child along streets not adjacent to the school, instruct your child to use proper crosswalks or to cross at the proper intersection.
 - c. Please do not drop off students in any of our parking areas/lots.

Dismissal and Pick Up of Students

Classes are in session from the ringing of the tardy bell until the teacher dismisses the class. The bell at the end of the day is not a dismissal bell, and students may not leave their classrooms until they have been excused by their classroom teacher.

Students should go directly home or to a school-sanctioned activity after dismissal. It is important that all adults serve as good role models for safety. Please utilize the marked crosswalk and safety patrol personnel while crossing streets and driveways. Students should not play on school grounds after school unless supervised by a parent. Please talk with your child(ren) about their dismissal plans prior to leaving for school. Parents should call the office before 2:00 p.m. if there is a change in the pick-up routine for the child. The office will notify the student's teacher. Students who are not picked up 10 minutes after dismissal should go to the office to call parents and/or wait for parents. If parents cannot be reached, emergency contacts or other adults authorized to pick up will be called to come to pick up the student. If picking up your student(s) late becomes a pattern, a meeting with the building administration may be called in order to develop a plan. Action steps could include sending the student to the after school program (drop-in fees would be the responsibility of parents), and developing an alternative dismissal plan

Springfield Elementary (Arrival & Dismissal Procedures)

- Each grade level is assigned a door to enter and exit the building. When students arrive they should line up at their assigned door until 8:10 when the bell rings (If eating breakfast, students may use Door A and go directly to the gym to eat. After eating breakfast, students should go back outside through Door A.). When leaving, at the end of the day, students need to check out with school staff assigned to the designated door.

Grade Level Door Assignments:

Grade Level	Door	Grade Level	Door
Preschool	F	3rd Grade	B
Kindergarten	A	4th Grade	H
1st Grade	A	5th Grade	H
2nd Grade	A	6th Grade	B

- Each family will be assigned a family pick-up tag number. The tag needs to be displayed in the car's front or passenger side window or may be held by a parent waiting. As a student's number is displayed (either in a car or by an adult holding the tag), a staff member will notify the classroom(s) that "Example Family's" ride has arrived by putting the tag number into our system. The students will then be dismissed to leave out their assigned door (see above). Students will then check out with the dismissal staff when they leave the building. This allows us to document and track students' whereabouts as they leave the building.
- All traffic will enter the parking lots from the East Entrance on North 10th Ave. Once a vehicle has entered the loop in front of the school the drive becomes one way with two lanes heading west. Students may be dropped off curbside directly in front of the school or by their assigned doors. It is important that you drop students off on the curbside. Students should NOT be allowed to get out of the car between lanes of traffic (non-curb side). There are parking stalls on the lower level (southside) of the loop. Parking is prohibited in the two lanes directly in front of the school. If you would like to park please loop around and park in the angled parking stalls on the south side of the loop. All

students dropped off on the lower level or away from the building are required to walk on the sidewalk and be crossed by Safety Patrol or School Personnel.

- Please drive as far forward as possible when picking up or dropping off students. This could be east of the crosswalk. If your child is not outside at the time you pass through, a second trip through the drive may be necessary to keep the traffic flowing. Please do not stop on Main Street to load or unload children. The safety of the children is our primary concern.
- There is a designated bus lane. Cars should not utilize the bus lane. Please remember to continue to loop around until your student(s) is visible. This also allows the buses to get to the bus lane.

Attendance

It is our goal to have every student in school for as many school days as possible and to work with parents and guardians to help students understand the importance of being in school. Students may be excused for illness, or if parents request, the student may miss school for a family emergency or special family need. We encourage students who are not feeling well or are running a fever to stay home and get healthy.

Parents and guardians are asked to call the school office by 9:00 a.m. if a student will be absent. Please include the reason so that we can properly document the absences. As a building, we keep track of the illnesses that are affecting our students so we are better able to respond to students' needs. Students may also be excused from school to participate in a school-approved activity. Unless the school is notified, a call will be made to the student's home or parents' place of work to verify the absence.

Required Attendance

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to district policy.

Expectations for Regular Attendance:

- Students are expected to attend every class, every day.
- The only "excused" absences shall be:
 - a.) absences when a licensed health care provider has confirmed in writing that, in his/her professional medical opinion and within his/her scope of practice, the student or a child whom the student is parenting is so physically or mentally ill that attendance of the student is impracticable or impossible;
 - b.) absences when the Nebraska State Patrol confirms in writing that weather conditions have made the roads impassable so that the student's attendance impracticable or impossible;
 - c.) student attendance at a school-sponsored activity;
 - d.) student has been suspended or expelled from school by the school district; and
 - e.) absences required by law enforcement, child protective services or a court of competent jurisdiction, confirmed in writing to the school district.
- All other absences, including absences for minor physical or mental illnesses, family events, routine medical appointments are simply "absences."

School Attendance on Days of Scheduled Activities

Students who are unexcused or sent home from school due to illness will not be permitted to practice or participate in an extracurricular contest, practice or performance unless the student has the building principal's prior permission to participate despite the absence.

Tardies

Students not in class on time will be counted as tardy. Many times parents do not know that their child has been tardy to school; parents will be provided official notice after 4 tardies. If deemed necessary, a conference may be requested. We hope that by keeping you informed, we can work together to help your child get to school on time.

Make-up Work

We appreciate parents'/guardians' conscientious regard for picking up homework for their child.

- If your child will be absent only one day, work may be made up or taken home upon return to school.
- If your child will be absent for an extended period of time, please contact the classroom teacher to plan for the completion of work. Students receive a minimum of two days for each day missed to complete make-up work.

Please call the school or email the child's classroom teacher in the morning to request homework to be picked up after school or sent home with a sibling.

Band

Students may participate in the elementary band and begin taking band lessons in 6th grade. Instruments will be provided by students or the school as provided by school policy. Fees may be charged as allowed or provided in the Public Elementary and Secondary Student Fee Authorization Act and the school's student fee policy or other applicable policy.

Before and After-School Care

Springfield Platteview Educational Foundation is proud to offer a before and after school program for K-6 students at Springfield Elementary School. Students from Westmont Elementary will be provided transportation to Springfield Elementary. If you are interested in the program and have additional questions, please contact Kids Care program director at kidscare@spscne.org or 402-657-8125.

Birthday Treats/Prizes/Invitations

Bringing birthday treats or prizes is optional for parents/students. We request that any foods offered on the school campus meet or exceed the USDA Smart Snacks in School nutrition standards. This includes school lunches and treats brought in or sent to school by parents or guardians. All treats and prizes must be approved by the classroom teacher or building administration in advance. The District will provide or make available to parents a [list of foods and beverages that meet Smart Snacks](#) nutrition standards and provide a [list of alternative ways to celebrate children](#) to be used as guidelines and resources when deciding how to celebrate your child's birthday.

The most convenient birthday treats are healthy, easy to hand out, do not require refrigeration, and are easy to clean up. If you choose to provide a treat, please provide the teacher with any serving items necessary to distribute the treats such as spatulas, eating utensils, plates, bowls, napkins, etc.

If you are having a birthday party for your child, please mail or email the invitations or phone parents, unless you are inviting the whole class (all the boys or all the girls is also acceptable). Sending invites to only select students is not acceptable. This is intended to help avoid hurt feelings on the part of anyone in the class who may not be invited to the party. It also keeps distractions from learning to a minimum. Invitations are not the responsibility of the school or school staff. **School staff will not be responsible for the delivery of invitations in any form (hard copy, digital, or electronic).**

Bus Regulations

Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers while transporting students. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles.

Requests to be dropped off at a point, **not** on the regular route will not be accommodated unless extenuating circumstances arise and the request is approved by the transportation director or administration.

Students who are not regular route riders may not ride the bus home with a friend. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

Rules of Conduct on School Vehicles:

- 1) Students must obey the driver promptly.
- 2) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
- 3) Students are prohibited from fighting, engaging in bullying, harassment, or horseplay.
- 4) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
- 5) Students must remain seated and keep aisles and exits clear while the vehicle is moving.
- 6) Students are prohibited from throwing or passing objects on, from, or into vehicles.
- 7) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
- 8) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
- 9) Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
- 10) Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
- 11) Students must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
- 12) Students must respect the rights and safety of others at all times.

- 13) Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
- 14) Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
- 15) Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

Transportation Consequences

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include a note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short-term or long-term suspension from school, and/or expulsion.

These consequences are not progressive, and school officials have the discretion to impose any listed punishment they deem appropriate in accordance with state and federal law and board policy.

Records

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

Transportation to Activities

The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle. Students who wish to take private transportation home from a school event must submit a release form to the sponsor that has been signed by that student's parent.

Transportation to School

Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule and will wait for riders for only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

Bus Company Contact Information and Route Service Request:

Student Transportation of America
10201 Sapp Brothers Dr.
Omaha, NE 68138
402-884-4025
Assistant Manager: Chris Iske
[Route Service Request Form](#) (Link)

Candy and Gum

Students may not bring candy or gum to school unless they have prior permission from their classroom teacher or the administration.

Controlled Access Entry

All visitors will have to be buzzed in during school hours. Building doors will be locked at the start time of each of the school days. To enter any of the buildings, visitors will have to identify themselves to office staff or other designated staff members who will have to grant them access. Once inside, all visitors must adhere to the following procedure: Upon entering the building or school grounds, all parents and visitors are required to sign in at the office and wear a visitor badge for the duration of their visit. Visitors are asked to check out at the conclusion of their visit.

Cafeteria & Meal Procedures

All foods offered on the school campus should meet or exceed the USDA Smart Snacks in School nutrition standards. This includes school lunches, treats brought in by parents or celebrations. Please refer to the guidelines as you plan to join your student for lunch at school.

Students may choose to eat a hot lunch at school or bring a cold lunch.

1. If a child wants a hot lunch they may:
 - a. bring cash or check (\$3.50 per meal).
 - b. purchase an extra milk (\$.70).
2. Parents may apply for free or reduced-cost lunch for their child. [Free or Reduced Lunch Applications](#) are available online at springfieldplatteview.org. Please complete a new application available at the beginning of each year. Paper applications are available for families to complete or pick up at the district office or at Westmont/Springfield Elementary Office. (Eligibility for the free/reduced lunch program is determined by federal guidelines.)
3. Parents may attend the lunch with their child at any time and are encouraged to let the office know by 9:30 a.m. if purchasing a hot lunch. Adult meals cost \$5.00.

If you are planning to join us for lunch you are welcome to order lunch through the cafeteria or bring your own meal. When bringing your own lunch or bringing lunch for your child we are asking you to bring healthy items that meet the federal guidelines for healthy snacks or meals. You may be asked to dine in a separate location due to available space in the cafeteria. Please call the office prior to arriving at school so we can ensure there is space reserved for you during the lunch period. **Due to health concerns and diet restrictions, you are only allowed to bring in food for your child. Please do not bring food in for other students or to share.** It is important that any food brought into school meets health standards and is encouraging students to make healthy choices. If you choose to bring your lunch, we would ask you to bring your lunch in an unmarked container/bag so as not to advertise or promote an outside company. This request is due to Federal Lunch Program Guidelines. Those guidelines prohibit the advertising or encouragement of competition for the federally subsidized lunch program. Thank you for understanding. We look forward to you joining us for lunch.

Cafeteria Expectations:

- All food must be consumed in the areas designated by the school.

- After students have eaten, they must return their trays to the kitchen. All straws, papers, and milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray into the garbage cans provided. Forks and spoons should be placed in the pan with water, not thrown away.
- Students are to use proper manners, including eating quietly.
- Students may not throw food or other items.
- Second servings may be available to those who have made an effort to clean their trays and have requisite funds as required by board policy.
- Students should remain at their tables until they are dismissed.
- Students must treat lunch personnel with respect.
- Students who violate the above rules will be subject to disciplinary action.
- Students who bring their lunch from home are not allowed to at the peanut-free table unless they are a student with a nut allergy.

School Breakfast Program

Springfield Elementary Schools offer an optional before-school breakfast program. Breakfast is served at 7:45 a.m. each morning. The cost of breakfast is \$2.10 Children of families whose income falls within federal guidelines may eat breakfast at a reduced cost or for free.

Students wishing to eat breakfast will enter Door A and walk into the cafeteria. Students will go through the serving line and put in their numbers. Students need to sit on the designated breakfast tables on the east side of the cafeteria. Students in Kids Care and students eating breakfast each have designated spaces.

Houses

One of the ongoing goals of the staff (and community) of Springfield Elementary is that each student knows they are safe and have caring adults that will support them. We work to develop positive relationships and help students develop positive social skills through multiple efforts. One way is our House System. **House System Goal is to implement a system that facilitates the development of positive relationships so students have adult advocates (House Leaders) throughout (and beyond) their time at Springfield Elementary.**

Students will be assigned to a House when they enroll at Springfield Elementary. The Sorting Ceremony is held in September. Students will stay with the same house throughout their time at Springfield Elementary. Students are given a House shirt that they are encouraged to wear for House Meeting days and events. **Houses will meet once a month on the 1st Monday of the month.** During this time, Houses work on leadership skills, community service, conflict resolution, and much more.

Lost and Found

To help prevent lost articles, **put your child's name on his/her belongings.** If an article belonging to your child is missing, he/she should look in the lost and found area/box. All lost and found articles are to be taken to the lost and found area/box. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester. **Students are asked not to bring expensive or fragile possessions to school.** It is important for the school and home to stress to our children the importance of being responsible with one's personal belongings. Please know that the school cannot be responsible for lost, stolen, or broken personal items.

Media Center

Students must check out material from the staff on duty. Each borrower is responsible for all books checked out in his/her name. If a book is lost and not found, the student must pay for it or replace it. Students must also pay for any damage they cause to library books.

Pets at School

Pets are an important part of many students' lives and can provide many good learning experiences. The school administration must approve a visit by a pet in advance. Pets should be brought for a school visit by a parent or guardian and in suitable carriers. The administration will ask for verification that the pet is up to date on vaccinations. (See Allergies)

Physical Education

The school district requires students to receive physical education to assist them in developing gross and fine motor skills. Students are not required to wear P.E. uniforms but are encouraged to wear tennis shoes for P.E. Shoes need to be closed toe with full, permanent backs. Students are not allowed to wear anything that may cause injury to themselves or to their classmates. A written note from the child's physician should be provided in order to excuse a child from participating in physical education classes.

Pictures

The school district arranges for a photographer to be present at school in the fall to take class pictures. **Picture Days for the 2024-2025 School Year: September 11th, 2024, with retakes on October 23, 2024.** Parents who want pictures of their students or of their student's class composite may purchase them directly from the photographer. All students will have their pictures taken for our Yearbook and/or class composites, even if parents choose not to purchase additional pictures. Be looking for an email from Interstate Photography.

Student Appearance

It is everyone's responsibility to promote a school atmosphere in which all SPCS students make the most of their learning opportunities. Students are asked to dress comfortably and appropriately for the weather and are reminded that items that disrupt the learning environment, including inappropriate clothing, will not be permitted. If a student's dress results in a disruption to the educational process, parents will be notified, and a change of clothing required or a disruptive item removed.

Students are expected to dress in a way that is appropriate for a school setting. Students should not dress in a manner that is:

- dangerous to the student's health and safety or to the health and safety of others.
- distracting or indecent to the extent that it interferes with the learning and teaching process.

The following are examples of attire that are not 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:

- Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or would encourage "horse-play," or that exhibits beer, alcohol, tobacco, illegal drugs, obscene or lewd words or images that carry double meanings.
- Headwear, including hats, caps, bandanas, hoods, and scarves (except during designated times or for religious reasons).

- Clothing that shows an inappropriate amount of bare skin or underwear (no “sagging” pants).
- Students may color their hair or wear their hair however they choose. If their hair color or style becomes a distraction to the learning environment, they will be asked to change it.

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 administration 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 administration for approval.

Textbook, Material, and Technology Fines/Fees

It is the responsibility of each student to give proper care to instructional equipment, materials, and supplies. Where carelessness leads to the destruction or loss of equipment or materials beyond normal use, the student and parent should make appropriate restitution.

Students must pay a fee to check out an iPad and MacBook (when approved) from Springfield Platteview Community Schools as part of our 1:1 iPad Initiative. If the parent does not want their student to check out the device and use it 24/7, the device must be returned to the school’s media center at the end of each school day.

The current fee is \$20 annually per device, applicable for one academic school year. The fee should not exceed \$60 per family annually.

Coverage Table: The fee covers anything not covered by the AppleCare warranty program:

Claims	With Fee	Without Fee	Additional Fee	Replacement Cost
*Lost/Stolen iPad/Non-Repairable	\$300	\$350 (full replacement cost)	Sync Cable Only	\$10
Cracked iPad Screen (Remains Usable)	Covered	\$350 (full replacement cost)	Puck (Plug-In)	\$20
iPads Repairs	Covered	Actual Repair Cost (not to exceed \$350.00)	Puck and Sync Cable	\$30
*Lost, Stolen Laptop/Non-Repairable	\$500	\$750 (total replacement cost)	School Issued Case	\$30
Cracked	Actual Repair	Actual Repair	Laptop Charger	\$79

Laptop Screen/ Repairs (Remains Usable)	Cost (not to exceed \$500.00)	Cost (not to exceed \$750.00)		
---	--	--	--	--

*Fees will be applied at the district's discretion due to the incident.

Peripheral devices (e.g., Apple Pencil, Logitech Crayon) will be charged to the student at the district's cost for replacement.

Parents will have the option to pay the annual fee of \$20. Since MacBooks do not have Apple Care, the district will apply fees at its discretion due to the incident.

If an outstanding fee (including lunch balance) from the previous year, devices will not be issued in the new school year.

The student/guardian will review and sign off on these fees during returning student verification.

SAFETY

Springfield Elementary Expectations

• BE SAFE • BE RESPONSIBLE • BE RESPECTFUL • BE KIND

At Springfield Elementary, we.....

Be Safe

Keep our bodies and objects to ourselves. Stay in our assigned area. Walk Quietly.

Be Responsible

Do our best. Learn from our mistakes. Ask for help. Take care of our personal items.

Be Respectful

Listen and follow directions the first time. Say “please”, “thank you”, and “excuse me”. Get adults’ attention appropriately. Respond appropriately.

Be Kind

Include others. Use kind words. Help whenever possible.

Students and staff are asked to follow this guideline: Treat everyone as you would like to be treated. We believe in holding children accountable for behavior by allowing consequences that teach children appropriate behavior. Teachers will establish classroom conduct rules that students must obey. Children are given opportunities to think about their behavior and make good decisions. We encourage students to manage their own behavior by not making problems for themselves or others. 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.

Bicycles, Skateboards, Rollerblades, Scooters, Really Anything With Wheels

Parents should use their judgment concerning the capabilities of their children to handle a bicycle and the traffic in which the child will have to ride. Bikes, skateboards, rollerblades, and scooters must be walked on and off the school grounds on the sidewalks. Bicycle racks are provided for bikes to be parked during the school day. We recommend your child lock the bicycle while in the rack.

Rollerblades, scooters, skateboards, and shoes with wheels are not to be used on school grounds. If your child has any of these items, they must be taken off and carried once they arrive on school grounds. Storing these items during the school day is a concern. Students are

responsible for storing their own items within the personal space allotted in the classroom or locker area.

Bike Racks

Bikes and scooters need to be stored on the bike racks. There are two sets of bike racks; (1) located on the West end of the building by Door B. (2) located by the outdoor classroom on the southeast corner of the building.

Bullying

SPCS 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 prohibited student conduct and procedures outlined within the district handbook.

The Centers for Disease Control and Prevention defines bullying as “any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.” Nebraska statute defines bullying as “an ongoing pattern of physical, verbal or electronic abuse.” The District’s administrators will consider these definitions when determining whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors. Bullying can include: making threats, spreading rumors, attacking someone physically or verbally, unwanted attention, or excluding someone on purpose.

Cell Phones and Smart Watches (Students’)

We understand parents want their students to have cell devices for after-school communication. If you want your student to have a cellular device (phones, watches, rings, tablets, or any device that can send and receive messages or connect to the internet), it must be turned off during the school day. Students may not use cell phones or other electronic devices while at school, except as permitted by supervising adults.

Students may use cell phones or other electronic devices on the school sidewalks and in the common areas of the school before and after school, so long as they do not create a distraction or a disruption. All devices need to be stored and out of sight from the late bell (Springfield 8:20) until the end of the day. Students may not use cell phones or other electronic devices while they are in locker rooms or restrooms. Each teacher will designate a safe place to store cellular devices within the classroom. Teachers will give students an opportunity to check their devices for messages from parents prior to being dismissed in order to confirm. Students are not to use their personal cellular devices throughout the day.

Students must comply with each teacher’s classroom expectations regarding cell phone use in class.

Students may not use cell phones or other electronic devices while riding in a school vehicle unless they have express permission to do so from the vehicle’s driver.

Students shall be personally and solely responsible for the security of their cell phones and other personal electronic devices. The district is not responsible for theft, loss or damage of any personal electronic communication devices or any calls made on a device/cell phone.

Any unauthorized or inappropriate use of a cellular or personal electronic communication device during the day will lead the teacher to confiscate and store the device in the office. On the first offense, the student will pick up the phone in the office after the bell rings with a warning. The second offense, the student will come to the office and call their parents (on the school phone) to explain that the phone was taken away and why before the phone is returned to the student at the end of the day. The third offense, the device will be stored in the office until parents can come and pick up the student's device. Additional consequences may be put in place as needed. The school is not responsible for electronic devices brought from home.

Emergency Protocol Drills (Fire, Intruder, and Tornado)

All schools will hold routine safety drills throughout the year, so students know what to do in case of an emergency, fire, or tornado in order to be safe. The safety of students is a top priority. Classroom teachers will provide students with detailed instructions on all safety drills and protocols. All schools cooperate with the local authorities to make sure the most effective safety procedures are followed.

Emergency Protocol

In the interest of creating the safest environment possible for all our students and staff, Springfield Platteview Public Schools has adopted a consistent district-wide vocabulary, protocol, and practice for defining our response to various school incidents. The ability to effectively respond to natural or manmade emergencies and disasters is an essential component of any emergency operations/response plan in our schools – and a critical ingredient in the safe school recipe is the uniform classroom response to an incident at school. Weather events, fires, accidents, intruders, and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff, and administration.

SPCS has adopted a school district's safety program utilizing the Standard Response Protocol. There are four specific actions that can be performed during a critical incident or emergency:

- **Hold** (in your room or area)
- **Secure** (get inside, lock outside doors, secure the perimeter. no guest will be allowed to enter the building or take students from the building without authorities or administration give permission)
- **Lockdown** (locks, lights, out of sight, no guest will be allowed to enter the building or take students from the building without authorities or administration give permission)
- **Evacuate** (to the announced location, reunification protocol will be put into place)
- **Shelter** (using announced type and method)



Hold is followed by the Directive: “**In Your Room or Area**” and is the protocol used when hallways need to be kept clear of occupants.



Secure is followed by the Directive: “**Get Inside. Lock Outside Doors**” and is the protocol used to safeguard people within the building.



Lockdown is followed by “**Locks, Lights, Out of Sight**” and is the protocol used to secure individual rooms and keep occupants quiet and in place.



Evacuate and may be followed by a location, and is used to move people from one location to a different location in or out of the building.



Shelter State the **Hazard** and **Safety Strategy** for group and self protection.

Field Trips

Classes occasionally take field trips off school property for educational enrichment. A student's parent, or "caregiver" as that term is defined in the Nebraska Strengthening Families Act, must authorize a student to participate in a field trip by signing a permission slip and providing it to the school before the field trip. These forms are filled out during enrollment and are kept on file for the entire school year. Students who have not completed classroom work on time may not be allowed to attend field trips. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

Field trips provide students with opportunities to learn about our community and more in-depth about an area of study. Some field trips may benefit from adult chaperone participation. The need for chaperones will be determined on an individual basis. Most often, chaperones will be asked to meet the students at the field trip location or to meet at school to follow the bus in their personal vehicle. School buses are primarily used to transport students on field trips. Students will ride to field trips with their classmates on school-sponsored transportation. If a parent wants to have their child ride home with them from a school-sponsored trip, they must fill out a release form. Teachers and sponsors will have the release forms with them. Parents will be notified before each field trip as to the destination, date, and time of the trip. At times chaperones will be required to attend a meeting prior to the field trip. Chaperones are required to follow the grouping expectations, and always be with another adult while chaperoning. Students and chaperones are expected to demonstrate appropriate conduct as a basis for participation on field trips.

Lockers and Other School Property

The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students should not expect privacy regarding usage of or items placed in or on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers, and other such property may be conducted at the discretion of the administration. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.

Personal Items

The school provides the necessary equipment for classroom and school day activities. Students should not bring items such as athletic equipment, electronic devices, toys, or other similar personal items to school unless they have the prior permission of their classroom teacher or a school administrator. The school is not responsible for damaged or lost personal items or equipment. If items of this nature do come to school, they may, upon the request of teachers or administrators, be stored in the office, or parents may be contacted to pick them up. SPCS does not provide insurance for personal items, nor is it responsible for lost or stolen items or money.

We discourage students from bringing electronic devices to school. If brought, it is the student's responsibility to secure and must be turned off during the school day.

Playground/Outside

When weather permits, every attempt will be made to use the playground for recess. If children are not well enough to play outside, they are usually not well enough to be in school. Unless a physician's excuse has been obtained, a note from a parent is required if a child is to remain indoors during recess. The note should state the reason for the request.

Students are encouraged to dress appropriately for the weather. During wet, snowy weather, students not adequately attired for the conditions (outdoor boots, snow pants, etc.) will be asked to remain on the hard-surfaced play area for recess. Students must be able to put on their snow gear independently.

We will be going outside for recess or lining up in the morning outside if the temperature (actual, feels like, and wind chill) is **above 10 degrees**.

- Precipitation may cause us to stay indoors even if the temperature is above 10 degrees.
- Boots, snow pants, and a pair of dry shoes to change into are required for any student wishing to leave the blacktop area when snow is present.
- When the temperature drops students may be asked to add an additional layer of clothing to what they are wearing while in the building. (Coats, hats, and gloves are the best attire to keep students' skin covered while playing outside.) When the temperature (actual, feels like, and wind chill) is below 35 degrees, students will need to add an extra layer (hoodie, coat, jacket, sweatpants). Ultimately, supervising staff will decide when coats are required for recess.

Playground Expectations

The school's playgrounds, equipment, and surrounding areas are generally not supervised. Staff will supervise students when the students are using their areas as part of the school day or as part of a school activity. At all other times and in all other circumstances, the school district does not provide supervision of its playgrounds, equipment and surrounding areas.

Students must follow these rules to keep the playground safe when they are using the playground as part of the school day:

- Students must obey the playground supervisor at all times.
- Students may not enter the street/highway/parking lot to retrieve a ball unless given permission by the playground supervisor.
- Students must play away from the school windows.
- Any game that includes tackling, shoving, or rough physical contact is prohibited.
- Students may throw balls and other authorized play equipment. They may not throw rocks, gravel, snowballs, and clothing.
- Students must use the playground equipment properly and in a safe manner.
- Students may not leave the playground after they have arrived at school for the day.

Students who violate these rules will be disciplined with the loss of recess or other privileges, detention and/or other consequences.

Recess Boundaries/Procedures

Equipment such as balls, jump ropes, yard games, etc. are provided by the school. Students may utilize equipment that is in the red bin in the entry way at Door C. Students are expected to put the equipment back when they are finished playing or called in.

Students are to stay on the main playground. Playground boundaries: North is the trail sidewalk, East is Door D, West is the sidewalk outside of Door C (ballfield is the exception). Ballfield, stay inside the fence. If in doubt, ask the adults on duty.

Safety Patrol

We have amazing students. One way many students give back is by helping others stay safe, by taking part in Safety Patrol. Students 5th and 6th grades can volunteer to be trained as Safety Patrol Team members. Our Safety Patrol Team helps students cross the street safely as

they walk to and from school. Safety patrol staff and students are on duty starting at 8:00-8:20 a.m. in the morning and from 3:15-3:35 p.m. in the afternoon. We currently have four crosswalk locations. It is important that students and visitors cross at the designated crossings. Safety Patrol Team members wear brightly vests or ponchos. Wait for the Safety Patrol Team member to be in position and signal before crossing the street.

Watch D.O.G.S. (Dads of Great Students)

The WATCH D.O.G.S.® program is a nationally recognized school-based, family, and community engagement organizations and is designed and developed by educators, experts and parent & guardian volunteers over more than two decades. The program helps provide positive male role models for the students, demonstrating by their presence that education is important. It also provides extra sets of eyes and ears to enhance school security, reduce bullying and provide a greater sense of campus safety allowing students and teachers to focus on learning and instruction.

Dads and male role models are encouraged to volunteer on our WATCH DOGS Wednesdays. It could be one day per week, month, or school year. You are welcome to sign up for a half day or a whole day at a time. If you would like more information about volunteering or have questions, please contact the school office. Ready to volunteer, find the time that works best for you look for the WATCH DOGS Sign Up! In the Scribe.

Weapons or Perceived Weapons

Knives or any other item that might be considered a weapon (including toys that resemble a weapon) are strictly prohibited and should NEVER be brought to school.

According to state law, school personnel have the right at any time to search desks, school space assigned to students, or other school property such as computers or iPads. Students' personal belongings can be searched if there is reasonable suspicion of evidence of a rule or criminal violation.

SUPPORT SERVICES

Allergies

Due to the increasing number of students with allergies to certain foods, animals, or other materials, parents must get approval from the classroom teacher or building administration prior to bringing in any snack, treats, or pets into the building. The administration has the authority to restrict any foods, pets, or items allowed into the building if they believe the risk to other students warrants such restrictions.

If your child has an allergy or health concern, please set up an appointment to meet with our school district nurse and turn in the appropriate paperwork. The safety and health of our students is our utmost concern. Having their action plans on file helps us care for their individual needs.

Counseling Services

SPCS is proud to be able to offer elementary counseling services. 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.

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 or fever over 100.4 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 a medical professional or it is part of an individual health plan.

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 an 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. This person is, however, on-call to any building at any time during school hours.

Medications

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled Methods of Competency Assessment of School Staff Who Administer Medication), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

Prescription Medication

(1) Parents/guardians must provide a physician's written authorization for the administration of the medication. (2) Parents/guardians must provide their own written permission for the administration of the medication. (3) The medication must be brought to school in the

prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

Non-prescription Medication

(1) Parents/guardians must provide written permission for the administration of the medication. (2) The medication must be brought to the school in the manufacturer's container. (3) The container must be labeled with the child's name and with directions for provision or administration of the medication.

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

Health Screenings

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 a written statement(s) from a qualified examiner annually that the child has received the minimum required screenings within the previous six months and there are no concerns, or the child will be screened at school.

For additional information, please, see the district website at <https://www.springfieldplatteview.org/Health-Services>.

HOME/SCHOOL COMMUNICATION

Change of Address, Phone Numbers, Work, etc.

Parents are requested to notify the school office staff whenever there is an address, a home telephone or a work telephone number change. Also, please report any changes 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. Parents are now able and encouraged to update this information online throughout the year on Parent Web. The Parent Web link is found on our district website www.springfieldplatteview.org. In order to receive emergency information or important notices from the district please opt into receiving communication through [School Messenger](#)

Communicating Student Progress with Parents

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Parents will also be notified of their student's possible failure to meet graduation requirements. Other pertinent information will be communicated to parents by mail or by personal contact. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school.

Report cards and progress reports will be sent home throughout the school year. Although teacher conferences with parents are scheduled twice a year, parents with questions about their child's academic progress should feel free to contact the teacher through email or by phone before or after the school day. In addition, you are also welcome to utilize school provided communication tools such as Schoology, SeeSaw, SPCSNE.org email, PowerSchool to ask questions or gain information about your student's progress. If you wish to meet with a staff member in person, please schedule those appointments in advance.

Homework

Homework refers to the tasks that a student is given to do on his/her own time after school hours. A student should experience a regularly scheduled time at home, free of distractions or interruptions, where he/she can develop self-discipline and individual responsibility for learning. The type of home study assigned will be appropriate for the developmental and instructional level of the student. When students are not assigned specific homework practice, it would be beneficial for them to read a book, practice spelling words or math facts, or write a story.

Students who struggle to complete assignments or who must spend an inordinate amount of time completing an assignment should seek the help and advice of their teachers.

At the beginning of the year, classroom teachers will send home "homework expectations" appropriate to the age of the students. Students who do not meet homework expectations, maybe required to to make up missing or unfinished assignments before school, after school, or another determined time with the teacher. Parents will be notified prior to serving this time in order to make arrangements (childcare, transportation, etc.)

Parent Concern Procedure

If parents have a concern regarding a situation in their child's school, as outlined by the 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 3:20 p.m. - 3:35 p.m. for teachers at Springfield Elementary. If the matter cannot be resolved, the parent should then request a conference with the building administration. 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 twice a year, once during the first semester and once during the second semester. Conferences are opportunities for parents and teachers to discuss progress, strengths, and areas for improvement in each child. Please note that we will only be able to provide one conference time per child. A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times. Having both parents or guardians present at the same conference ensures that each parent hears the same information at the same time. Parents are encouraged at any time to contact their child's teacher(s) in the event of questions or concerns about their child's progress.

Conferences are scheduled through PCT Fast.com and an email will be sent a couple of weeks prior to the scheduled conference for you to select your conference time(s).

**Conference Dates for the 2024-2025 School Year: October 16th-17th, 2024 (1:50-7:50)
February 12th-13th, 2025 (1:50-7:50)**

Parent-Teacher Organizations

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 in our school's newsletters.

School News

Announcements are published in the school Newsletter and Website. To access the website enter <https://www.springfieldplatteview.org/School-Info> click on Schools, then Springfield Elementary. The newsletters will be published throughout the year and will be available both online and sent through email. Another way that we will be sharing school updates and news will be through our schools' official Twitter accounts and Facebook Pages. The links to these accounts are on the websites. Please check your child's weekly Friday folder for news items.

Student Placement

All teachers work as a professional learning community at SPCS. As a team, we collaborate about all students in their grade levels to discuss the best approaches to meet the needs of the students academically, behaviorally, socially, and emotionally. Many components are considered when developing a class list. The teachers at each grade level, specialists, and building administration begin building class lists for the next year using the following criteria:

- Academic Needs
- Learning Styles
- Classroom Dynamics (behavior, social, emotional, and personality considerations among students)

A great deal of thought and effort goes into making these class lists. Granting every request would undo the long process that has been carefully put together and jeopardize the integrity of that work. In addition, children need to work in and with a variety of circumstances now and in the future, both in terms of personnel and environment.

If you feel you have some circumstances that you feel you must address, please do the following:

- Make a formal request in writing to the building principal, addressing your child's learning style and the type, not the name, of the teacher that would benefit your child, prior to June 1st.
- If there has been a request made in a previous year that still applies, such as not placing your child with another particular student, please make sure we are aware of the necessary details again for placement.

The building administration has the final say when developing a class list. We appreciate your understanding of the process, and we look forward to another terrific school year.

Student Use of Telephone

Parents who need to contact or visit with their child during the school day will be asked to call and leave their messages with the office staff. Families should make arrangements for after-school pick up prior to each day so as to eliminate the need to use the telephone after school. Permission for students' use of the phone will be determined by staff.

Visitors

[Visiting Springfield Elementary Video](#)

Parents or legal guardians are encouraged to visit the school. All visits, including lunch, playground, and classroom visits, need to be arranged with and are at the discretion of the administration. For the safety and security of students, staff and our guests, all visitors are required to check in at the main entrance and may be asked to provide identification. Office staff will issue a nametag to inform other building staff that permission has been given and that the visitor has checked in at the office. Visitors need to visibly wear a visitor's badge for the duration of the visit.

- Children not enrolled at Springfield may visit the school during lunch period when accompanied by an adult.
- We know that children often have additional important people in their lives that may want to visit school. If someone besides a parent or legal guardian is planning to visit the school (grandparent, older sibling, adopted grandparent, etc.), parents or legal guardians must call prior to the guest arriving at school to give them permission for a visit and ensure that the visit can be accommodated. Please include the guest's name, the relationship, and the anticipated time frame. When they check in at the office, they will be asked to provide identification.
- Visitors are encouraged to limit personal items brought into the building. Extra belongings can be hard to store or have with you.

When visiting the school, we hope you have a wonderful time interacting with your students, learning more about their school day, or helping them make memories. Some students are not allowed to be photographed. Please refrain from taking photos unless permission has been

given by school personnel. When communicating with other people’s children, interactions need to be positive. Any concerns need to be directed to school personnel. We want visits to be a positive experience for all.

Weather Emergencies

The decision to close schools or have a late start due to extreme weather is made as early as possible by the Superintendent of Schools. All weather-related announcements concerning the cancellation of school, late starts, early dismissals, as well as emergency closings are made on local television and radio stations. Notification will also be sent out to parents who are registered to receive [School Messenger Alerts](#). Every attempt will be made to avoid closing schools once classes are in session. Parents will be asked to complete an emergency plan for their child to follow if emergency closings during the school day should occur. The ultimate decision as to whether a child will attend school rests with the parents.

After three days of school cancellation for snow/severe weather or any other reason, students may be expected to participate in school remotely from home through eLearning or other schoolwork as communicated by the school's principal.

When a late start is called, the school will utilize the following schedule and buses will run accordingly if at all possible.

Weather or Emergency Two Hour Late Start Schedule Springfield Elementary

Monday-Friday: <ul style="list-style-type: none">● 10:10 Students enter the building● 10:20 Tardy bell rings● 3:20 K-6th Grade dismisses	Breakfast Served: <ul style="list-style-type: none">● Monday-Friday 9:45-10:15
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Supervision will be on duty at 9:45 on when a late start is needed due to weather or emergency-related late starts. Families needing to drop off students prior to 9:45, please see Kids Care for drop-in options.

2024-2025 SPCS School Calendar

Springfield Platteview Community Schools

2024-2025

	AUGUST 2024							JANUARY 2025									
	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa			
7 New Teacher Workshop															1-2 Winter Break No School		
8 All Certified Staff Report					1	2	3				1	2	3	4	3 Teacher Work Day No School		
13 All Classified Staff Report	4	5	6	7	8	9	10	5	6	7	8	9	10	11	6 1st Day of 2nd Semester		
14 First Day of Classes	11	12	13	14	15	16	17	12	13	14	15	16	17	18			
	18	19	20	21	22	23	24	19	20	21	22	23	24	25			
	25	26	27	28	29	30	31	26	27	28	29	30	31		20 Martin Luther King Day No School		
		SEPTEMBER 2024							FEBRUARY 2025								
		Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa		
2 Labor Day - No School		1	2	3	4	5	6	7	2	3	4	5	6	7	8	12-13 Early Dismissal 1:25 PT Conferences	
		8	9	10	11	12	13	14	9	10	11	12	13	14	15	14 Comp Day - No School	
27 Teacher In-Service No School		15	16	17	18	19	20	21	16	17	18	19	20	21	22	17 President's Day No School	
		22	23	24	25	26	27	28	23	24	25	26	27	28			
		29	30														
		OCTOBER 2024							MARCH 2025								
		Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa		
11 End of 1st Quarter				1	2	3	4	5							1	7 End of 3rd Quarter	
		6	7	8	9	10	11	12	2	3	4	5	6	7	8		
16-17 Early Dismissal 1:25 PT Conferences		13	14	15	16	17	18	19	9	10	11	12	13	14	15	17-21 Spring Break-No School	
		20	21	22	23	24	25	26	16	17	18	19	20	21	22		
18 Comp Day - No School		27	28	29	30	31			23	24	25	26	27	28	29		
									30	31							
		NOVEMBER 2024							APRIL 2025								
		Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa		
							1	2			1	2	3	4	5	4 Teacher In-Service No School	
		3	4	5	6	7	8	9	6	7	8	9	10	11	12		
27-29 Thanksgiving Break No School		10	11	12	13	14	15	16	13	14	15	16	17	18	19	18 No School	
		17	18	19	20	21	22	23	20	21	22	23	24	25	26	21 No School	
		24	25	26	27	28	29	30	27	28	29	30					
		December 2024							MAY 2025								
		Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa		
18-19 Early Dismissal 1:25		1	2	3	4	5	6	7						1	2	3	14 Last Day for Seniors 18 Commencement
		8	9	10	11	12	13	14	4	5	6	7	8	9	10	19 NO LATE START Non-Monday start time	
20 Early Dismissal 11:25 1/2 Teacher Contract Day End of 1st Semester		15	16	17	18	19	20	21	11	12	13	14	15	16	17	19-20 Early Dismissal 1:25	
		22	23	24	25	26	27	28	18	19	20	21	22	23	24	21 Early Dismissal 11:25 Last Day for Students	
23-31 Winter Break No School		29	30	31					25	26	27	28	29	30	31	22 Teacher Work Day	

Color Code	
	New Teacher Workshop
	No School
	Early Dismissal
	1 Hour Late Start
	Teacher InService
	Teacher Work Day
	Regular School Day

1st Qtr	41 Student Days 46 Teacher Days
2nd Qtr	46 Student Days 47 Teacher Days
3rd Qtr	42 Student Days 44 Teacher Days
4th Qtr	45 Student Days 47 Teacher Days
TOTAL	174 Student Days 184 Teacher Days

2024-2025 Preschool Calendar

Springfield Platteview Community Schools Preschool Calendar 2024-2025

		AUGUST 2024							JANUARY 2025									
		Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa			
7	New Teacher Workshop						1	2	3				1	2	3	4	1-2	Winter Break No School
8	All Certified Staff Report				7	8	9	10				7	8	9	10	11	3	Teacher Work Day No School
13	All Classified Staff Report	4	5	6						5	6	7	8	9	10	11		
14	First Day of Classes	11	12	13	14	15	16	17	12	13	14	15	16	17	18	20	Martin Luther King Day No School	
		18	19	20	21	22	23	24	19	20	21	22	23	24	25			
		25	26	27	28	29	30	31	26	27	28	29	30	31				

		SEPTEMBER 2024							FEBRUARY 2025									
		Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa			
2	Labor Day - No School															1	3	No Preschool
16	No Preschool	1	2	3	4	5	6	7								8	12-13	PT Conferences No Preschool
27	Teacher In-Service No School	8	9	10	11	12	13	14	2	3	4	5	6	7	8	14	Comp Day - No School	
		15	16	17	18	19	20	21	9	10	11	12	13	14	15	17	President's Day No School	
		22	23	24	25	26	27	28	16	17	18	19	20	21	22			
		29	30						23	24	25	26	27	28				

		OCTOBER 2024							MARCH 2025									
		Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa			
7	No Preschool				1	2	3	4	5							1	3	No Preschool
16-17	PT Conferences No Preschool	6	7	8	9	10	11	12	2	3	4	5	6	7	8	17-21	Spring Break-No School	
18	Comp Day - No School	13	14	15	16	17	18	19	9	10	11	12	13	14	15			
21	No Preschool	20	21	22	23	24	25	26	16	17	18	19	20	21	22			
		27	28	29	30	31			23	24	25	26	27	28	29			
									30	31								

		NOVEMBER 2024							APRIL 2025										
		Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa				
4	No Preschool							1	2						3	4	5	4	Teacher In-Service
18	No Preschool							1	2						3	4	5	7	No Preschool
27-29	Thanksgiving Break No School	3	4	5	6	7	8	9	6	7	8	9	10	11	12	18	No School		
		10	11	12	13	14	15	16	13	14	15	16	17	18	19	21	No School		
		17	18	19	20	21	22	23	20	21	22	23	24	25	26				
		24	25	26	27	28	29	30	27	28	29	30							

		DECEMBER 2023							MAY 2025									
		Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa			
9	No Preschool																5	No Preschool
18-20	No Preschool	1	2	3	4	5	6	7						1	2	3	16	Last Day of Preschool
23-31	Winter Break No School	8	9	10	11	12	13	14	4	5	6	7	8	9	10	19-22	Teacher Work Days	
		15	16	17	18	19	20	21	11	12	13	14	15	16	17			
		22	23	24	25	26	27	28	18	19	20	21	22	23	24			
		29	30	31					25	26	27	28	29	30	31			

Color Code
 No Preschool
 Regular School Day

Monday-Friday
AM Session: 8:00am-11:00am
PM Session: 12:15pm-3:15pm

Supply List: 2024-2025 Springfield Elementary

Springfield Elementary: Recommended and Optional Supply Lists 2024-2025 School Year

(See back for headphone information)

Kindergarten

*Recommended Supplies

- 4pkg.-Crayola Crayons (24)
- Large Erasers (2)
- Blunt Scissors (Fiskar)
- Sharpened No. 2 Pencils (4)
- 12 Elmers glue sticks
- 2 Sets Crayola Washable Thick Markers (Classic Colors)
- Travel-size hand sanitizer
- Plastic pencil box (8.5 x 5 at the most)

**Optional Supplies

- Box of Kleenex (each semester), Clorox Wipes (Lg.)
- Large Backpack
- Vinyl Rest Mat (49x21 Quad Fold)
- Headphones - **must work with USB-C port**

First Grade

*Recommended Supplies

- Backpack
- Crayons (24 pack)-2
- Scissors Fiskar 5"
- Sharpened No. 2 Pencils (12)
- 6 large Elmer's glue sticks
- Pink Bevel Eraser
- Washable Markers 8 count of standard colors
- Pencil Box
- 1 pack of **black** EXPO markers

** Optional Supplies

- Spiral Notebook (1)
- Corded Headphones **USB-C cord required**
- Box of Kleenex
- Hand Sanitizer OR Lysol Wipes (please pick one)

Second Grade

*Recommended Supplies

- 2 pkgs. Crayola Crayons (24 pack)
- 2 pkgs. Crayola Markers (Classic colors)
- Sharp Scissors (6 in. or bigger)
- 48 - #2 Pencils (sharpened)
- 6 Elmers Glue Sticks
- 1 School supply box (no bags)
- 1 Composition Notebook
- 2 Red Pocket Folders
- 2 Pink Erasers

**Optional Supplies

- Headphones **must work with USB-C port**
- 2 Canisters disinfectant wipes, 1 Box of Magic Erasers,
- 2 Boxes of Kleenex, Colored Pencils (12 pack)

Third Grade

*Recommended Supplies

- Crayons (24 ct.) or Colored Pencils (12-24 ct.)
- 1 Scissors (7.5")
- 24 No. 2 Pencils (Sharpened)
- 1 Package Pencil Top Erasers
- Washable Markers (8-10 ct.)
- 4 Elmers Glue Sticks
- 1 Pkg. Wide Ruled Loose-leaf Paper
- 1 Plastic Pencil Box
- 2 Paper Pocket Folders
- 2 Spiral Notebooks
- 2 Composition Notebooks

**Optional Supplies

- USB-C Compatible headphones,**
- 2 Boxes of Kleenex, Clorox Wipes, Hand Sanitizer

Fourth Grade

*Recommended Supplies

- Scissors (Fiskar 7.25" preferred)
- Crayons (24 ct - Crayola brand preferred)
- Colored Pencils (12 ct - Crayola brand preferred)
- Broadline Markers (8 ct or 10 ct - Crayola brand preferred)
- #2 Sharpened Pencils (24 ct)
- Pocket Folders (4 - 12x9 inch "jumbo" size works best)
- Red Correcting Pen (2)
- Spiral Notebooks (4)
- Pencil Top Erasers
- Yellow Highlighter (1)
- Pencil Box (no pencil bags)
- Black Dry Erase Markers (2 - fine tip works best)
- Elmer's Glue Sticks (2)

**Optional Supplies

- Kleenex
- Clorox Wipes
- 5 oz. Dixie Cups
- Stylus
- Earbuds / Headphones (must work with USB-C port)

Fifth Grade

*Recommended Supplies

- Colored Pencils (12ct)
- Scissors (Fiskar 7")
- Sharpened, #2 pencils (12)
- Elmer's Glue sticks (2- 32oz.)
- Large Eraser
- Colored markers (1 set of 8)
- Spiral Notebooks (2)
- Composition Notebook(1)
- 2 highlighters
- 5 folders, blue, red, green, yellow, orange, **Solid** colors
- School Supply Pouch/Box

**Optional Supplies

- Box of Kleenex (1 each semester)
- Lysol/Clorox Wipes
- Hand Sanitizer

Sixth Grade

*Recommended Supplies

- Colored Pencils (12ct)
- Regular black Sharpie
- Scissors (Fiskar 7")
- Sharpened, #2 pencils (2 boxes of 12)
- Elmer's Glue sticks (2- 32oz.)
- 1 1/2" 3-ring binder
- Large Eraser
- Colored markers (1 set of 8)
- 3 Expo Markers
- Spiral Notebooks (2)
- Composition Notebook(1)
- 2 different colored highlighters
- 5 folders, blue, red, green, yellow, orange, **Solid** colors(no prongs)
- Durable Pencil Pouch/Box

**Optional Supplies

- 2 Boxes of Kleenex
- Lysol/Clorox Wipes
- USB-C Compatible headphones

Please do not bring trapper keepers or rulers

Headphones

We are excited to share that all students across the SPCS district will be utilizing new 10th Gen iPads when they return to school in August 2024. These new iPads no longer come equipped with a traditional audio port. Instead, sound is delivered through the USB C port, which is also utilized for charging. It is important for you to be aware of this change so that you can plan accordingly while you purchase your child's school supplies.

Here are your options moving forward:

Option A: Purchase New USB C Headphones: You may opt to replace existing headphones with new ones that come with USB C connectivity. This ensures hassle-free integration with the 10th Gen iPads and eliminates the need for adapters. Again, please label each headphone set with your child's name for easy identification. Examples on Amazon <https://a.co/aTyScu4>



Option B: Utilize Existing Headphones with USB C Adapter: If your child already owns headphones that they prefer to use, you can continue to use them by adding a USB C adapter to each set. Please ensure that the headphones and adapter are labeled with your child's name for easy identification. Examples on Amazon: <https://a.co/bV6t7hy>

We understand the importance of providing a conducive learning environment for our students, and having the right tools, such as headphones, plays a significant role in achieving that goal. Should you have any questions or require further assistance, please do not hesitate to reach out to us. Thank you for your continued support. We are looking forward to an outstanding 2024-2025 school year.



Springfield Platteview Community Schools
Preschool Operation Guide

2024-2025 School Year

Important Phone Numbers:

Springfield Early Education Center (SEEC)
Springfield Elementary School(402) 253-2245
940 Main Street, Springfield, NE 68059
Ms. Claire Johnson, Preschool Teacher
Dr. Kaela Heneger, Principal

Westmont Early Education Center (WEEC)
Westmont Elementary School.....(402) 895-9602
13210 Glenn Street, Omaha, NE 68138
Mrs. Megan Moore, Preschool Teacher
Mrs. Melissa Hasty, Principal

Early Childhood Speech Language
Pathologist.....(402) 895-9602
Mrs. Leslie Wilson

Transportation.....(402) 884-4025

District Administration Office.....(402) 592-1300
Dr. Ryan Saunders, Superintendent
Mrs. Jaci Lucas, Director of Special Services
765 Main Street, Springfield, NE 68059

Welcome to the Springfield Platteview Community Schools' Preschool Program

The Springfield Platteview Community Schools (SPCS) early childhood team would like to welcome you and your child! We believe YOU are your child's first and most important teacher. Our goal is to provide an environment that builds upon the foundation you have established with your child. We are here to partner with you, to encourage your child's growth and development. Together we will make a great team!

SPCS Philosophy of Early Childhood Education and Intervention:

We believe quality early childhood programs nurture the continuing growth of children's knowledge and understanding of themselves and their world. Quality early childhood programs provide a safe, nurturing, and stimulating environment that facilitates learning and development. SPCS early childhood programs recognize that children and families are individuals, and that every child and family is unique.

We believe children develop skills at their own rate. What your child CAN do will be the starting point in developing your child's program. Children need a structured, child-directed environment that fosters cognitive, social, self-help, physical, and communication skills. We believe in a process-centered approach. What is important is the process by which children discover and learn, not just the end product.

Preschool Hours

(See [District Preschool Calendar](#), some Mondays are scheduled as Professional Development Days)

A.M. Session- Monday-Friday 8:00am-11:00 am

P.M. Session- Monday-Friday 12:15 pm-3:15 pm

**Please note: The classroom will not be open before class starts. This will allow the staff to prepare for class and also to hold any meetings.

Pick up/Drop off:

Students may be dropped off/picked up from the Preschool Classroom Entrance. Please drop off/pick up your student on time. The classroom door opens at the start of class time and will remain attended for 5 minutes. After this time, the door will be locked, as preschool staff will be assisting children with classroom procedures. If you arrive late, please enter and check in at the main office. All doors to the school are locked. The school's main door has a buzzer system and you will need to push the button to be buzzed in.

When students continue to be tardy to school, the building administrator or designee may request a parent conference as needed to address student tardies. In working with families, the goal is to partner together to get all students to school on time.

Safety of our students is our number one priority. Your child will be released only to parents/guardians and those persons listed as emergency contacts. If someone else is going to be picking up/dropping off your student, it must be in writing from you. Please let the person picking up your student know that the teacher may ask for photo identification to confirm that it is the correct person.

Please drop off and pick up your student on time.

Springfield Early Education Center (SEEC): Preschoolers enter the classroom from Door F on the east side of the elementary building. Please walk your child up to the door and wait for the teacher/Educational Assistant to let you in.

Westmont Early Education Center (WEEC): Preschoolers enter the classroom from the west entrance at the front of the school. Please walk your child up to the door and wait for the teacher/Educational Assistant to let you in.

Special Education Transportation:

If your child is eligible for special education transportation, please contact transportation when your child does NOT need to be picked up/dropped off. If you require a change in transportation arrangements, you need to contact transportation to make those arrangements. It may take 5-10 business days for the arrangements to be made. The phone number is 402-884-4025.

Attendance/Health:

Springfield Platteview Community Schools Early Childhood program believes in the importance of regular school attendance even at this early age. Regular attendance during the preschool years is just as important as regular attendance for later grades. Research shows that early regular school attendance results in improved success not only in later grades but as adults. Learning for a child can only occur when they are in class and have access to the developmentally appropriate curriculum. The Early Childhood curriculum builds on each day's activities and is important for the learning process. If a child misses school frequently, they have missed an opportunity to learn and grow. Parents are asked to contact the school if a student is going to be absent.

We ask you to please follow the SPCS Elementary Student and Parent Handbook guidelines concerning illness. The guideline states, "Students who have been ill with vomiting, diarrhea, severe headaches, excessive coughing and excessive nasal drainage should not return to school until

symptoms subside and their temperature is below 100 degrees for 24 hours without medication.” If your child becomes ill at school, you will be called and expected to come for him/her as soon as possible. If you cannot be reached, the person(s) indicated on the emergency card will be notified.

If your child has more than 10 unexcused absences, SPCS reserves the right to discontinue preschool services (for children who qualify for special education, your IEP team will be required to hold a meeting). Please communicate with your child’s teacher on a regular basis concerning any attendance concerns.

Cancellation of School:

The school district will use our automated text messaging system to notify all parents of school cancellations/changes. This information will also be posted on social media (Facebook/Twitter).

Birthday/Party Invitations, Treats & Celebrations:

Birthday/party invitations can be passed out at preschool if the **ENTIRE class** is invited to the party. If your child is not inviting all of the children in their class, we will not pass out invitations at preschool. You will need to make other arrangements for sending out invitations.

Bringing birthday treats or prizes is optional for parents/students. All foods offered on the school campus needs to meet or exceed the USDA Smart Snacks in School nutrition standards. This includes school lunches and treats brought in or sent to school by parents or guardians. All treats and prizes must be approved by the classroom teacher or building administration in advance. We are asking parents to choose snacks that meet the USDA Smart Snacks in school nutrition standards. The most convenient birthday treats are healthy, easy to hand out, do not require refrigeration, and are easy to clean up. If you choose to provide a treat, please provide the teacher with any serving items necessary to distribute the treats such as plates, napkins, etc.

There will be special activities over the course of the year where you will have an opportunity to send treats to preschool. Due to student food allergies, we will be very strict on the district policy of NO HOMEMADE GOODS unless your child’s teacher has a special activity planned that requires food. Please remember to notify your child’s teacher of any allergies. **All donations must be store-bought, sealed, and still in the package so that we can double-check the ingredients!** Thank you for your contributions!

Preschool Snack Program

SPCS Preschool provides a healthy snack in accordance with the Nebraska Department of Education Rule 11 requirements and within the USDA Child Nutrition Guidelines as part of your child’s monthly tuition.

If your child has special dietary requirements, you are welcome to talk with your child's teacher and arrange to send a healthy snack to preschool.

Suggested Supplies (including clothing):

Families are encouraged to provide your child with a backpack they will bring to preschool every day. This backpack should be large enough to accommodate preschool projects and an 8 x 11 folder—mini-backpacks are usually not large enough for all of the creations your child will make over the course of the year! If you are unable to provide a backpack for your child, please let your classroom teacher know.

Please send an extra change of clothes (shorts/pants, shirt, underwear, socks, etc.) to school, even if your child is potty trained or if he/she rarely has accidents. The extra clothes are good for days your child may get wet or messy during play/activities. If your child wears pull-ups or diapers, we would ask that you keep your child's backpack stocked with an adequate supply, including baby wipes. The change of clothes (including diapers/pull-ups/wipes) can remain in the backpack and travel from home to school daily, if that is your preference.

Dress your child in simple, washable clothing. Much time is spent on the floor and working with messy art materials. Closed-toe shoes make playing on the playground much easier and safer for the children. Open-toe shoes and "flip flops" are discouraged due to safety concerns. Please send your child to school in appropriate clothing for the weather—we will go outside and play, weather permitting.

We encourage self-help at toilet time. For this purpose it is helpful that children are dressed in clothing that is manageable for them to pull up, down, snap, zip, etc. Label all removable clothing such as coats, hats, mittens and your child's backpack with their FULL name.

Please make sure your child brings only necessary items to school (backpack, jacket, folder, etc.). Items from home (toys, stuffed animals, blankets, etc.) will not be allowed to be removed from backpacks. Please be sure to check your child's backpack every day!

Home Visits:

SPCS abides by Nebraska Department of Education Rule 11 Regulations for Prekindergarten Programs. One of the requirements is that 2 home visits are conducted each year. The home visits are designed to last about 20 minutes.

The intent of the home visits is to build positive relationships with families, and to partner together to support your child. Research indicates that positive interactions during home visits lead to higher student growth and achievement in the classroom, along with more parent involvement in schools.

Home visits may be completed at another location, but please discuss this with your child's teacher if you would like to make these alternate arrangements.

Communication:

Communication between home and school is very important to the success of our program. If at any time you have questions or concerns about your child's preschool day, do not hesitate to send a note in your child's backpack, call, or email the teacher. A communication folder will be in your child's backpack every day. This will hold projects that have been completed, as well as any notes that need to go home to parents.

Teachers check backpacks daily and look for notes from parents. It is important for parents to check your child's backpack daily. Notes in ClassDojo will be the primary method of daily communication. If you have an emergency or need to get information to the teacher immediately, please call the school office.

Please check with your child's preschool teacher for the best time/method for contacting them. The following are some ways to share information:

- *Email and Phone Numbers (listed in the "important phone numbers" section)

- *Parent Teacher Conferences/home visits: There will be opportunities to meet with your child's early childhood teacher during the school year to discuss your child's progress.

- *Progress Reports: For those children who have Individualized Education Plans (IEP), progress reports will be sent home at the end of each quarter and annual IEP meetings will be held.

- *Teaching Strategies GOLD assessment reports are sent home in November and at the end of the school year.

ClassDojo

The main form of communication we use in our classroom is an app called ClassDojo. This is a free app that only members of our classroom and their families have access to. We will post pictures and

updates throughout each day as well as any reminders. A permission form for ClassDojo must be completed to participate.

If your child's contact/personal information changes in any way, it is critical that you communicate these changes to your child's teacher and/or building secretary. This may include any changes in address, phone number, emergency contact, guardianship, childcare location, transportation, and custody arrangements.

Discipline:

Our preschool promotes positive behavior supports and actively teaches children how to solve simple social problems using a variety of strategies. You can find more information about our framework for social-emotional development at the National Center for Pyramid Model Innovations (<https://challengingbehavior.org>)

"Be Responsible, Be Respectful, Be Safe, Be Kind"- we teach our preschoolers these expectations across all aspects of their preschool day. We will send strategies home with you so that you can reinforce what your child is learning in school.

Children will be encouraged to learn self-discipline and practice social problem-solving strategies. The following strategies are examples of what may be implemented: modeling of appropriate behaviors, redirection, verbal prompts, self-talk, planned ignoring, review of classroom rules, use of visual cues and supports, and facilitating peer mediation.

Each early childhood classroom uses multiple levels of social-emotional supports intended to support healthy social-emotional development and the development of critical peer interaction strategies. SPCS teachers have completed training in The Well Managed Classroom from the Boys Town Education Model which supports using positive behavior strategies and positive reinforcement in the classroom. You will have an opportunity to learn more about the positive supports/strategies used in your child's classroom over the course of the preschool year.

Residency:

Families MUST reside within the Springfield Platteview Community Schools District boundaries to attend district preschool and receive services from SPCS staff. If you consider a move during the school year, please talk with your child's educational team prior to the move. They can help you determine whether your new location is within our district boundaries.

If you do move out of the SPCS boundaries, your child will be allowed to complete the semester in which they are currently enrolled. **They will NOT be “automatically” allowed to continue in SPCS for Kindergarten.** If you move out of our District and wish for your child to continue in SPCS Schools for Kindergarten, you MUST complete the application for option enrollment that can be found on our District website at spcsne.org. This does not guarantee your child will be able to continue in SPCS for Kindergarten. There are specific deadlines for application, and it is your responsibility to meet those deadlines.

If you have questions regarding your residency status, please contact our District Administration Office. Please note: Option Enrollment laws do not presently apply to early childhood-age students. The SPCS preschool abides by all Nebraska regulations regarding immunizations, health physicals, and birth certificate documentation. If you have questions regarding any of these issues, please contact Emily Shapland at 402-592-1300 or emily.shapland@spcsne.org

What Can I Expect My Child to Learn in Preschool?

Springfield Platteview Community Schools is proud to offer high-quality early childhood learning environments that will engage your child in meaningful and structured play opportunities that enhance their learning.

Over the course of the preschool year, your child can expect to experience a variety of developmentally appropriate activities which:

- Develop social skills including how to participate in a group setting, playing with other students, and relating to adults
- Nurture budding independence and self-help skills
- Provide opportunities to develop executive function and self-regulation skills
- Engage in activities that develop fine and gross motor skills including outdoor play time when the weather permits
- Provide pre-literacy skills through exposure to literature and the alphabet
- Provide pre-mathematical skills through exposure to numbers and a variety of counting and measuring activities
- Encourage expressive and receptive language skills within the context of routine classroom activities including playtime

Teaching Strategies Creative Curriculum

Preschool students will engage in this rich curriculum that encourages learning in everyday experiences while taking into consideration the individual differences and unique needs of every child. In an inquiry-based learning model, all preschoolers can be successful as they are building on their prior knowledge to gain new knowledge. In inquiry-based learning, preschoolers generate

questions about specific topics, make observations and gather data to answer the questions, collect, analyze, and interpret their findings, and then make predictions about what might happen in the future. The Creative Curriculum is aligned with the Nebraska Early Learning Guidelines for 3-5 year olds.

Along with the developmental domains listed above, the SPCS preschool classroom curriculum facilitates specific instruction in social skills, interaction with other children, literacy, math concepts, and fine motor/pre-handwriting activities that are developmentally appropriate and aligned with the curriculum used in Kindergarten.

In addition to Creative Curriculum, SPCS utilizes the following supportive preschool curriculums:

- Handwriting Without Tears to support fine motor and handwriting development.
- Heggerty to support phonemic awareness
- Second Step to support social emotional learning

Teaching Strategies GOLD Assessment

Your child will participate in the general education assessment which, at the early childhood level is Teaching Strategies GOLD. Results are provided based on widely held expectations. Widely held expectations are criterion-referenced: your child's performance is compared to specific research-based milestones of child development—not to the performance of other children. GOLD determines whether each child has achieved specific skills or concepts.

GOLD is intended to answer:

- Are children performing where research says they should (i.e., developmental expectations/widely held expectations)?
- Are children growing/adding skills?

Your child's development will be monitored through careful observation and you will receive updates regarding your child's progress throughout the year. You are also an important participant in this process, and we will ask for your input and observations regarding your child's skills. You will also have a chance to discuss your child's assessment at parent/teacher conferences and home visits.

Field Trips

The preschool program will participate in field trips that are aligned to the preschool curriculum. Teachers will share more information about the field trips as they are scheduled.

Early Childhood Advisory Team

The SPCS Early Childhood Advisory Team is part of Planning Region Team 3. The advisory team is a representative group of early childhood administrators and teachers, services coordinators, community partners, and parents. This team meets 3-4 times a year to collaborate in the

development and review of early childhood programs and resources for families and young children. If you are interested in learning more about the Early Childhood Advisory Team and/or are interested in participating as a member of the team, please call the Director of Special Services, Jacci Lucas, at 402-592-1300.

2006 Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant reasonably believes speaking directly to the person would subject complainant or complainant's student to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, coordinator, superintendent, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.

- a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may be submitted to the applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the respondent.
 - 1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.

- c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:
 - 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.
 - d) Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.
4. If either the complainant or the respondent is not satisfied with the decision, he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal. This provision applies to appeals under the board's policies governing complaints of discrimination or harassment, including Title IX and any other policy with a separate grievance or complaint procedure, unless that other procedure includes its own appeal process. All requirements for appeals within any other policy apply, and in addition to those requirements, the following also apply.
- a) The appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.
 - c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate.
 - d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after

the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.

5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve allegations against the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:
 - a) When the complaint is about a board policy, not implementation of the policy;
 - b) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or
 - c) When the board is required by law, policy, or contract to hear a complaint or appeal.

If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.

- d) This appeal must be in writing.
- e) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated the decision to the complainant.
- f) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint or appeal. However, all matters involving discrimination or harassment allegations against

the superintendent shall be promptly and thoroughly investigated by the board president or a designee.

- g) The board president will notify the complainant and any other person legally required to receive the decision in writing of the decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.
 - h) There is no appeal from any decision of the board unless authorized by law.
6. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:
- a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.
 - b) Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.
 - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his

or her sole discretion, determine whether the complaint should or must be pursued further.

- c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.
- d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.
- e) Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

No Retaliation. The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Special Rules Regarding Educational Services and Related Services to Students with Disabilities. Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide

the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Individuals who file complaints (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (d) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent or board president without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Adopted on: _____

Revised on: _____

Reviewed on: _____

2008 Meetings

The formation of policy is public business and will be conducted openly in accordance with the Nebraska Open Meetings Act.

1. Types of Meetings

- a. The board shall hold its regular meetings on or before the third Monday of each month.
- b. Special and emergency meetings may be called as provided by law.
- c. The board may schedule work sessions and retreats in order to provide board members and administrators with the opportunity to plan, research, and engage in discussion.

2. Notice

The board shall give reasonable advance publicized notice of the time and place of each of its meetings, which generally will be 48 hours or more in advance of the meeting. Such notice shall be transmitted to all members of the board and to the public.

Notice of regular and special meetings shall be published in a newspaper of general circulation within the district and, if available, on the newspaper's website. Newspapers of general circulation in the district include the Sarpy County Times or Omaha World Herald. Such notice shall contain a statement that the agenda shall be readily available for public inspection at the administration office of the school during the normal business hours. In addition, the superintendent is authorized, but not required, to publish the notice of any meeting on the school district's website, posting in three prominent places within the school district, or by any other appropriate method designated by the board.

In case of refusal, neglect, or inability of the newspaper to timely publish the notice, the school district will (1) post the notice on its website, if available, and (2) post the notice in a conspicuous public place in the school district's jurisdiction. The school district will keep a written record of the posting.

When it is necessary to hold an emergency meeting without reasonable

advance public notice, the nature of the emergency shall be stated in the minutes of the meeting, and any formal action taken in such meeting shall pertain only to the emergency. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public no later than the end of the next regular business day.

3. Weather Delays

In the event of inclement weather which makes it dangerous or unreasonable for board members or members of the public to attend a meeting for which notice has already been given, such meeting may be postponed by the board president. The board will communicate the delay to members of the public by posting it on the district's website and by following the same communication protocol that the district follows when student attendance at school is called off due to inclement weather. When possible, the board president and superintendent will attempt to communicate the information to local media members and business owners to assist in notifying the public of the delay. Notice of the date, time, and location of the postponed meeting will be advertised as required in the "Notice" section above.

4. Minutes

- a. The board shall keep minutes of all meetings showing the time, place, members present and absent, the method(s) and date(s) of the meeting notice, and the substance of all matters discussed.
- b. Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the board in open session, and the record shall state how each member voted, or if the member was absent or not voting.
- c. The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public record and shall be published on the school district's website within ten working days of the last meeting or prior to the next convened meeting, whichever occurs earlier. The minutes shall be available on the website for at least six months.

Adopted on: _____

Revised on: _____

Reviewed on: _____

2009
Public Participation at Board Meetings

The board of education shall conduct its meetings in accordance with the Nebraska Open Meetings Act.

The board shall make reasonable efforts to accommodate the public's right to hear the discussions and testimony presented at its meetings. The board shall make available at the meeting, for examination and copying by members of the public, at least one copy of all reproducible written material to be discussed in open session of the meeting.

Except for closed sessions, the board will allow members of the public an opportunity to speak at each meeting. The board may make and enforce reasonable rules and regulations regarding the conduct of persons attending, speaking at, videotaping, photographing, or recording its meetings.

The board shall not require members of the public to identify themselves as a condition for admission to the meeting, nor shall such body require that the name of any member of the public be placed on the agenda prior to such meeting in order to speak about items on the agenda. However, the board shall require members of the public desiring to address the board to identify themselves, including an address and the name of any organization represented by such person unless the address requirement is waived to protect the security of the individual.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3003.1
Bidding for Construction, Remodeling, Repair, or Related Projects
Financed with Federal Funds

I. Applicability of the Policy

This policy applies only to construction and contracts undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

The District will also comply with the requirements of the public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106) when the contemplated expenditure for the complete project exceeds \$109,000, the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. §§ 13-2901 through 13-2914), energy financing contracts (NEB. REV. STAT. §§ 66-1062 through 66-1066), other applicable state laws, and the board's general policy on Bidding for Construction and Related Projects. In addition, all procurement and construction shall comply with the rules and requirements of 2 CFR part 200.317 through 200.326 and 34 CFR sections 75.601 through 75.615. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

II. All projects undertaken pursuant to this policy will be subject to the following bond requirements

- A. A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
- B. A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.
- C. A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

III. Construction Projects with an Anticipated Cost of Under \$250,000

A. Methods of Bidding/Soliciting Quotations or Estimates

The type of procedures required depends on the anticipated cost of the project.

1. Construction with an Anticipated Cost of up to \$10,000 (Micro-Purchases)

Micro-purchase means an individual procurement transaction for supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed \$10,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing.

2. Construction with an Anticipated Cost of between \$10,000 and \$250,000 (Simplified Acquisition Procedures)

For construction projects subject to this policy, simplified acquisitions are purchases that, in the aggregate amount, is more than \$10,000 and less than \$250,000 annually. For simplified acquisitions, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts.

- B. Construction Projects with an estimated cost of between \$109,000 and \$249,999 will be made pursuant to the District's Policy on Bid Letting and Contracts.

Pursuant to Nebraska law, construction projects which have an anticipated aggregate cost of \$109,000 or more are subject to state public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106). The board will follow its standard policy on bid letting and contracts for construction projects financed with federal funds which have an anticipated aggregate cost of between \$109,000 and \$250,000.

IV. Construction Projects with an Anticipated Cost Over \$250,000

- A. Sealed Bids: All constructions projects subject to this policy with an anticipated cost of \$250,000 or more will be publicly solicited using the sealed bid method
 1. Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for state, local, and tribal governments, the invitation for bids must be publicly advertised;
 2. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
 3. Sealed bids will be publicly opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.
 4. The contract will be awarded to the lowest responsive and

responsible bidder.

- a) Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest.
- b) Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of.
- c) Any or all bids may be rejected if there is a sound documented reason.

5. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

6. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

B. Advertising for Bids.

1. The superintendent or designee will arrange to advertise for bids by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.
2. Nothing shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

C. Bid Documents

1. The bid documents shall identify the day upon which the bids shall be returned, received, or opened and shall identify the hour at which the bids will close or be received or opened.
2. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.

3. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.
4. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.
5. Sealed bids will be opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.
6. Bids will be reviewed by the Superintendent and/or designee and submitted to the board for approval.
7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.
8. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.

V. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.322 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards. This includes a "Buy American" provision that provides that as appropriate and to the extent consistent with law, the District and contractor should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron,

aluminum, steel, cement, and other manufactured products). The requirements of the Buy American provision must be included in all subawards including all contracts and purchase orders for work or products under this award.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are used when possible and consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in the U.S. or processed in the U.S. substantially using agricultural commodities produced in the U.S.

C. Full and Open Competition

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

D. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, public policy compliance, proper classification of employees (see the Fair Labor Standards Act, 29 U.S.C. 201, chapter 8), record of past performance, and financial and technical resources when conducting a procurement transaction.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by revising the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

E. Settlements of Issues Arising Out of Contract

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

F. Record Keeping

1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding construction projects for a minimum of five (5) years after the sale or demolition of the building. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

- c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.
2. Maintenance of Construction Records for Projects Financed with Federal Funds
- a) The District must maintain records sufficient to detail the history of all construction projects financed with federal funds. These records will include, but are not necessarily limited to the following: rationale for the method of construction, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.
 - b) Retention of construction records shall be in accordance with applicable law and Board policy.

VI. Conflict of Interest and Code of Conduct

- A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.
- B. Contracts covered by this policy are subject to the following additional provisions.
 - 1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.
 - 2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
 - 3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

An employee, officer, agent, and board member of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, with the limited exception of unsolicited items of nominal value.

D. Enforcement

Disciplinary Actions will be applied for violations of such standards by officers, employees, board members, or agents of the District at the board's discretion.

VII. Financial Management

A. Identification.

The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA title and number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

B. Financial Reporting

The District will make an accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

C. Accounting Records

The District maintains records which adequately identify the source and application of funds provided for federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

D. Internal Controls

The Superintendent or his/her designee must maintain effective control and accountability for all funds, real and personal property,

and other assets through board review and approval of claims, an annual audit of the district's finances pursuant to the applicable Nebraska Department of Education and federal rules and regulations, and comparison of expenditures and outlays to budgeted amounts. The District adequately safeguards all such property and assures that it is used solely for authorized purposes.

E. Budget Control

Actual expenditures or outlays will be compared with budgeted amounts for each federal award at least annually and more often as required by law or deemed prudent by the board or administrative staff.

F. Payment Methods

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Nebraska Department of Education on a reimbursement basis. 2 CFR § 200.305. However, if the District receives an advance in federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up to \$500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for the Nebraska Department of Education to review upon request.

G. Allowability of Costs

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval.

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards

outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part. The Superintendent or his/her designee must consider these factors when making an allowability determination.

The Superintendent or his/her designee will consider Part 200's cost guidelines when federal grant funds are expended. The Superintendent or his/her designee will also consider whether all state - and District-level requirements and policies regarding expenditures have been followed.

H. Use of Program Income – Deduction, Addition, or Cost Sharing or Matching

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The District may also request prior approval from the federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award. 2 C.F.R. § 200.307(e)(2). The District may also request prior approval from the federal awarding agency to use the cost sharing or matching method.

While the deduction method is the default method, the District always refers to the grant award notice prior to determining the appropriate use of program income.

I. Cost Sharing or Matching

For all Federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the non-Federal entity's cost sharing or matching when such contributions meet all of the following criteria:

- (1) Are verifiable from the non-Federal entity's records;
- (2) Are not included as contributions for any other Federal award;
- (3) Are necessary and reasonable for accomplishment of project or program objectives;
- (4) Are allowable under [subpart E \(Cost Principles\) of this part](#);
- (5) Are not paid by the Federal Government under another Federal

award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;

- (6) Are provided for in the approved budget when required by the Federal awarding agency; and
- (7) Conform to other provisions of this part, as applicable.

J. Documentation of Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VIII. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are used when possible consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in US or processed in US substantially using agricultural commodities produced in US.

C. Record Keeping

1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show

compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Procurement Records

a) The District must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

b) Retention of procurement records shall be in

accordance with applicable law and Board policy.

D. Privacy

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3004.1

Fiscal Management for Purchasing and Procurement Using Federal Funds

I. Applicability of Policy

This policy applies only to non-construction related purchases undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

All other non-construction purchases will be governed by the Board's general purchasing policy, which can be found earlier in this subsection. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

This procurement policy shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. The district's goal is to fully implement all required procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the Nebraska Department of Education.

II. Procurement System

The District maintains the following purchasing procedures.

A. Responsibility for Purchasing

The authority to make purchases shall be governed by the District's purchasing policy, which can be found elsewhere in this section. Except as otherwise provided in the District's purchasing policy, the acquisition of services, equipment, and supplies shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the purchasing program of the school district. Purchases or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.

B. Methods of Purchasing

The type of purchase procedures required depends on the cost of the item(s) being purchased.

1. Purchases up to \$10,000 (Micro-Purchases)

Micro-purchase means an individual procurement transaction for supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed \$10,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing, which can be found earlier in this subsection.

2. Purchases between \$10,000 and \$250,000 (Simplified Acquisition Procedures)

Simplified acquisitions are purchases that, in the aggregate amount, are more than \$10,000 and less than \$250,000 annually. For simplified acquisitions, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts, which can be found earlier in this subsection.

3. Purchases Over \$250,000

a) Sealed Bids (Formal Advertising)

For purchases over \$250,000, the district will generally follow the bidding process outlined in the board's policy on Bidding for Construction, Remodeling, Repair or Site Improvement.

b) Contract/Price Analysis

The District performs a cost or price analysis in connection with every procurement action in excess of \$250,000, including contract modifications. The district will make an independent estimate of costs prior to receiving bids or proposals.

4. Noncompetitive Proposals (Sole Sourcing)

- a) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
 - 1) The procurement transaction can only be fulfilled by a single source;
 - 2) The public exigency or emergency for the requirement will not permit a delay resulting from providing public notice of a competitive solicitation;
 - 3) The federal awarding agency or pass-through entity expressly authorizes written approval of noncompetitive proposals in response to a written request from the District; or
 - 4) After solicitation of a number of sources, competition is determined inadequate.
- b) Noncompetitive proposals may only be solicited with the approval of the superintendent or the board. Sufficient and appropriate documentation that justifies the sole sourcing decision must be maintained by the superintendent or designee.
- c) A cost or price analysis will be performed for noncompetitive proposals when the price exceeds \$250,000.

5. Competitive Proposals.

- a) The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

- 1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered;
 - 2) Proposals must be solicited from an adequate number of qualified sources; and
 - 3) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.
- b) The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used to procure A/E professional services. The method may not be used to purchase other services provided by A/E firms are a potential source to perform the proposed effort.
- c) The District may select a proposal that offers the best value and that is based upon the proposer's responsiveness to the proposal, experience, reputation, staff qualifications, ability and capacity to carry on the work, price, honesty, integrity, skills, business judgment, financial stability, past performance, and other relevant factors. The evaluation may be conducted by the school board, a designated committee, or another designee of the school board.

C. Use of Purchase (Debit & Credit) Cards

District use of purchase cards is subject to the policy on purchase cards which can be found elsewhere in this subsection.

D. Federal Procurement System Standards

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

The District will maintain and follow general procurement standards consistent with 2 C.F.R. §200.318.

E. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, public policy compliance, proper classification of employees (see the Fair Labor Standards Act, 29 U.S.C. 201, chapter 8), record of past performance, and financial and technical resources when conducting a procurement transaction.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by revising the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

F. Settlements of Issues Arising Out of Procurements

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

III. Conflict of Interest and Code of Conduct

A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.

B. Purchases covered by this policy are subject to the following additional provisions.

1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.
2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

An employee, officer, agent, and board member of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, except that this provision does not prohibit the receipt of unsolicited items of nominal value. For purposes of this policy, "nominal value" means a fair market value of \$25 or less.

D. Enforcement

Disciplinary Actions including, but not limited to, counseling, oral reprimand, written reprimand, suspensions without pay, or termination of employment, will be applied for violations of such standards by officers, employees, board members, or agents of the District.

IV. Property Management Systems

A. Property Classifications

1. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$10,000.
2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the

capitalization level established by the District for financial statement purposes or \$5,000, regardless of the length of its useful life. 2 C.F.R. §200.94.

3. Computing Devices means machines that acquire, store, analyze, process, and publish data and other information electronically, including accessories (or “peripherals”) for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.
4. Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:
 - a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
 - b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

B. Inventory Procedure

Newly purchased property shall be received and inspected by the staff member who ordered it to ensure that that it matches the purchase order, invoice, or contract and that it is in acceptable condition.

Equipment, Computing Devices, and Capital Assets must be tagged with an identification number, manufacturer, model, name of individual who tagged the item, and date tagged).

C. Inventory Records

For equipment, computing devices, and capital assets purchased with federal funds, the following information is maintained in the property management system:

1. Serial number;
2. District identification number;

3. Manufacturer;
4. Model;
5. Date tagged and individual who tagged it;
6. Source of funding for the property;
7. Who holds title;
8. Acquisition date and cost of the property;
9. Percentage of federal participation in the project costs for the federal award under which the property was acquired;
10. Location, use and condition of the property; and
11. Any ultimate disposition data including the date of disposal and sale price of the property.

The inventory list shall be adjusted by the superintendent of schools or his/her designee for property that is sold, lost, stolen, cannot be repaired, or that cannot be located.

D. Physical Inventory

1. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
2. The Superintendent or his/her designee will ensure that the physical inventory is performed. The physical inventory will generally occur during the months of June or July, but may be conducted during other time periods with the approval of the superintendent.

E. Maintenance

In accordance with 2 C.F.R. 313(d)(4), the District maintains adequate maintenance procedures to ensure that property is kept in good condition.

F. Lost or Stolen Items

The District maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property. The District will notify the Federal agency or pass-through entity of any loss, damage, or theft of equipment that will have an impact on the program.

G. Use of Equipment

Equipment must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be

supported by the federal award, and the District will not encumber the property for any non-federal program use without prior approval of the federal awarding agency and the pass-through entity.

H. Disposal of Equipment

When it is determined that equipment acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Superintendent or his/her designee will contact the awarding agency (or pass-through for a state-administered grant) for disposition instructions.

If the item has a current fair market value of \$10,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency or pass-through entity.

I. Equipment Retention

When included in the terms and conditions of the Federal award, the Federal agency may permit the recipient to retain equipment, or authorize a pass-through entity to permit the recipient to retain equipment, with no further obligation to the Federal Government unless prohibited by Federal statute or regulation.

J. Equipment and Capital Expenditures

All equipment and capital expenditures shall comply with the rules and requirements of 2 CFR 200.439.

K. Depreciation

All depreciation shall comply with the rules and requirements of 2 CFR 200.436.

V. Financial Management

A. Identification

The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA title and number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

B. Financial Reporting

The District will make an accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

C. Accounting Records

The District maintains records which adequately identify the source and application of funds provided for federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

D. Internal Controls

The Superintendent or his/her designee must maintain effective control and accountability for all funds, real and personal property, and other assets through board review and approval of claims, an annual audit of the district's finances pursuant to the applicable Nebraska Department of Education and federal rules and regulations, and comparison of expenditures and outlays to budgeted amounts. The District adequately safeguards all such property and assures that it is used solely for authorized purposes.

E. Budget Control

Actual expenditures or outlays will be compared with budgeted amounts for each federal award at least annually and more often as required by law or deemed prudent by the board or administrative staff.

F. Payment Methods

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Nebraska Department of Education on a reimbursement basis. 2 CFR § 200.305. However, if the District receives an advance in federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up to \$500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for the Nebraska Department of Education to review upon request.

G. Allowability of Costs

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval.

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part. The Superintendent or his/her designee must consider these factors when making an allowability determination.

The Superintendent or his/her designee will consider Part 200's cost guidelines when federal grant funds are expended. The Superintendent or his/her designee will also consider whether all state - and District-level requirements and policies regarding expenditures have been followed.

H. Use of Program Income – Deduction, Addition, or Cost Sharing or Matching

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The District may also request prior approval from the federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award. 2 C.F.R. § 200.307(e)(2). The District may also request prior approval from the federal awarding agency to use the cost sharing or matching method.

While the deduction method is the default method, the District always refers to the grant award notice prior to determining the appropriate use of program income.

I. Cost Sharing or Matching

For all Federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the non-Federal entity's cost sharing or matching when such contributions meet all of the following criteria:

- (1) Are verifiable from the non-Federal entity's records;
- (2) Are not included as contributions for any other Federal award;
- (3) Are necessary and reasonable for accomplishment of project or program objectives;
- (4) Are allowable under [subpart E \(Cost Principles\) of this part](#);
- (5) Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
- (6) Are provided for in the approved budget when required by the Federal awarding agency; and
- (7) Conform to other provisions of this part, as applicable.

J. Documentation of Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VI. Written Compensation Policies

A. Time and Effort Standards

All employees who are paid in full or in part with federal funds must keep specific documents to demonstrate the amount of time they spent on grant activities. This includes an employee whose salary is paid with state or local funds but is used to meet a required "match" in a federal program. These documents, known as time and effort records, are maintained in order to charge the costs of personnel compensation to federal grants. Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

- (1) Be supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- (2) Be incorporated into official records;
- (3) Reasonably reflect total activity for which the employee is compensated, not exceeding 100% of compensated activities;
- (4) Encompass both federally assisted and all other activities compensated by the District on an integrated basis;
- (5) Comply with the established accounting policies and practices of the District and
- (6) Support the distribution of the employee's salary or wages among specific activities or costs objectives.

B. Time and Effort Procedures

Time and effort procedures will follow and comply with 2 CFR 200.430(i).

C. Fringe Benefits

Except as provided otherwise by federal law, the costs of fringe benefits will be allowable provided that the benefits are reasonable and required by law, a district-employee agreement, or another policy of the District.

D. Leave

The cost of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if they are provided under established written District leave policies.

E. Unexpected or Extraordinary Circumstances

In the event of a pandemic or other unexpected or extraordinary circumstance, the District may close school or individual buildings. In such case, the District may compensate federally funded or other employees during such closure to ensure the return of staff to employment after the closure as allowed by state or federal law.

F. Documentation for Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VII. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are used when possible consistent with state law.

Buy American. The District participates in the National School Lunch Program and School Breakfast Program and is required to use the nonprofit food service funds, to the maximum extent practicable, to buy domestic commodities or products for Program meals. A "domestic commodity or product" is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. as provided in 7 CFR 210.21(d).

The District may deviate from this general requirement only if:

- The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or
- Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product.

C. Record Keeping

1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and

accounts must be retained and made available for programmatic or financial audit.

- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.
- c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Procurement Records

- a) The District must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.
- b) Retention of procurement records shall be in accordance with applicable law and Board policy.

D. Privacy

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3017
Official Communication with the Public

Only individuals who have prior administrative approval may issue press releases or other official communication regarding school-related activities and events in furtherance of the individual's official responsibilities. The superintendent may delegate responsibility for communicating with the media to building principals, the activities director, event sponsors, and other staff on an ad hoc basis.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3032 Fees for School District Records

Requests for school district records shall be subject to applicable fees. No fee shall be charged for providing a copy of a student or public record if a specific law or regulation requires the copy to be provided without charge.

Student Records. Students and their parents or guardians shall not be charged any fee to inspect and review the student's files or records. Students and their parents or guardians who desire a copy of the student's files or records shall pay the reasonable cost of reproduction as follows:

- Black and white letter or legal-sized photocopies: No charge for the first 5 copies; .05 cents for each copied page thereafter.
- Computer data printouts: No charge for the first 5 pages; no charge for each page thereafter.
- Other medium: Actual cost of reproduction.
- Postage fees: Actual cost

Students and their parents or guardians **shall not be charged any fee:**

- To search for or retrieve any student's files or records.
- For a copy of a student's Individualized Education Plan (IEP).
- For copy of the special education evaluation report and the documentation of determination of eligibility for special education services upon completion of the administration of assessments and other evaluation measures.
- If the fee effectively prevents the parents from exercising their right to inspect and review student records.

Student Records – Transfer School. A copy of the student's files or records, including academic material and any disciplinary material relating to any suspension or expulsion shall be provided at no charge, upon request, to any public or private school to which the student transfers.

Public Records. Individuals requesting copies of public records shall pay the actual added cost of making the copies available.

- For photocopies, actual added costs may include a reasonably apportioned cost of the supplies, such as paper, toner, other equipment used in preparing the copies, and any additional payment obligation for the time of contractors necessarily incurred to comply with the copy request.

- For printouts of computerized data on paper, actual added cost may include computer run time and the cost of materials for making the copy.
- For electronic data, the actual added cost may include the reasonably calculated actual added cost of the computer run time, any necessary analysis and programming, and production of a report in the form furnished to the requester.
- For residents of Nebraska, the actual added cost shall not include any charge for the existing salary or pay obligation to public officer or employees for the first eight hours of searching, identifying, physically redacting, or copying records, but fees may be charged after the first eight hours. The fee for records shall not include any charge for the services of an attorney or any other person to review the requested public records seeking a legal basis to withhold the public records from the public. No special service charge or fee shall be charged for copies of blank forms or pages that have all meaningful information redacted.
- For nonresidents of Nebraska, the actual added cost used as the basis for the calculation of a fee for records may include a charge for the proportion of the existing salary or pay obligation to the public officers or employees, including a proportional charge for the services of an attorney to review the requested public records, for the time spent searching, identifying, physically redacting, copying, or reviewing such records.
- The district shall not charge any fee for copies of public records that is prohibited by law but reserves the right to charge any other fee allowed by law.

The fee schedule for public records copies is as follows:

- Black and white letter or legal-sized photocopies: No charge for the first 5 copies; .25 cents for each copied page thereafter.
- Computer data printouts: No charge for the first 5 pages; no charge for each page thereafter.
- Other medium: Actual cost of reproduction.
- Postage fees: Actual cost

Deposit. The school district may require a deposit before providing copies of student or public records if the estimated cost to fulfill the request exceeds fifty dollars.

Waiver. Documents may be furnished without charge or at a reduced charge where the district determines that waiver or reduction is in the public interest.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3053 Nondiscrimination

The School District does not discriminate on the basis of prohibited factors in employment and educational programs/activities. The School District affirmatively strives to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin

Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, sex, or national origin

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of sex

Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40

The Equal Pay Act of 1963 as amended - prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions

The Pregnant Workers Fairness Act (PWFA) – requires covered employers to provide reasonable accommodations to qualified employee’s or applicant’s known limitations related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions.

The Uniformed Services Employment and Reemployment Rights Act (USERRA) – provides job protections and reemployment rights to military reservists and National Guard members called to active duty

The Boy Scouts of America Equal Access Act which prohibits discrimination against groups that wish to access district facilities

The Nebraska Fair Employment Practice Act (FEPA) – prohibits employment discrimination on the basis of race, color, national origin, religion, sex (including pregnancy), disability, marital status, and retaliation

Nebraska Age Discrimination in Employment Act (Age Act) – prohibits employment discrimination on the basis of age for those individuals who are over 40 years of age

The Equal Pay Act of Nebraska – prohibits discriminatory wage practices based on sex

The Nebraska Equal Opportunity in Education Act – prohibits discrimination on the basis of sex (including pregnancy) by any educational institution

Veterans Preference Law (NEB. REV. STAT §§ 48-225 to 48-231) - stipulates categorical preferences for employment for military veterans and for the spouses of disabled veterans

Additional School Board policies prohibit harassment and/or discrimination against students, employees, or patrons on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, age, pregnancy, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

Any person who believes she or he has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity may file a complaint using the district's complaint procedures.

Inquiries regarding compliance with any of the laws referred to in this policy may be directed to the superintendent or to the district's Title IX and/or Section 504/ADA Coordinator.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3057 Title IX

Nondiscrimination. The school district does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates including in admission and employment. Inquiries about Title IX may be referred to the school district's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The school district's Title IX Coordinator may be contacted at Title IX Coordinator, 765 Main Street, Springfield, NE 68059 jacci.lucas@spscne.org, 402-592-1300. The school district's nondiscrimination policy and grievance procedures are included this policy, or can be accessed at: <https://www.spscne.org/Title-IX-Information> To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please contact the Title IX Coordinator.

Publication Notice. The school district will include the following notice on its website and in each handbook, catalog, announcement, bulletin, application form, and other places as required by law:

The school district prohibits sex discrimination in any education program or activity that it operates and individuals may report concerns or questions to the Title IX Coordinator. The school district's Title IX policy, notice, and other information may be accessed at the following link: <https://www.spscne.org/Title-IX-Information>

Retaliation Prohibited. Retaliation, including peer retaliation, is prohibited in the school district's education program or activity. If the school district has information about conduct that reasonably may constitute retaliation under Title IX, it may be required to treat it as an allegation of sex discrimination. Upon receiving a complaint alleging retaliation, the school district will initiate its grievance procedures or informal resolution process.

Definitions. As used in this policy, the following terms are defined as follows:

Complainant means an employee, a student, or a parent, guardian, or other individual with the legal right to act on behalf of a complainant who is alleged to have been subjected to conduct that could constitute sex discrimination, including sex-based harassment; or any other person who may have been subjected to sex discrimination when that person was participating or attempting to participate in the school district's education program or activity.

Complaint means an oral or written request to the school district that objectively can be understood as a request for the school district to investigate and make a determination about alleged sex discrimination under Title IX.

Consent for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. School district officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

Respondent means a person who is alleged to have violated the school district's prohibition on sex discrimination. When a sex discrimination complaint alleges that the school district's policy or practice discriminates on the basis of sex, the school district is not considered a respondent.

Sex-based harassment prohibited by this part is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex that is:

Quid pro quo harassment. An employee, agent, or other person authorized by the school district to provide an aid, benefit, or service under the school district's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;

Hostile environment harassment. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the school district's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

- The degree to which the conduct affected the complainant's ability to access the school district's education program or activity;
- The type, frequency, and duration of the conduct;
- The parties' ages, roles within the school district's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;

- The location of the conduct and the context in which the conduct occurred; and
- Other sex-based harassment in the school district's education program or activity.

Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;

Sex Offenses, Forcible—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

- **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Sex Offenses, Non-forcible—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

- **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
- **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent

Dating violence meaning violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length and type of relationship and the frequency of interaction between the persons involved in the relationship;

Domestic violence meaning felony or misdemeanor crimes committed by a person who:

- Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the school district, or a person similarly situated to a spouse of the victim;
- Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
- Shares a child in common with the victim; or
- Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction

Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

Response to Sex-based Harassment.

All Employees. All school district employees must notify the Title IX Coordinator when the employee has information about conduct that reasonably may constitute sex discrimination, including sex-based harassment under Title IX.

Title IX Coordinator. The school district will designate and authorize at least one employee as the school district's "Title IX Coordinator," to coordinate the school district's efforts to comply with its responsibilities under Title IX and this policy. The superintendent or Title IX Coordinator is authorized to delegate specific duties to one or more designees.

For conduct that could constitute sex-based harassment, the Title IX Coordinator must take the following actions:

- Offer and coordinate supportive measures for the complainant and for the respondent;
- Notify the complainant or the individual who reported the conduct of the grievance procedures and, if appropriate, the informal resolution process.

- Take other appropriate steps to avoid the recurrence of sex discrimination and restore or maintain equal access to the school district's programs and activities.

Supportive Measures. The school district will provide supportive measures, as appropriate, in cases involving sex-based harassment. These measures may include but are not limited to: counseling; extending deadlines; increased supervision; no-contact directives; leaves of absence; changes in class, work, or activities, regardless of whether there is a comparable alternative; and training and education programs related to sex-based harassment. Supportive measures may be continued, modified, or discontinued at the conclusion of any grievance process. Supportive measures will not be disclosed to anyone other than the person to whom they apply and others, including school officials, who need to know the supportive measures to implement them.

Requests to Modify Supportive Measures. A complainant or respondent may request modification or reversal of the school district's decision to provide, deny, change, or terminate supportive measures applicable to them. Requests must be made to the Title IX Coordinator in writing, and an impartial individual will review the request.

Students with Disabilities. If the complainant or respondent is a student with a disability, the Title IX Coordinator will consult with one or more members of the student's IEP or Section 504 team to determine compliance with those laws while implementing supportive measures and all other requirements of this policy and Title IX.

Emergency Removal. The school district is authorized to remove a respondent from the school district's education program or activity on an emergency basis, provided that the school district undertakes an individualized safety and risk analysis; determines that an imminent and serious threat to the health or safety of a complainant or other persons arising from the allegations of sex discrimination justifies removal; and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.

Administrative Leave. The school district is authorized to place an employee respondent on administrative leave from employment responsibilities during the pendency of the school district's grievance procedures.

Informal Resolution. The school district may offer an informal resolution process unless the complaint includes allegations that an employee engaged in sex-based harassment of a student or informal resolution would be contrary to

law. Prior to initiating informal resolution, the parties will be provided with notice of the allegations. Participation in informal resolution is voluntary, and any informal resolution will include consent from the complainant and respondent, the ability to withdraw from the process, and the right to resume the grievance process. If an agreement is reached, it precludes the parties from initiating or resuming the grievance process.

The informal resolution facilitator will not be the same person as the investigator or the decisionmaker in the school district's grievance procedures. Potential terms that may be included in an informal resolution agreement include but are not limited to restrictions on contact, restrictions on participation in programs or activities, and disciplinary sanctions.

If informal resolution is offered, the school district will maintain all evidence gathered, communications about the informal resolution process, and the agreement reached. This information will be disclosed to outside individuals only as permitted by law and if required to implement the requirements of the agreement or Title IX. If no agreement is reached, only relevant and permissible evidence received during the informal resolution process will be considered during the grievance process.

Grievance Procedures to Resolve Complaints of Sex Discrimination.

Any person designated as Title IX Coordinator, investigator, or decision maker will not have a conflict of interest or bias for or against any party, generally or specifically. The decisionmaker may be the same person as the Title IX Coordinator or investigator.

Complaint. Complaints of sex-based harassment may only be made by a complainant; a parent, guardian, or other individual with the legal right to act on behalf of a complainant; or the Title IX Coordinator. Complaints of sex discrimination (excluding complaints of sex-based harassment) may be made by any person who was participating or attempting to participate in the school district's education program or activity at the time of the alleged sex discrimination.

Complaint by Coordinator. In the absence of a complaint made by any other individual, the Title IX Coordinator will determine whether to initiate a complaint of sex discrimination. The Title IX Coordinator must consider, at a minimum, the following factors:

- The complainant's request not to proceed with the initiation of a complaint;
- The complainant's reasonable safety concerns regarding the initiation of a complaint;

- The risk that additional acts of sex discrimination would occur if a complaint is not initiated;
- The severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
- The age and relationship of the parties, including whether the respondent is an employee of the school district;
- The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;
- The availability of evidence to assist a decisionmaker in determining whether sex discrimination occurred; and
- Whether the school district could end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedures.

If the Title IX Coordinator initiates a complaint, they will notify the complainant prior to doing so and address reasonable concerns about the complainant's safety or the safety of others, including by providing supportive measures.

Consolidation of Complaints. The school district may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one complainant or more than one respondent is involved, references in this section to a party, complainant, or respondent include the plural, as applicable.

Basic Procedures. This grievance procedure is governed by the following basic requirements:

- A respondent is presumed not responsible for the alleged sex discrimination until a determination is made at the conclusion of the grievance procedure;
- The school district will treat the complainant and respondent equitably throughout the grievance process;
- The school district will take reasonable steps to protect the privacy of individuals participating in the grievance process in a manner that does not restrict the parties from obtaining and presenting evidence, speaking to witnesses, consulting with family members or advisors, or otherwise participating in the grievance process;
- The District will use the following timelines for each complaint, but the Title IX Coordinator or designee may extend them as needed:

Major Stage	Target Duration (calendar days)
Completion of the school district's decision whether to dismiss or investigate a complaint of sex discrimination	1-15
Investigation	1-30
Determination	1-30
Appeal	1-20

Notice of Allegations. Upon initiation of the grievance procedure, the school district will provide notice of the allegations to the parties whose identities are known. The notice will include a copy of this policy; the parties involved in the incident(s); the conduct alleged to constitute sex discrimination; and the date(s) and location(s) of the alleged incident(s), if available. Retaliation is prohibited.

If the school district decides to investigate additional allegations of sex discrimination that are not included in the initial notice, the school district will provide notice of the additional allegations to the parties.

Complaint Investigation. The burden is on the school district to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred. The individual investigating and deciding the complaint will:

- Provide an equal opportunity for the parties to present fact witnesses and relevant and permissible evidence;
- Objectively review all evidence gathered through the investigation and determine what evidence is relevant and permissible;
- Provide each party with an accurate description of the relevant and permissible evidence, and upon request, copies of this evidence;
- Provide the parties a reasonable opportunity to respond to the evidence;
- Use a process that enables the decisionmaker to question parties and witnesses to adequately assess a party's or witness's credibility, but credibility will not be based upon any individual's status as a complainant, respondent, or witness; and
- Take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. For purposes of this paragraph, disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

Relevant and Permissible Evidence. The school district will consider relevant and permissible evidence. Relevant evidence is evidence related to the allegations of sex discrimination under investigation as part of the grievance procedure. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred.

Generally relevant evidence is permissible, but does not include:

- Evidence that is protected under a privilege as recognized by Federal or State law;
- A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional in connection with the provision of treatment to the party or witness unless the school district obtains that party's or witness's voluntary, written consent for use in this grievance procedures; and
- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless that evidence is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude a determination that sex-based harassment occurred.

Determining Whether Sex Discrimination Occurred. The school district will:

- Use the preponderance of the evidence standard of proof, that it is more likely than not, to determine whether sex discrimination occurred;
- Use only relevant and permissible evidence to reach a determination;
- Notify the parties in writing of the determination whether sex discrimination occurred, including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable;
- If there is a determination that sex discrimination occurred, coordinate and provide remedies to restore equal access, coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions, and require the Title IX Coordinator to take other appropriate prompt and

effective steps to ensure that sex discrimination does not continue or recur;

- Not discipline a party, witness, or others participating in a school district's grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the school district's determination whether sex discrimination occurred.

Dismissal of a Complaint. A complaint of sex discrimination made through the grievance procedure may be dismissed for any of the following reasons:

- The school district is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in the school district's education program or activity and is not employed by the school district;
- The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the school district determines that without the complainant's withdrawn allegations, the remaining alleged conduct would not constitute sex discrimination even if proven;
- The school district determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint under this paragraph, the school district must make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, the school district will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district must also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.

The school district will notify the complainant that a dismissal may be appealed and provide the complainant with an opportunity to appeal the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district must also notify the respondent that the dismissal may be appealed on the bases set out in this policy. Upon the dismissal of a complaint, at a minimum, the school district will:

- Offer supportive measures to the complainant, and offer supportive measures to the respondent if the respondent has been notified of the complaint;

- Require its Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity.

Appeal. The school district will provide the parties the opportunity to appeal the decisionmaker's written determination or a dismissal of a complaint, on the grounds identified below. The school district will implement appeal procedures equally for the parties, including a reasonable and equal opportunity to make a statement in support of or challenging the outcome being appealed. Appeals under Title IX, like other comparable proceedings, will be handled consistent with the school district's general complaint policy.

Time for Appeal. Appeals may only be initiated by submitting a written Notice of Appeal to the superintendent within three (3) calendar days of the party's receipt of (1) the written determination of whether sex discrimination occurred from which the appeal is taken, or (2) the written dismissal of the complaint from which the appeal is taken.

Notice of Appeal Filed By Party. The Notice of Appeal must include (a) the name of the party or parties appealing, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from the following subsection) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy and Title IX.

Appeals of Dismissals. If a dismissal is appealed, the school district will provide notice of the allegations to the complainant and respondent if not provided previously.

Appeal Decision. The decisionmaker for the appeal will be an individual who did not take part in the investigation, determination, and/or decision to dismiss the complaint. The appeal decisionmaker will notify the parties of the result of the appeal and the rationale for the result.

Disciplinary Sanctions and Remedies. If it is determined that sex-based harassment occurred, the school district may impose disciplinary sanctions that may include suspension, expulsion, mandatory reassignment, adverse employment action up to and including termination, or any other actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include counseling of students, parent conferences, referral to restorative justice practices or services, 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.

Superintendent Authorized to Contract. The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the school district’s investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

Recordkeeping. The school district will maintain the following documents for a period of at least seven years:

- For each complaint of sex discrimination, records documenting the informal resolution process or grievance procedures and the outcome.
- Records documenting the actions the school district took to meet its obligations under Title IX for any allegation of sex discrimination.
- All materials used to provide training as required by this policy. The school district will make these training materials available upon request for inspection by members of the public.

Adopted on: _____

Reviewed on: _____

Revised on: _____

3059 Audio and Video Recording

Students, staff, parents/guardians, and patrons should assume that any class or activity in the school may be recorded by the school district for legitimate educational purposes. There is no reasonable expectation of privacy within classrooms, common areas of the school building or on school grounds outside of the building. Recordings permitted pursuant to this policy may only be used for authorized purposes and may not be republished without additional, written consent from a school administrator. For purposes of this policy "recording" includes still photographs, video, audio, and other similar data captured in any medium.

Secret Recordings. No person is permitted to make surreptitious recordings on school grounds unless authorized by the superintendent.

Recordings Made by The District. The district may use cameras or other devices for purposes of making security, safety, or other recordings when such recordings are deemed necessary or appropriate by an authorized representative of the district. The district will not maintain recordings unless the recording is purposefully copied and saved. Any recording not copied and maintained separately may only be accessible by the authorized representative for a limited time. Recordings made by the district may be destroyed by an authorized representative at any time unless retention is required by law.

Recordings Made by Parents/Guardians and Patrons. Parents/guardians and patrons may make recordings of school activities in a non-disruptive manner including things like athletic contests and school board meetings to the extent permitted by law unless otherwise lawfully restricted by the administration. Parents/guardians or patrons may not make recordings if they are volunteering or visiting school during the school day without permission of the administration or supervising staff member and subject to this policy, such as recording their child's classroom activities or recess. Parents may not record meetings with administrators or staff, including meetings related to a student's IEP or 504 plan. Violation of this policy will result in immediate termination of any meeting that is being recorded and may be grounds for exclusion from school property, loss of volunteer privileges, or other restrictions deemed appropriate by the administration.

Recordings Made by Staff. Staff members may make recordings of

classroom instruction, student behavior or performance, and school activities without prior administrative approval only for legitimate educational purposes. Staff members may not make secret recordings while on duty, even if those recordings do not violate state or federal criminal or privacy laws. Staff members who violate this provision may be subject to consequences up to termination for classified staff and cancellation of contract for certificated staff.

Recordings Made by Students. This policy applies to students during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event. Students may make recordings of school activities in a non-disruptive manner including things like athletic contests and other extracurricular performances to the extent permitted by law. Students generally are not permitted to record classroom instruction or members of the school community during the school day without the express consent of a staff member or as required by the student’s education plan. Student use of assistive technology that has the capacity to record and/or transmit recordings (*e.g.*, AngelSense) must be approved by the student’s education team or administration. Students remain subject to all other district policies and rules. In no event shall recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.

Adopted on: _____
Revised on: _____
Reviewed on: _____

3060
Firearms and Weapons for Non-Students

Weapons. No person may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. **Definition of Weapon.** The term "weapon" means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.

Firearms. No person may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy. **Definition of Firearm.** The term "firearm, as defined in 18 U.S.C. 921, means 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, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

Exceptions Regarding Firearms. The prohibition against firearms does not apply to:

1. The issuance of firearms to or possession by members of the armed forces of the United States, active or reserve, National Guard of this State, or Reserve Officers' Training Corps or peace officers or other duly authorized law enforcement officers when on duty or training;
2. The possession of firearms by peace officers or other duly authorized law enforcement officers

The carrying of firearms by qualified law enforcement officers or qualified retired law enforcement officers carrying pursuant to 18 U.S.C. 926B or 926C, respectively, as such sections existed on January 1, 2023

3. Firearms that may lawfully be possessed by a person who is receiving instruction at the school under the immediate supervision of an adult instructor;
4. Firearms which may lawfully be possessed by a person for the purpose of using them, with the approval of the school, in a historical

reenactment, in a hunter education program, or as part of an honor guard;

5. Firearms contained within a private vehicle **operated by a nonstudent adult** that are not loaded **and** are enclosed in a case or are in a locked firearm rack that is on a motor vehicle; or
6. A handgun carried as a concealed handgun by a nonstudent other than a minor or prohibited person in a vehicle or on his or her person while riding in or on a vehicle into or onto any parking area, which is open to the public and used by the school if, prior to exiting the vehicle, the handgun is locked inside the glove box, trunk, or other compartment of the vehicle, a storage box securely attached to the vehicle, or, if the vehicle is a motorcycle, a hardened compartment securely attached to the motorcycle while the vehicle is in or on such parking area.

Consequences. In the event a person violates this policy, the school may:

- Make a report to law enforcement;
- Ban any violator from school grounds, school vehicles, or school events for any time period it deems appropriate; and/or
- Take any other action allowed by law.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4011
Employee Leave Under the Family and Medical Leave Act
(FMLA)

The school district shall provide leave to its employees in accordance with the Family and Medical Leave Act ("FMLA"). The terms used herein shall have the meaning ascribed to them under the FMLA. Employees may also qualify for leave under the Nebraska Family Military Leave Act, which is covered under the district's policy for that law. If an employee qualifies for leave under both the Family and Medical Leave Act and the Nebraska Military Leave Act, any leave taken by the employee will count concurrently toward the leave limits of both acts.

I. Qualifying for Leave

A. Qualified Employees

1. To be eligible for *unpaid* leave under this policy, an employee must:
 - a. Make the request for leave at a time when the school district employs 50 or more workers;
 - b. Have been working for the school district for at least 12 months prior to the request; and
 - c. Have worked a minimum of 1,250 hours during the 12-month period immediately preceding the commencement of the leave.
2. The applicable 12-month period for computing an employee's entitlement to FMLA leave shall be "rolling" 12-month period measured backward from the date an employee uses any FMLA leave.
3. Employees ineligible for FMLA leave for any reason may be eligible for leave under the Nebraska Family Military Leave Act and should consult policy 4011.1.

B. Qualified Circumstances Necessitating Leave

1. The school district will grant an eligible employee up to a total of 12 workweeks of **unpaid** leave under the following conditions:
 - a. For birth of a son or daughter, and to care for the newborn child;
 - b. For placement of a son or daughter with the employee for adoption or foster care;
 - c. To care for the employee's spouse, son, daughter, or parent with a serious health condition;
 - d. Because of a serious health condition that makes the employee unable to perform the functions of his or her job; or
 - e. Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a Military Member on Covered Active Duty (or has been notified of an impending call or order to Covered Active Duty) in National Guard, Reserves, and/or Regular Armed Forces in support of a contingency operation

2. The school district will grant an eligible employee who is the spouse, son, daughter, parent or next of kin of a Covered Servicemember a total of 26 workweeks of **unpaid** leave during a 12-month period to care for the service member as permitted under the FMLA. The leave described in this paragraph shall only be available during a single 12-month period.

For purposes of this provision and this policy, "Covered Servicemember" includes both Military

Members and covered Veterans, so long as the covered Veteran was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered Veteran.

3. During the single 12-month period described in paragraph I(B)(2), an eligible employee shall be entitled to a combined total of 26 workweeks of leave under paragraphs I(B)(1) and I(B)(2). Nothing in this paragraph shall limit the availability of leave under paragraph I(B)(1) during any other 12-month period.

C. Limitations on Leave

1. Leave for birth or placement for adoption or foster care must conclude within 12 months of the birth or placement.
2. In any case in which a husband and wife both employed by the school district are entitled to FMLA leave:
 - a. The aggregate number of workweeks of FMLA leave to which both are entitled is limited to 12 during any 12-month period if such leave is taken (i) because of the birth of a son or daughter of the employee and in order to care for such son or daughter; (ii) because of the placement of a son or daughter with the employee for adoption or foster care; or (iii) to care for a sick parent who has a serious health condition; and
 - b. The aggregate number of workweeks of FMLA leave to which both that husband and wife are entitled is limited to 26 during the single 12-month period in which leave is taken to care for a Covered Servicemember and the husband and wife employees are both

either the son, daughter, parent, or next of kin of such Covered Servicemember, if the leave is taken for this reason or a combination of this reason and one of the three reasons described in paragraph I(C)(2)(a). If the leave taken by the husband and wife includes leave described in paragraph I(C)(2)(a), the limitation in paragraph I(C)(2)(a) shall apply to the leave described in I(C)(2)(a).

D. Qualifying Notice and Certification

Employees seeking to use FMLA leave will be required to provide:

1. 30-day advance notice when the need to take the leave is foreseeable; provided, if (a) the leave is for needed treatment which is required to begin in less than thirty days or (b) the leave is for the reason set forth in paragraph I(B)(1)(e), the employee shall provide such notice to the school district as is reasonable and practical;
2. Medical certification supporting the need for leave due to a Serious Health Condition affecting the employee or family member or to care for a Military Member, and/or due to a Serious Injury or Illness to care for a Veteran;
3. Second or third medical opinions and periodic re-certifications (at the school district's expense);
4. Certification supporting the need for leave because of a qualifying exigency arising out of the fact that the employee's spouse, son, daughter or parent is a Military Member on Covered Active Duty (or has been notified of an impending call or order to Covered Active Duty) in the National Guard, Reserves, and/or

Regular Armed Forces in support of a contingency operation;

5. Certification supporting the need for leave to care for a Veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered Veteran, and who is undergoing medical treatment, recuperation, or therapy for a Serious Injury or Illness; and
6. Periodic reports during leave, at a frequency reasonably requested by the superintendent, regarding the employee's status and intent to return to work.

E. Scheduling Leave

When leave is needed to care for a family member, for the employee's own illness, or to care for a Covered Servicemember, and such leave is foreseeable based on planned medical treatment, the employee must attempt to schedule treatment so as not to unduly disrupt the school district's operations.

II. Relationship with District During Leave

A. Leave to Be Unpaid

All leave provided to employees under the provisions of the FMLA and this policy shall be unpaid leave.

B. Substitution of Paid Leave

1. The school district requires employees to substitute any accrued paid vacation leave, paid personal leave, paid family leave, paid medical leave or paid sick leave for FMLA leave. However, nothing in this policy shall require the school district to provide paid sick or medical leave in any situation in which the

school district would not normally provide such paid leave.

2. If an employee uses paid leave under circumstances which do not qualify as FMLA leave, the leave will not count against the number of workweeks of FMLA leave to which the employee is entitled.
3. Any paid leave which is substituted for FMLA leave will be subtracted from the number of workweeks of unpaid leave provided by the FMLA and this policy.

C. Group Health Plan Benefits

1. The school district will continue group health plan benefits on the same basis as coverage would have been provided if the employee had been continuously employed during the FMLA leave period.
2. Any share of health plan premiums which have been paid by the employee prior to FMLA leave must continue to be paid by the employee during the FMLA leave period.

D. Intermittent or Reduced-Schedule Leave

1. Leave may be taken under this policy intermittently or on a reduced-leave schedule under certain circumstances.
 - a. When leave is taken because of a birth or because of a placement of a child for adoption or foster care, an eligible employee may take leave intermittently or on a reduced-leave schedule only with the agreement of the school district. In such a case, the superintendent shall have the authority to approve or disapprove such intermittent or reduced leave schedule, in the superintendent's sole discretion.

- b. When leave is taken to care for a sick family member, for an employee's own serious health condition, or to care for a covered Veteran or Military Member, an eligible employee may take leave intermittently or on a reduced-leave schedule when medically necessary.
- c. When leave is taken by an eligible employee because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a Military Member on Covered Active Duty (or has been notified of an impending call or order to Covered Active Duty) in National Guard, Reserves, and/or Regular Armed Forces in support of a contingency operation, the employee may take leave intermittently or on a reduced-leave schedule.
- d. When leave is taken by an eligible employee to care for a Covered Servicemember, including a Veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered Veteran, and who is undergoing medical treatment, recuperation, or therapy for a Serious Injury or Illness
- e. Intermittent or reduced leave shall not result in a reduction in the employee's total amount of leave beyond the amount of leave actually taken.
- f. When an instructional employee seeks to take intermittent leave in connection with a family or personal illness (e.g. physical therapy or periodic care for a sick relative) or to care for a covered Veteran

or Military Member, and when such leave would constitute at least 20 percent of the total number of working days in the period during which the leave would extend, the school district may require the employee to elect to take leave in a block, instead of intermittently, for the entire period or to transfer to an available alternative position within the school system that is equivalent in pay, for which the employee is qualified, and which better accommodates the intermittent leave.

2. If an eligible employee requests intermittent leave or leave on a reduced-leave schedule that is foreseeable based on planned medical treatment, including during a period of recovery from a serious health condition, the school district may require the employee to transfer temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position. Such alternative position must have equivalent pay and benefits as the employee's permanent position.
3. Leave taken on an intermittent or reduced-schedule basis will be tracked hourly.

III. Return from Leave

A. Restoration to Position

1. On return from FMLA leave, an employee is entitled to be returned to the same position the employee held when leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.
2. Any leave taken under this policy will not result in the loss of any employment benefits accrued

prior to the date on which the leave commenced.

3. An eligible employee is not entitled to accrual of any seniority or employment benefits during any period of leave, or any right, benefit, or position of employment other than to which the employee would have been entitled had the employee not taken leave.

B. Denial of Restoration

1. The school district reserves the right to deny restoration to any eligible employee who is a "key employee" (that is an employee who is salaried and among the highest paid 10% of the employees of the school district) if such denial is necessary to prevent substantial and grievous economic injury to the operations of the school district.
2. If the school district intends to deny restoration to such an employee, it will:
 - a. notify the employee of his/her status as a "key employee" in response to the employee's notice of intent to take FMLA leave;
 - b. notify the employee as soon as the school district decides it will deny job restoration and explain the reasons for this decision;
 - c. offer the employee a reasonable opportunity to return to work from FMLA leave after giving this notice; and
 - d. make a final determination as to whether reinstatement will be denied at the end of the leave period if the employee then requests restoration.

C. Failure to Return from Leave

If an employee fails to return from FMLA leave after the period of leave to which the employee is entitled has expired, the employee shall reimburse the district for any premiums the employer paid for maintaining health insurance coverage for the employee during the employee's FMLA leave unless the reason the employee does not return is due to: (1) the continuation, recurrence, or onset of the serious health condition which entitled the employee to FMLA leave and the employee provides the district with sufficient certification from the proper health care provider of such continuation, recurrence, or onset of the serious health condition or (2) other circumstances beyond the employee's control.

IV. Notice to Employees

- A. The school district will post in conspicuous places where employees are employed notices explaining the FMLA and providing information concerning the procedures for filing complaints of FMLA violations with the U.S. Wage and Hour Division.

- B. To the extent that any provision in this policy is in any manner inconsistent with the provisions of the Act or the regulations promulgated thereunder, the Act and regulations shall prevail over the provisions of this policy. The school district reserves the right to modify this policy from time to time in its sole discretion.

- C. Employees may direct any questions or concerns regarding FMLA leave to the superintendent.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4053 Conflict of Interest

Any school district employee who meets the conditions set forth in this policy shall be deemed to have a business or financial conflict of interest.

1. Definitions. For the purposes of this policy:
 - a. Business with which an employee is associated shall include the following:
 - (1) A business in which the employee or a member of his or her immediate family is a partner, a limited liability company, or serves as a director or an officer.
 - (2) A business in which the employee or a member of his or her immediate family is a stockholder in a closed corporation with stock worth one thousand dollars or more, or the employee or his or her immediate family owns more than a five percent equity interest or is a stockholder of publicly traded stock worth more than ten thousand dollars or more at fair market value, or which represents more than ten percent equity interest. This shall not apply to publicly traded stock under a trading account if the employee reports the name and address of the company and stockbroker.
 - b. A business association shall be defined to include an individual as a partner, limited liability company member, director or officer, or a business in which the individual or member of the immediate family is a stockholder.
 - c. Immediate family member or member of the immediate family shall mean a child residing in an individual's household, a spouse of an individual, or an individual claimed by that individual or that individual's spouse as a dependent for federal income tax purposes
2. Contracts with the School District.
 - a. No employee or member of his or her immediate family shall enter into a contract valued at two thousand dollars or more,

in any one year, with this school district unless the contract is awarded through an open and public process that (1) includes prior public notice and (2) allows the public to inspect during the school district's regular business hours the proposals considered and the contract awarded.

- b. The existence of any conflict of interest in any contract in which the employee has an interest and in which the school district is a party, or the failure to make public the employee's interest known, may render a contract null and void.
- c. The prohibition of a conflict of interest or requirement for public notice shall apply when the employee, or his or her immediate family has a business association with the business involved in the contract or will receive a direct pecuniary fee or commission as a result of the contract.

3. Employing Members of the Immediate Family.

- a. An employee may employ or recommend or supervise the employment of an immediate family member if:
 - (1) The employee does not abuse his or her position.
 - (a) Abuse of official position shall include, but not be limited to, employing an immediate family member:
 - (i) who is not qualified for and able to perform the duties of the position;
 - (ii) for any unreasonably high salary;
 - (iii) who is not required to perform the duties of the position.
 - (2) The employee makes a reasonable solicitation and consideration of applications for employment.
 - (3) The employee makes a full disclosure on the record to the governing body of the school district and to the secretary of the board.

- (4) The board approves the employment or supervisory position.
 - b. The employee shall not terminate the employment of another employee so as to make funds or a position available for the purpose of hiring an immediate family member.
4. Gifts, Loans, Contributions, Rewards, or Promises of Future Employment
- a. No employee shall offer or give to the following persons anything of value, including a gift, loan, contribution, reward, or promise of future employment, based upon an agreement that a vote, official action, or judgment would be influenced thereby:
 - (1) a public official, public employee, or candidate.
 - (2) a member of the immediate family of an individual listed in Subparagraph 'a' above.
 - (3) a business with which an individual listed in Subparagraph (1) or (2) above is associated.
 - b. No employee shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the employee would thereby be influenced.
 - c. An employee shall not use or authorize the use of his or her public employment or any confidential information received through the public employment to obtain financial gain, other than compensation provided by law, for himself or herself or a member of his or her immediate family, or a business with which he or she is associated.
 - d. An employee shall not use or authorize the use of personnel, resources, property, or funds under that person's official care and control other than in accordance with prescribed constitutional, statutory, and regulatory procedures or use such items for personal financial gain, other than compensation provided by law.

5. Conflict of Interest Relating to Campaigning or Political Issues

- a. Except as provided below, an employee shall not authorize the use of school district personnel, property, resources, or funds for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- b. This does not prohibit an employee from making school district facilities available to a person for campaign purposes if the identity of the candidate or the support for or opposition to the ballot question is not a factor in making the facilities available or a factor in determining the cost or conditions for use.
- c. This does not prohibit an employee from discussing and voting upon a resolution supporting or opposing a ballot question.
- d. This does not prohibit an employee under the direct supervision of a public official from responding to specific inquiries by the press or the public as to the board's opinion regarding a ballot question or from providing information in response to a request for information.
- e. An employee may present his or her personal opinion regarding a ballot question or respond to a request for information related to a ballot question; but in so doing, the person should clearly state that the information being presented is his or her personal opinion and is not to be considered as the official position or opinion of the school district. However, this shall not be done during a time that the individual is engaged in his or her official duties.

6. Additional Procedures Applicable to Employees With An Annual Salary and Benefits of More than \$150,000 Per Year

- a. Staff whose annual salary and benefits exceed one hundred fifty thousand dollars should assess whether they have a conflict of interest before taking any action or making any decision.

- b. Employees have a conflict of interest pursuant to this subdivision of the policy when their actions or decisions may cause financial benefit or detriment to themselves, a business with which they are associated or a member of their immediate family.
 - i. When assessing whether a conflict of interest exists, qualifying staff members should assess whether the benefit or detriment identified is distinguishable from the effects of such action on the public generally or a broad segment of the public.
 - ii. If qualifying employees are unsure as to whether a conflict of interest exists, they may apply to the Nebraska Political Accountability and Disclosure Commission for an opinion as to whether they have a conflict of interest.
 - c. Qualifying employees who determine that a conflict of interest does exist under this policy shall:
 - i. Prepare a written statement describing the matter requiring action or decision and the nature of the potential conflict;
 - ii. Deliver a copy of the statement to the secretary of the board of education, who shall enter the statement onto the public records of the school district; and
 - iii. Abstain from participating in the matter in which the employee has a conflict of interest.
 - d. This subsection does not prevent a qualifying employee from making or participating in the making of a decision to the extent that the employee's participation is legally required for the action or decision to be made.
7. Conflict. To the extent that there is a conflict between this policy and the Nebraska Political Accountability and Disclosure Act ("Act"), the Act shall control.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5001 Compulsory Attendance and Excessive Absenteeism

"School success is 90 percent showing up; the other half is mental." Yogi Berra

Research on policies and practices that effectively encourage regular student attendance share some key components:

1. Education of parents regarding school attendance requirements.
2. Effective policies and practices to monitor attendance.
3. Clear definition of excessive absenteeism and a two-stage response to excessive absences.

The board has considered this educational research and used it to create the following policy on Compulsory Attendance and Excessive Absenteeism.

Required Attendance

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

Mandatory Attendance Age

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this policy.

Discontinuing Enrollment – 5 Year Old Students

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request and to the superintendent using the form which is attached to this policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any

student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

Discontinuing Enrollment – 16 and 17 Year Old Students

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request and submit it to the superintendent using the form which is attached to this policy. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

Only children disenrolling to attend an exempt school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending exempt schools. The superintendent may confirm the validity of the submission with the State Department of Education.

Attendance Officer

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

Expectations for Regular Attendance:

1. Students are expected to attend every class, every day.
2. The only "excused" absences shall be:
 - a.) absences when a licensed health care provider has confirmed in writing that, in his/her professional medical opinion and within his/her scope of practice, the student or a child whom the student is parenting is so physically or mentally ill that attendance of the student is impracticable or impossible;
 - b.) absences when the Nebraska State Patrol confirms in writing that weather conditions have made the roads impassable so that the student's attendance impracticable or impossible;
 - c.) student attendance at a school-sponsored activity;

- d.) student has been suspended or expelled from school by the school district; and
 - e.) absences required by law enforcement, child protective services or a court of competent jurisdiction, confirmed in writing to the school district.
3. All other absences, including absences for minor physical or mental illnesses, family events, routine medical appointments are simply "absences."
 4. Upon return from every absence or partial-day absence, students must meet with the teacher to discuss missed content/ assignments. Repeated absences may result in required additional time with teachers.
 5. Students must not be absent from any course more than seven days in any given quarter in order to earn academic credit for that course for that quarter. Students who lose credit in any given course due to absences may appeal that loss of credit to the building principal.

Attendance Incentives:

Building principals may establish attendance incentives for their students. Those may include:

- Special Recognition of students who have high levels of attendance
- Excusal from certain classroom assignments (ex. final exam, written report) for students with a high level or greater attendance each semester
- Special rewards (ex. movie day, field day, extra recess) for students who have high levels of attendance
- At the conclusion of each quarter building principals report to the board what incentives were implemented and the effectiveness of the incentive in improving student attendance and engagement.

When students are absent from school, district staff will respond as follows:

First Stage Response to Absences

1. A member of the building staff will contact the parent via telephone for every absence if the parent has not contacted the school in advance.
2. The principal or designee shall contact the parents/guardians of any student who has missed 7 days (first semester) or 15 days (second semester) or the hourly equivalent and inform parents/guardians of the possible negative impact that further absences from school may have on the student's academic success.

3. At any point, the principal and/or the principal's designee may request one or more meetings with the parent/guardian for the purpose of addressing barriers to attendance. A collaborative plan will be developed to reduce barriers and improve attendance. If parent/guardian refuses to participate in such meetings, the principal shall place documentation of such refusal in the child's attendance record and proceed to create the attendance plan.
 - a. This meeting must be attended by attendance officer, parents, social worker or principal, and the student (if appropriate).
 - b. The meeting shall be documented.
 - c. The meeting shall develop a collaborative plan to assist the student in improving his/her attendance.

Second Stage Response to Absences

Students who accrue more than 20 absences in a school year may be referred to the county attorney for action under NEB. REV. STAT. § 43-247(3)(a) and (b).

Adopted on: _____
Revised on: _____
Reviewed on: _____

Acknowledgment of Receipt

I understand that consistent school attendance is required by state law. I also understand that student achievement is directly linked to excellent attendance. I have received the board of education's new policy on student attendance and have reviewed it.

Student
Name _____

Student
Signature _____

Date _____

Parent/Guardian
Name _____

Parent/Guardian
Signature _____

Date _____

5004 Option Enrollment

The board of education supports the concept embodied in the Enrollment Option Program that parents and legal guardians have the primary responsibility for ensuring that their children receive the best education possible. Accordingly, the school district will participate in the option enrollment program and receive option students as provided herein.

1. Definitions

- a. Option Student Defined.** Option student means a nonresident student who has chosen to attend the school district under the provisions of the option enrollment program.
- b. Resident School District Defined.** Resident school district means the school district in which a student resides or in which the student is admitted as a resident of the school district pursuant to state law.
- c. Option School District Defined.** Option school district means the school district that a student chooses to attend other than his or her resident school district.
- d. Elementary School Defined.** Elementary school means grades K - 6.
- e. Middle School/Junior High Defined.** Middle school means grades 7 - 8.
- f. High School Defined.** High school means grades 9 through 12.

2. Persons Entitled to Apply for Option Enrollment of Students. Only parents and legal guardians may apply for option enrollment of students. Applications filed by foster parents and adults acting *in loco parentis* are not authorized and will be automatically denied.

3. Duties, Entitlements and Rights of Option Students. Except as otherwise provided herein, once an option student's option enrollment application has been accepted he/she shall be treated as a resident student of the school district.

4. Standards for Acceptance or Rejection of Option Students.

- a. Special Education Capacity.** Capacity for special education services will be determined on a case-by-case basis. If an application for option enrollment received by the school district indicates that the student has an individualized education program under the federal Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq., or has been identified as a student with a disability as defined in section 79-1118.01, the application will be evaluated by the director of special education services or the director's designee who must determine if the school district and the appropriate class, grade level, or school building has the capacity to provide the applicant the appropriate services and accommodations. The Federal Educational Rights and Privacy Rights Act (FERPA) (20 U.S.C. § 1232g) permits the release of education records when a student seeks or intends to enroll in a different school district.
- b. Numeric Capacity.** The board of education may set the numeric capacity of programs, classes, grade levels, or school buildings by operation of this policy or through freestanding action by the board. Numeric Capacity will be determined based upon available staff, facilities, projected enrollment of resident students, and projected number of students with which the option school district will contract based on existing contractual arrangements. Individuals seeking information about the numeric capacity set by the board may contact the superintendent for a copy of that resolution.
- c. Programmatic Capacity.** In addition to the numeric capacity standards referred to above, the board may, by resolution, prior to October 15 of each school year, declare a program, a class, or a school unavailable for the next school year to option students due to lack of capacity. Individuals seeking information about the programs that have been declared to be unavailable due to lack of capacity may contact the superintendent for a copy of the board's resolution.
- d. Other Standards for Acceptance or Rejection of Option Enrollment Applications.** In addition to the numeric and programmatic capacity standards outlined above, the school district shall not accept an option student when acceptance of the student:

- i. Would increase the operating costs of the school district, such as by requiring the hiring of new staff or contracting with outside entities to provide services to the student;
 - ii. Would require the procurement of new equipment, technology, or furnishings;
 - iii. Would cause or require the rearrangement of caseloads for staff and contracted professionals;
 - iv. Is reasonably deemed by appropriate school staff to pose a potential risk to the health or safety of students or staff;
 - v. May pose a risk of adversely affecting the quality of educational services being provided to resident students, as determined by appropriate school staff.
 - e. **Prohibited Standards.** The school district shall not base the decision to accept or reject an option student on the student's previous academic achievement, athletic or other extracurricular ability, disabling condition(s), proficiency in the English language, or previous disciplinary proceedings.
 - f. **Order of Acceptance.** If there are more option student applicants for any program, class, grade level or school building than can be accepted into such program, class, grade level or school building, applicants shall be accepted in the following order:
 - i. students with brothers or sisters attending the school district, either as resident students or as option students, shall be granted first priority;
 - ii. thereafter, option students shall be accepted into such program, class, grade level or school building in the order in which written applications were received by the school district.
 - g. **Maximum Capacity Report.** The school district will annually establish, publish, and report the capacity for each school building under the district's control pursuant to procedures, criteria, and deadlines established by the Nebraska Department of Education.
- 5. False or Misleading Option Applications.** If, prior to the student's attendance as an option student, the school district discovers that a previously accepted option application contained false or substantively misleading information, the option application will be rejected.

- 6. Academic Credits and Graduation.** The school district shall accept credits toward graduation that were awarded by another school district, and shall award a diploma to an option student if the student meets the graduation requirements of the school district.
- 7. Information Regarding Schools, Programs, Policies and Procedures.** The school district, its officers and employees, shall make information about the school district and its schools, programs, policies and procedures available to all interested people.
- 8. Procedure for Students Optioning Into or Out of the School District.**
 - a.** The parent or legal guardian of any student desiring to option into or out of the school district shall submit a proper and timely application to the board of education and the other affected school district for enrollment during the following and subsequent school years. Any application requiring the approval of the school district shall be deemed submitted when the application is actually received in the school district's business office.
 - b.** On or before April 1st, the school district shall notify the parent or legal guardian of any student who has submitted an application to option into the school district and the resident school district, in writing, whether the application is accepted or rejected. If an application is rejected, the reason for such rejection shall be stated in the notification. This written notice shall be sent via certified mail to the address listed on the option application.
- 9. Late Applications and Requests for Release**
 - a.** The board of education may refuse a request of a student seeking to option out of the school district when the option application is submitted after March 15th under the following conditions:
 - i.** When the district has already entered into contracts with teaching staff for the following school year;
 - ii.** When the district has already contracted for the performance of specific services for the student;

- iii. When the release of the student would have a negative financial impact or loss of revenue for the district.
- b. The board of education will approve late applications to option into the district under the following conditions:
 - i. When the resident district has released the student, or if the student is an option student at the time of such application and applying to become an option student at a subsequent option school district, a release approval from the option school district the student is attending at the time of such application;
 - ii. When the student's late enrollment into the district meets the standards for acceptance or rejection of option students contained elsewhere in this policy;
- c. The superintendent will notify parents or guardians who have submitted properly completed option applications after March 15th no later than 60 days following submission of the application of the board's acceptance or rejection of the application.

9. Students Who Do Not Need a Release from the Resident District

- a. A student does not need to be released from his/her resident district or the option school district the student is attending at the time of application under the following circumstances:
 - i. When the student has relocated to a different resident school district after February 1
 - ii. When a student's option school district merges with another district effective after February 1
- b. The school district shall accept or reject an application from a student under this paragraph using the criteria set forth in this policy and will accept or reject the application within forty-five days.

11. Cancellation of Option.

Students who option either into or out of the school district shall:

- a. Attend the option school district until graduation or relocation/re-option in a different resident school district unless

the student chooses to return to the resident school district, in which case the student's parent or legal guardian shall timely submit a cancellation form to the school board or board of education of the option school district and the resident school district for approval for the following year.

- b.** Attend an option school district for not less than one school year unless the student relocates to a different resident school district, completes requirements for graduation prior to the end the school year, transfers to a parochial or private school, or upon mutual agreement of the resident and option school districts cancels the enrollment option and returns to the resident school district.

12. Authority of Superintendent.

The board of education authorizes the superintendent of schools to make decisions on its behalf pursuant to and to apply the criteria articulated by this policy in determining whether to grant or deny option enrollment applications.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5005 Transportation

The school district will provide free transportation, partially provide free transportation, or pay an allowance for transportation in lieu of free transportation on each day school is in session to the students who reside in the district and qualify for transportation according to the district's transportation plan. The families of students who will not be provided transportation pursuant to the district's plan or who must drive students to a pick-up point will be reimbursed according to statute if they qualify for such reimbursement. Parents seeking mileage reimbursement must submit requests to the district on forms which may be obtained from the office of the Superintendent of Schools.

When a student who has been attending the district is placed into foster care, school district staff will collaborate with state and local child welfare agencies to determine whether transportation is required under state law when it is in the child's best interest that their school of origin be maintained. The district will only provide transportation to students placed in foster care when the responsible child welfare agency agrees to reimburse the school district for the cost of transportation or when transportation is otherwise required by law. The board designates the Superintendent of Schools as the initial point of contact for child welfare agency representatives to discuss transportation issues related to children in foster care.

Students who are homeless will be provided with transportation pursuant to Board Policy 5014.

The district will provide transportation to tuition students in accordance with the contract provisions, if any, for services from the contracting districts.

The use of buses for class parties, field trips, and similar purposes shall require the prior approval of the superintendent or appropriate principal.

Option Transportation. The board of education does not provide transportation services or mileage reimbursement for option-enrolled students unless otherwise required by law

Adopted on: _____
Revised on: _____
Reviewed on: _____

5008 Pregnant or Parenting Students

The District will not discriminate in its education program or activity against any student based on the student's current, potential, or past pregnancy. Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs.

I. Accommodations Regarding Attendance and Participation

A. Generally

Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student to develop a plan to assist the student in participating in district curriculum and extra-curricular activities. Such a plan may include:

1. If the student cannot regularly attend classes, the provision of online courses;
2. The arrangement of meeting times with teachers;
3. If the student has not identified appropriate childcare, the identification of child care providers that meet statutory requirements for quality and care; and
4. All other curricular adjustments, modifications, and means of supplementing classroom attendance deemed appropriate by the school administrators including, but not limited to, modification of attendance policies.

B. Students with Disabilities

For students with disabilities who have an IEP or Section 504 plan, the administrators, student's parents or guardians, and student if appropriate will collaborate with the student's educational team to coordinate accommodations consistent with state and federal law. As permitted by law, students may be entitled to accommodations as a result of pregnancy.

C. Title IX

When a student, or a person with a legal right to act on a student's behalf, informs a District employee of the student's pregnancy or related conditions, the District will inform the student of the Title IX Coordinator's contact information. The employee will also inform the student that the Title IX Coordinator can coordinate actions to prevent sex discrimination and ensure the student's equal access to the District's education program or activity.

The District will make reasonable accommodations to the District's policies, practices, and procedures as necessary to prevent sex discrimination and ensure equal access to the District's education program or activity. The District will coordinate reasonable modifications based on the student's individualized need. The District will consult with the student when determining what reasonable modifications may be appropriate, and the student has the discretion to accept or decline the reasonable modifications offered by the District.

The District will allow the student to voluntarily access any separate and comparable portion of the District's education program or activity. The District will allow the student to voluntarily take a leave of absence from the District's education program or activity to cover, at a minimum, the period of time deemed medically necessary by the student's licensed healthcare provider. Upon the student's return, the student will be reinstated to the student's academic status, and as practicable, to the extracurricular status that the student held when the voluntary leave began.

II. Accommodations Regarding Lactation and Breastfeeding

A. Accommodations

1. In order to accommodate lactating and breastfeeding students, the district will provide reasonable opportunities to express breast milk or breastfeed in a place, other than a bathroom, which is shielded from view and free from intrusion from district students, employees, and the public.

2. Students who wish or need to express breast milk on a regular schedule will work with school administrators to create a schedule which accommodates the student's needs while facilitating education to the maximum extent possible.
3. The district will provide a location for students to store expressed breast milk in or near the location designated for students to express milk to create the least amount of disruption to the student's participation in class or activities.

B. Educational Process

In order to prevent interference with the educational process, no student shall express breast milk within school classrooms or buses. Nothing in this policy limits the authority of the administration to impose consequences consistent with the Student Discipline Act and other state and federal law.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5035 Student Discipline

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services, 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. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

Any disciplinary action taken by staff must be consistent with the requirements of other applicable laws, including but not limited to the IDEA, Section 504, and Title IX.

In this policy, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this policy shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school pursuant to this policy may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

Pre-Kindergarten through Second Grade Students

Notwithstanding any other provision of this policy, an elementary school shall not suspend a student in pre-kindergarten through second grade unless the student brings a deadly weapon as defined in section 28-109 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 his or her designee, or at a school-sponsored activity or athletic event. As an alternative to suspension, the school district may take any action authorized by law, including those provided in section 79-258.

Makeup Work for Suspended Students

Any student who is suspended must be given an opportunity to complete any classwork and homework missed during the period of suspension, including, but not limited to, examinations ("makeup work"). Any makeup work must be completed and turned in within 2 school days after completion of the suspension. This makeup guideline shall be provided to the student and a parent or guardian at the time of suspension. Suspended students may not be required to attend the school's alternative program for expelled students in order to complete classwork or homework.

Short-Term Suspension

The Principal may exclude students from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or,
2. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, that occur on or off school grounds, if such conduct interferes with school purposes or there is a connection between such conduct and school.

The following process applies to short-term suspension:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. 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 he or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the suspension, the Principal 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. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school and shall document such effort in writing. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.

4. Students who are short-term suspended must be given the opportunity to complete classwork and homework missed during the period of suspension, including but not limited to examinations, as provided herein.

Emergency Exclusion

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

Weapons and/or Firearms

Weapons. No student may possess, handle, or transmit any weapon while on school grounds, in a school vehicle, or at any school activity or event off school grounds except as permitted by this policy. ***Definition of Weapon.*** The term "weapon" means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.

Firearms. No student may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy. ***Definition of Firearm.*** The term "firearm, as defined in 18 U.S.C. 921, means 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, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

Exceptions Regarding Firearms and Weapons. The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:

1. The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or
2. Firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

Consequences - Firearm. Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

Consequences – Weapon. State law and this policy provide that any student who violates this policy by knowingly bringing, possessing, handling or transmitting a weapon, other than a firearm, on school grounds, in a school owned vehicle, or at a school activity or event off school grounds may be suspended on a long-term basis, mandatorily reassigned, or expelled for the remainder of the school year in which the expulsion takes effect (if the misconduct occurs during the first semester) or the remainder of the second semester, summer school, and the first semester of the following school year (if the misconduct occurs during the second semester).

Confiscation of Firearms and Weapons. Administrative and teaching personnel are statutorily authorized, without a warrant, to confiscate any firearm or weapon possessed in violation of this policy. Any firearm that is confiscated by school personnel shall be delivered to a peace officer as soon as practicable. Such firearms are subject to being destroyed by law enforcement authorities.

Report to Law Enforcement Authorities. All school personnel are required to report any violation of this policy to a principal or the superintendent of schools. Pursuant to state and federal law, school personnel are required to report to law enforcement authorities when a student brings a firearm to school.

Long-Term Suspension

Students may be excluded by the Principal from school or any school function for a period of more than five school days but less than twenty school days (long-term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

Expulsion

1. **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.

2. **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. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.
3. **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, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall either provide an alternative school, class or educational program for expelled students, or shall follow the pre-expulsion procedures outlined in NEB. REV. STAT. 79-266.
5. **Conclusion of Expulsion.** At the conclusion of an expulsion, the school district will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.

Grounds for Long-Term Suspension, Expulsion or Mandatory Reassignment:

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, NEB. REV. STAT. § 79-254 through 79-296, when such activity 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:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes. The board has determined that the use of synthetic media such as deepfakes may constitute "similar conduct";
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any 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;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes 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 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*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;

9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:
 - a. 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, national origin, or religion;
 - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
 - c. Violating school bus rules as set by the school district or district staff;
 - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation or electronic cigarettes, vapor pens, etc.;
 - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
 - f. Possession of pornography, including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;

- g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically), including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
- h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;
- i. Bullying which shall include cyberbullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- j. Violations of the district's acceptable computer use policy;
- k. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- l. Using any object to simulate possession of a weapon;
- m. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement

- in bad faith in the course of a Title IX grievance proceeding or any other school investigation;
- n. Violation of the school's audio and video recording policy; and
- o. Any other violation of any board policy, handbook provision, or rule or regulation established by a school district staff member pursuant to authority delegated by the board.

Due Process Afforded to Students Facing Long-term Suspension or Expulsion

The following procedures shall be followed regarding any long-term suspension, expulsion, or mandatory reassignment:

1. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
 - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment can be invoked, the student has a right to a hearing, upon request, and that if the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension pursuant to district guidelines which shall not require the student to attend the school district's alternative programs for expelled students in order to complete classwork or;
 - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;

- e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
 - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail to the address provided on the form.
3. 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 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.
 4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the time the long-term suspension, expulsion, or mandatory reassignment takes effect.
 5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's parent or guardian may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's parent or guardian must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.

6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's parent or guardian of the time and place for the hearing.
7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's parent or guardian, except with the consent of all the parties.
8. The principal or legal counsel for the school, the student, and the student's parent, guardian, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.
9. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
10. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294).

Reporting Requirement to Law Enforcement

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed solely by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students;
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes;

6. The report is required or requested by law enforcement or the county attorney.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5052 School Wellness

The school district is committed to providing a school environment that enhances learning and the development of lifelong wellness. The goals outlined in this policy were determined and selected after reviewing and considering evidence-based strategies.*

1. Goals for Nutrition Promotion and Education

- a. The district will promote healthy food and beverage choices for all students, as well as encourage participation in school meal programs by such methods as implementing evidence-based healthy food promotion techniques through the school meal programs and promoting foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards.
- b. The health curriculum will include information on good nutrition and healthy living habits.
- c. Teachers will incorporate information on nutrition and wellness into the classroom curriculum as appropriate.
- d. The district will collaborate with public and private entities to promote student wellness.
- e. Water will be made available to students throughout the school day.

2. Goals for Physical Activity

- a. The school district's curriculums shall include instruction on physical activity and habits for healthy living.
- b. Students will be encouraged to engage in physical activities throughout the school day and will be provided with opportunities to do so.
- c. The district encourages parents and guardians to support their children's participation in physical activity, to be

physically active role models, and to include physical activity in family events.

3. Goals for Other School-Based Activities Designed to Promote Student Wellness

- a. The district will participate in state and federal child nutrition programs as appropriate.
- b. The district will provide professional development, support, and resources for staff about student wellness.
- c. Students will be provided sufficient time in which to eat school-provided meals.
- d. The district's lunchrooms will be attractive and well-lighted.
- e. The district will allow other health-related entities to use school facilities for activities such as health clinics and screenings so long as the activities meet the district's requirements and criteria for the use of facilities.
- f. The district may partner with other individuals or entities in the community to support the implementation of this policy.
- g. The district will strive to provide physical activity breaks for all students, recess for elementary students, and before and after school activities, as well as encourage students to use active transport (walking, biking, etc.)
- h. The district will use evidence-based strategies to develop, structure, and support student wellness.

4. Standards and Nutrition Guidelines for All Foods and Beverages Sold to Students on the School Campus and During the School Day

- a. The district will ensure that student access to foods and beverages meet federal, state and local laws and guidelines including, but not limited to:

- i. USDA National School Lunch and School Breakfast nutrition standards
 - ii. USDA Smart Snacks in School nutrition standards.
- b. The district will offer students a variety of age-appropriate, healthy food and beverage selections with plenty of fruits, vegetables, and whole grains aimed at meeting the nutrition needs of students within their calorie requirements in order to promote student health and reduce childhood obesity.

5. Standards for All Foods and Beverages Provided, But Not Sold to Students During the School Day

The district may provide a list of healthy party ideas or food and beverage alternatives to parents, teachers, and students for classroom parties, rewards and incentives, or classroom snacks. The district discourages the use of food and beverages as a reward or incentive for performance or behavior.

6. Food and Beverage Marketing

Marketing and advertising is only allowed on school grounds or at school activities for foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards, except as follows:

- a. This requirement does not apply to marketing that occurs at events outside of school hours such as after school sporting or any other events, including school fundraising events.
- b. The district will not immediately replace menu boards, coolers, tray liners, beverage cups, and other food service equipment with depictions of noncompliant products or logos to comply with the new USDA Smart Snacks in Schools nutrition requirements. All previously purchased products will be used, and all existing contracts honored.
- c. All equipment that currently displays noncompliant marketing materials will not be removed or replaced (e.g., a score board with a Coca-Cola logo). However, as the district reviews and considers new contracts, and as scoreboards or other such durable equipment are replaced

or updated over time, any products that are marketed and advertised will meet or exceed the USDA Smart Snacks in School nutrition standards

7. Public Participation

Parents, students, representatives of the school food authority, teachers, school health professionals, board members, school administrators, and members of the general public shall be allowed to provide their input to the school district during the wellness policy adoption and review process.

8. Competitive Foods (Includes Food and Beverages Sold in Vending Machines, School Stores, and Fundraisers)

- a. Definitions. "Competitive food" means all food and beverages other than meals reimbursed under programs authorized by the Richard B. Russell National School Lunch Act and the Child Nutrition Act of 1966 available for sale to students on the school campus during the school day. For the purpose of competitive food standards implementation, "school day" means the period from the midnight before to 30 minutes after the end of the official school day.
- b. Applicability. Except as otherwise allowed by the Nebraska Department of Education (NDE) or applicable law, all competitive food sold during the school day must meet the USDA Smart Snacks Standards and the nutrition standards found in 7 CFR § 210.11. The competitive food restrictions do not apply to food sold during non-school day hours, weekends, and off-campus fundraising events such as concessions during after-school sporting events, school plays or concerts; or to bulk food items that are sold for consumption at home. (Ex: frozen pizzas, cookie dough tubs, etc.)
- c. Fundraiser Exemptions. A special exemption is allowed for the sale of food and/or beverages that do not meet the competitive food standards as required in this section for the purpose of conducting an infrequent school-sponsored fundraiser. The specially exempted fundraisers must not take place more than the frequency specified by NDE during such periods that schools are in session. No specially exempted fundraiser foods or beverages may be sold in competition with school meals in the food service area during the meal service.

- d. Other Exemptions. The only other nutrition exemptions from the competitive food requirements are those found in 7 CFR § 210.11.
- e. Other Limitations. No competitive food can be sold to children anywhere on school premises beginning one half hour before breakfast and/or lunch service until one half hour after meal service unless all proceeds earned during these time periods go to the school nutrition program.

9. Triennial Assessment

The school board shall assess and review this policy at least every three years to determine:

- a. Compliance with this policy;
- b. How this policy compares to NDE model wellness policies;
- c. Progress made in attaining the goals of this policy.

The school board will update or modify this policy as appropriate.

10. Public Notice

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of this policy at least annually to the public and other stakeholders identified in this policy by one or more of the following methods: on its webpage, in its newsletter, in the student and employee handbooks, newspaper advertisements, direct mailings, electronic mail, and public postings.

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of the Triennial Assessment and progress reports towards meeting the goals in this policy using one or more of those same methods.

11. Recordkeeping

The District will retain records to document compliance with the requirements of the wellness policy at its central office.

12. Operational Responsibility

The superintendent is responsible for coordinating the implementation of this policy and for monitoring the district's progress in meeting the goals established by this policy. The superintendent will periodically report to the board on the district's progress in implementing this policy.

* These strategies include, but are not necessarily limited to, those cited in the Alliance for a Healthier Generation's Model Wellness Policy (Updated June 2020 to Reflect the USDA Final Rule) [found at https://api.healthiergeneration.org/resource/2](https://api.healthiergeneration.org/resource/2).

Adopted on: _____

Revised on: _____

Reviewed on: _____

6005 Academic Credits and Graduation

Students must earn 49 credits, and satisfactorily complete all required courses, to earn a Platteview High School diploma.

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

The chart below outlines the courses required for graduation. The PHS administration has the authority to evaluate and award credit towards graduation for incoming seniors based on their incoming transcript and course history.

<u>Department</u>	<u>Number of courses</u>	<u>Notes</u>
Language Arts	8	To include Honors or English 9, Honors or English 10, English 11 or AP Literature and Composition, and 2 semesters of English electives in 12 grade or Dual enrollment courses.
Social Science	7	To include US History 9 (Class of 2026), Honors or World History, Dual enrollment or US History 11, US Government, and one additional social studies elective.
Mathematics	6	To include Algebra 1, Geometry, and Algebra 2
Science	6	To include Full year of Biology, Semester of Chemistry 1, Semester of Physics 1, Semester of Earth and Space Science and a semester of Science Elective.
PE	2	Students may choose from PE courses to acquire 2 credits
Health	1	Usually taken during the Sophomore Year
Business	1	Personal Finance
College & Career	1	Required of all juniors
Technology	1	Required for Class of 2028
Electives	16	General Electives

Adopted on: 07-10-2023

Revised on: _____

Reviewed on: _____

6025

Student Cell Phone and Other Electronic Devices

Students are prohibited from using cellular phones or other personal electronic devices while at school, except as provided in this policy or as deemed appropriate by a student's education team.

Students are permitted to use cell phones and other electronic devices on school sidewalks and in common areas before and after school, provided they do not cause distractions or disruptions and adhere to all other policies and handbook rules. Specific procedures for cell phone use in each SPCS building will be detailed in their building operation guide.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when the staff determines that such a search is reasonable or necessary.

Students may not have cell phones or electronic devices on while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy. During school hours student cell phones or electronic devices must remain in lockers, backpacks, or be locked in a personal vehicle. Teachers may establish classroom procedures to store student devices while in their classroom. Students may use cell phones or other technology in classrooms only with the express permission of the classroom teacher and/or school personnel.

Students are strictly prohibited from sending, sharing, viewing, or possessing pictures, text messages, emails or other material of a sexual nature in electronic or any other form on a computer, cell phone, or other electronic device while at school. Students who possess prohibited material on their cell phone or other electronic device while at school shall be subject to disciplinary consequences as articulated by the student handbook.

Students may not use cell phones or electronic communication devices while riding in school vehicles, including listening to music, unless they have permission from the adult responsible for their supervision.

Students shall be personally and solely responsible for the security of their cell phones and other personal electronic devices. The district is not responsible for theft, loss or damage of any personal electronic communication devices or any calls made on devices.

Students who violate this policy or other school rules may have their cell phones or electronic devices confiscated immediately. The administration will return confiscated devices to the parent or guardian of the offending student, after discussing the rule violation with the student and parent or guardian. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6031 Emergency Exclusion

Grounds for Emergency Exclusion. Any student may be excluded from school in the following circumstances subject to the procedural provisions governing short term suspension found elsewhere in these policies or state law:

(a) If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or

(b) 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.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers that prompted the exclusion.

Extension of Exclusion. Pursuant to the Student Discipline Act, the principal has the authority to exclude a student from school for up to five school days on an emergency basis. If the superintendent or superintendent's designee determines that it is appropriate to consider the extension of an exclusion beyond five days, such consideration shall be made according to the procedures set forth below.

Notification of Student's Parent(s) or Guardian(s). The superintendent or the superintendent's designee shall notify the student's parent(s) or guardian(s) that the principal has proposed the extension of the exclusion. If the initial notice is oral, the superintendent shall confirm it in writing. The notice shall include notice of a recommended hearing examiner and an alternate hearing examiner for consideration by the parent(s) or guardian(s) if a hearing is requested.

Opportunity to Request a Hearing. The student's parent(s) or guardian(s) may submit a request for a hearing on the proposed extension of the exclusion within one school day of receiving the notice of the proposed extension.

Failure to Request a Hearing. If the parent(s) or guardian(s) do not request a hearing within two school days of receiving oral or written notice, the proposed extension of the exclusion shall automatically go into effect.

Appointment and Qualifications of a Hearing Examiner. The parent(s) or guardian(s) shall notify the superintendent within one school day of receiving notice of the recommended extension and proposed hearing examiner and alternate hearing examiner if the alternate hearing examiner is preferred.

Hearing Examiner's Notice to Parent(s) or Guardian(s). The hearing examiner shall promptly give written notice of the time, date and place of the hearing. The hearing will be held within ten school days after the initial date of exclusion; provided, the hearing may be held more than five school days after receipt of the request upon a showing of good cause. No hearing will be held on less than two (2) school days' notice unless otherwise agreed to by the student's parent(s) or guardian(s) and school officials.

Continued Exclusion. If a hearing is requested, the principal may determine in his or her sole discretion that the student shall remain excluded from school until the hearing officer makes a recommendation to the superintendent.

Examination of Student's Records and Affidavits. Prior to the hearing, the student and his/her parent(s) or guardian(s) shall have the right to examine and have school officials explain the student's records and any affidavits that will be used by school officials at the hearing.

Attendance at Hearing. The hearing may be attended by the hearing examiner, the principal (or designee), the student, and the student's parents or guardian(s). The student may be represented at this hearing by a representative of the family's choice.

Student's Witness(es). The student and his/her parent(s) or guardian(s) may ask any person with knowledge of the events leading up to the sanction or with general knowledge of the student's character to testify on behalf of the student. If school personnel or other students are requested to testify by the student's parent(s) or guardian(s), the hearing officer shall endeavor to help obtain the presence of such witnesses at the hearing.

Right to Know Issues and Nature of Testimony. The student and his/her parent(s) or guardian(s) have the right to request in advance of the hearing the issues which the administration will propose in support of the extension, and the general nature of the testimony of any administrative or expert witnesses.

Presence of Student and Witnesses at the Hearing. The student and witnesses may be excluded at the discretion of the hearing examiner in accordance with state statutes. The student may speak in his/her own defense and may be questioned on such testimony, but may choose not to testify. The school district shall make available to testify at the hearing any employee who is a witness to the matter upon request from the parent(s) or guardian(s).

Sworn or Affirmed Testimony. The principal or his or her designee shall present evidence supporting the recommended extension. Witnesses will give testimony under oath of affirmation, and may be questioned.

Hearing Examiner's Report and Recommendations. The hearing examiner shall prepare a report of his or her findings and recommendations, and forward the report to the superintendent.

Superintendent's Decision. The superintendent will review the hearing examiner's report and determine whether to extend the exclusion. He or she shall have the decision delivered or sent by registered or certified mail to the student, student's parent(s), or guardian(s). If the superintendent decides to extend the exclusion, the extension will take effect immediately.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6036

Reading Instruction and Intervention Services

The purpose of this policy is to facilitate reading instruction and intervention services to address student reading needs, including, but not limited to, dyslexia. It is the school district's goal that each student be able to read at or above grade level by third grade.

Effective Reading Teachers. It is the intent of the school district to employ teachers for kindergarten through third grade who are effective reading teachers as evidenced by (a) evaluations based on classroom observations and student improvement on reading assessments or (b) specialized training in reading improvement.

Reading Assessment. The school district will administer a reading assessment approved by the Nebraska Department of Education three times during the school year to all students in kindergarten through third grade. Exceptions to this requirement include:

- Any student receiving specialized instruction for limited English proficiency who has been receiving such instruction for less than two years;
- Any student receiving special education services for whom such assessment would conflict with the individualized education plan; and
- Any student receiving services under a plan pursuant to the requirements of section 504 of the federal Rehabilitation Act of 1973, 29 U.S.C. 794, or Title II of the federal Americans with Disabilities Act of 1990, 42 U.S.C. 12131 to 12165, as such acts and sections existed on January 1, 2018, for whom such assessment would conflict with such section 504 or Title II plan.

The first assessment for kindergarten students must occur within the first 45 calendar days that school is in session of each school year. For all other grades, the first assessment must occur within the first 30 calendar days that school is in session of each school year.

Diagnostic assessments used within a supplemental reading intervention program do not require Nebraska Department of Education approval.

Deficiency Identification. Any student in kindergarten through third grade performing below the threshold level as determined by the Nebraska Department of Education shall be identified as having a reading deficiency for purposes of the Nebraska Reading Improvement Act and this policy. A student who is identified as having a reading deficiency shall remain identified as having a reading deficiency until the student performs at or

above the threshold level on an approved reading assessment. Nothing in the Nebraska Reading Improvement Act or this policy shall prohibit a school district from identifying any other student as having a reading deficiency.

Supplemental Reading Intervention Program. The school district will provide a supplemental reading intervention program to ensure that students can read at or above grade level at the end of third grade. The school district may work collaboratively with a reading specialist at the Nebraska Department of Education, with educational service units, with learning communities, or through interlocal agreements to develop and provide such supplemental reading intervention programs. Each supplemental reading intervention program must be:

- Provided to any student identified as having a reading deficiency;
- Implemented during regular school hours in addition to regularly scheduled reading instruction unless otherwise agreed to by a parent or guardian; and
- Made available as a summer reading program between each summer for any student who has been enrolled in grade one, grade two, or grade three or in a higher grade and is identified as continuing to have a reading deficiency at the conclusion of the school year preceding such summer reading program. The summer reading program may be held in conjunction with existing summer programs in the school district or in a community reading program not affiliated with the school district or offered online.

The supplemental reading intervention program may also include:

- Reading intervention practices that are evidence-based;
- Diagnostic assessments to identify specific skill-based strengths and weaknesses a student may have;
- Frequent monitoring of student progress throughout the school year with instruction adjusted accordingly;
- Intensive intervention using strategies selected from the following list to match the weaknesses identified in the diagnostic assessment:
 - Development in phonemic awareness, phonics, fluency, vocabulary, and reading comprehension;
 - Explicit and systematic instruction with detailed explanations, extensive opportunities for guided practice, and opportunities for error corrections and feedback; or
 - Daily targeted individual or small-group reading intervention based on student needs as determined by diagnostic assessment data subject to planned extracurricular school activities;

- Strategies and resources to assist with reading skills at home, including parent-training workshops and suggestions for parent-guided home reading; or
- Access to before-school or after-school supplemental reading intervention with a teacher or tutor who has specialized training in reading intervention.

Parent/Guardian Notification. The school will give notice in writing or by electronic communication to the parent(s) or guardian(s) of any student identified as having a reading deficiency within 15 working days of such identification that the student has been identified as having a reading deficiency and that an individual reading improvement plan will be established and shared with the parents or guardians.

Reading Improvement Plan. Any student who is identified as having a reading deficiency will receive an individualized reading improvement plan, that shall include a supplemental reading intervention program, no later than 30 days after the identification of the reading deficiency. The reading improvement plan may be created by the teacher, the principal, other pertinent school personnel, and the parents or guardians of the student and shall describe the reading intervention services the student will receive through the supplemental reading intervention program to remedy the reading deficiency. The student must receive reading intervention services through the supplemental reading intervention program until the student is no longer identified as having a reading deficiency.

Reading Progress. Each student in kindergarten through third grade and his or her parent(s) or guardian(s) will be informed of the student's reading progress within a reasonable time after the school district receives the results from the student's approved reading assessment.

NDE Professional Learning System. The Nebraska Department of Education provides a professional learning system. The elementary school(s) and early childhood education programs approved by the State Board of Education will ensure that teachers who teach children from four years of age through third grade are aware of the professional learning system and are adequately trained regarding evidence-based reading instruction to effectively instruct students in reading.

NDE Report. On or before July 1 of each year, the school district will provide the required information relating to dyslexia to the Nebraska Department of Education.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6037

Selection and Review of Library Media

The board approves curriculum and curriculum-related materials for the district with input from administrators and staff. Those processes are covered in other board policies. Staff members seeking to procure materials for use during instruction must follow board policy, practices, and directives. Those items are not covered by this policy.

The district procures library books and other media available to students that are not part of a specific class or curriculum. For purposes of this policy, those will be called library materials. This policy addresses the selection and review of library materials, regardless of their source. This policy applies regardless of whether library materials are purchased using district funds, donated, or shared at no cost to the district.

No Right to Materials. The board supports having excellent educational opportunities for students, including availability of library materials used to enrich the educational experience. However, the board and administration are responsible for considering materials based on a variety of factors and legal obligations. There is no right to force any material to be included or excluded. Staff requesting library materials do so only within the course and scope of their employment with the district.

Selection Process. The selection and approval of new library materials must comply with the district's general requisition, donation, and budgeting requirements. Materials will be selected to supplement and develop a student's intellect and enjoyment. Library material selection is a building-based process. Individual school librarians best know the specific needs and interests of their school community and tailor their collections in order to ensure the resources and materials included will support the instructional and developmental needs of the children they serve.

School librarians shall evaluate available resources and curriculum needs and will consult reputable and professional reviews. The actual resource will be examined whenever possible. Purchases are made according to the limits of the budget allotment. Library materials acquisition shall, at a minimum, follow Nebraska Department of Education, Rule 10 guidelines.

To ensure materials selected are appropriate for the district's students and consistent with the district's legal obligations, the following process applies to selection of library materials:

The school librarian, media specialist, or any individual requesting library materials is responsible for submitting the request in writing to the building principal or to superintendent or designee if there is no principal assigned to the building. The request must include the following

1. Name of the book, author, material, or resource;
2. The physical medium (*i.e.*, book, magazine, video, game, digital subscription, etc.);
3. The cost of the material

The building principal or superintendent or designee will review the library material request and inform the requester whether the material will be accepted or denied. If the administrator reviewing the material has additional questions or requests additional information, the individual requesting the acquisition will provide the information requested. Materials which require expenditure of district funds will be processed consistently with the district's purchasing and procurement policies and practices. There is no appeal from this determination.

Requested Review of Library Materials. A concerned parent of a current student or patron living within the school district boundaries may request the review of a specific library material (*i.e.*, a specific book, magazine, etc.) or portion of a specific library material. The parent or patron must first discuss their concern with the building principal and explain their concern regarding the library material. If there is no principal assigned to that building, the parent or patron should discuss their concern with the superintendent. The board believes most concerns will be resolved in this manner.

If the parent or patron is dissatisfied after the informal review and discussion with the relevant administrator, they may request a review in writing. To request a review, the individual must complete the Library Material Review Request form and submit it to the superintendent.

Upon receiving the written request, the superintendent will convene a committee to review the material and the written request made up of individuals the superintendent deems appropriate given the material to be reviewed. The committee will review the material and shall report their findings to the superintendent.

The superintendent will review the committee findings within a reasonable time after receiving it. The superintendent may consult with the school's librarian or media specialist, staff, and legal counsel at his or her discretion. The superintendent may decide to remove the material, keep the material, restrict access to the material to students based on age or grade level, or

make any other determination the superintendent deems appropriate. The superintendent's decision regarding the review will be communicated to the requester in writing.

The decision of the superintendent is final, and the board will not hear any appeal regarding the review of library material.

Additional Rules for Library Media Review. Unless the superintendent decides otherwise, the library material will remain in circulation while a review is pending. Unless otherwise required by law, no library material will be reviewed again within 4 years after a requested review is completed. Any parent or patron requesting review of multiple library materials may only request a maximum of 1 item to be reviewed at one time, and a new request cannot be submitted until the prior review is completed and notice of the determination is provided to the requesting party. Nothing in this policy prohibits the superintendent or their designee from reviewing library material outside of the review process contained in this policy and taking any action the superintendent or their designee deems appropriate.

Adopted on: July 10, 2023

Revised on: _____

Reviewed on: _____

6039

Repeat of Grade at Parent-Guardian Request

Parents and guardians may request that their student repeat a grade level under the following conditions:

Students in Kindergarten through Fourth Grade

Parents and guardians of students in kindergarten through fourth grade may request that their student repeat the grade level that the student has just completed under the following conditions:

- 1) If the student is at least one year below grade level and behind the child's typically developing peers in reading, English, and language arts such that the child does not possess the necessary academic skills required to succeed in reading, English, and language arts at grade level for the next grade to which the student would otherwise advance; or
- 2) If the student was absent fifty percent or more of the days in which school was in session for students during the school year which the student has just completed; or
- 3) If the student experienced a severe mental or physical illness resulting in hospitalization of two or more weeks during the school year.

Students in Fifth through Twelfth Grade

Parents and guardians of students in fifth through twelfth grade may request that their student repeat the grade level that the student has just completed if the student was absent fifty percent or more of the days in which school was in session for students during the school year which the student has just completed.

Procedure for Parent Requests for Student Grade Repetition

Parents and guardians who seek to have their student repeat the grade level just completed must submit a written request to the student's building principal no earlier than the day after the last scheduled student attendance day of the school year, and no later than two weeks after that date. This deadline may be waived by the superintendent for good cause shown. The request must include written documentation that provides evidence that the parents or guardians believe substantiate that the conditions outlined above

have been met.

The principal shall promptly forward the request to the superintendent or his/her designee, along with any building-level information about the student which the principal believes will be relevant to the superintendent or designee in responding to the parents' or guardian's request.

The superintendent or designee shall review the request and promptly schedule a meeting with the parents or guardians. At this meeting, the superintendent or designee shall identify any alternative educational opportunities available to the student, including remedial instruction if applicable, and verify any special education supports available to the student. If the child's parent or guardian still intends to have such child repeat a grade, the parent or guardian shall complete a form prescribed by the Nebraska Department of Education and return the form to the office of the superintendent of schools.

Upon completion of the form and if all requirements pursuant to this policy are met, the school district shall have the child repeat the child's grade for the next school year.

Nothing in this policy modifies the school district's policies on mandatory attendance and reporting excessive absenteeism to the county attorney or other members of law enforcement. Likewise, nothing in this policy shall dictate or direct the provision of special education or related services, including but not limited to any IEP team decision about the appropriate educational placement of a child with a disability under Rule 51 of the Nebraska Department of Education.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6040

Prekindergarten (Preschool or Early Childhood) Program

The school board establishes a program to provide prekindergarten services to resident students, also referred to as an early childhood or preschool program. The school district will provide the program in compliance with state law and 92 NAC 11 (Nebraska Department of Education "Rule 11"). The availability of the program is subject to the district being able to employ and retain appropriate and qualified personnel.

Purpose. The purpose of the program is to promote the social, emotional, intellectual, language, physical, and aesthetic development and learning for the children served and to promote family development and support.

Age Participation. The program will be available to children of the following ages:

- Children who are 3 years of age on or before July 31 of the enrollment year; and
- Children who are 4 years of age on or before July 31 of the enrollment year

All enrollment is subject to enrollment priorities established in this policy.

Enrollment Priority. Enrollment Priority. The district will offer the program to children following the "Placement for Preschool Enrollment" procedures found on the district website.

Program Coordinator. The program will be coordinated by an individual qualified by law to be a Program Coordinator.

Program and Staff Requirements. All teachers and administrators in prekindergarten programs must hold a valid certificate or permit to teach issued by NDE except as otherwise allowed by law or Rule 11.

Participation and Inclusion. Participation of children and families in the program will be voluntary. The program will not exclude children verified as having disabilities and will include to the extent possible children of diverse social and economic characteristics.

Birth Certificates. Within 30 days of enrollment, parents or guardians must submit a certified copy of the child's birth certificate or other documentation in compliance with the Missing Children Identification Act (sections 43-2001 through 43-2012).

Instructional Hours. Each class in the program will operate a minimum of 12 instructional hours per week during the school year. Programs receiving grant funds pursuant to state law will operate a minimum of 450 instructional hours per school year.

Fees. The district may charge a fee for its program in accordance with the Policy 5045 - Student Fees, provided that the fee may not exceed the actual cost of the program. If the district charges a fee, it will also use a sliding fee scale in order to maximize the participation of economically and categorically diverse groups. The district may waive fees on the basis of need.

General Reports. The head administrator will include information about the program in the NDE approved data system. All early childhood data is due as specified by the data system calendar.

Early Childhood Program Report. An Early Childhood Program Report Form will be submitted annually by October 15 on the form required by NDE.

Planning. Each program will have a planning period that complies with the requirements of Rule 11.

Coordination with Existing Programs and Funding Sources. The district will develop, and keep on file, a written plan to show that the program will be coordinated or contracted with existing programs in compliance with Rule 11 requirements. The district will develop and keep on file a written plan to coordinate and use a combination of local, state, and federal funding sources including, but not limited to, those listed in Rule 11 in order to maximize the participation of economically and categorically diverse groups of children and to ensure that participating children and families have access to knowledge of comprehensive services that may be available.

Additional Rule 11 Requirements. Rule 11 includes additional requirements that are not included in this policy, including but not limited to requirements addressing family development and support; developmentally and culturally appropriate curriculum, practices, and assessment; evaluation and quality assurance; program staff; child/staff ratio and group size; facilities, equipment, health, and safety; meals and snacks, immunizations; supervision; toileting; infants and toddlers; Sixpence programs; and home-based programs. The district will comply with these additional requirements that are applicable to the program.

Special Education Act Compliance. Nothing in this policy allows the school district to fail to meet its responsibilities under the Special Education

Act (section 79-1110 through 79-1167). To the extent there is any conflict between this policy or Rule 11 with the Special Education Act, the Act shall control.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6041
Malcolm X Day Education

Each year on May 19th, designated as El-Hajj Malik ElShabazz, Malcolm X Day, the school district will hold suitable exercises in recognition of the sacrifices of the late Nebraska Hall of Fame inductee El-Hajj Malik El-Shabazz, Malcolm X, and his contributions to the betterment of society. When May 19th falls on a Saturday or Sunday, the district will provide the suitable exercises during the preceding or following week. The program shall be implemented within any applicable laws and/or regulations.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6042 Projection Maps

The school district will only use the Gall-Peters projection map or a similar cylindrical equal-area projection map or the AuthaGraph projection map for display or use in the classroom. Use of the Mercator projection map is prohibited unless:

1. The Mercator projection map is used in conjunction with other projection maps in a teaching exercise to demonstrate that all maps are flawed in some way and different map projections serve different functions and may affect how individuals view the world; or
2. The Mercator projection map is part of any:
 - a. book or material obtained prior to July 19, 2024; or geographic information system; or computer program that renders a three-dimensional representation of Earth based primarily on satellite imagery, such as Google Earth or similar software; and
 - b. a Gall-Peters projection map or similar cylindrical equal-area projection map or an AuthaGraph projection map is displayed in the classroom or shown to students during the lesson in which a Mercator projection map is used.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6043

Sharing Mapping Data

This policy shall provide for the sharing of information to public safety agencies in order to implement effective emergency response protocols.

Definition. Mapping data means maps relating to the school buildings or school property with data for an efficient emergency response.

Sharing of Mapping Data. Mapping data shall be shared in an electronic or printable format with public safety agencies that provide emergency services to district property to assist those agencies in responding to an emergency on district property.

Requirements Related to Mapping Data. Mapping data shared with public safety agencies pursuant to this policy shall meet the following requirements:

- The mapping data shall be compatible with and able to be integrated into software platforms used by public safety that provide emergency services to the specific school for which the data is provided without requiring:
 - The purchase of additional software by such public safety agencies; or
 - The integration of third-party software to view the data;
- The mapping data shall be a finished map product in a file format easily accessible using a standard or open-source file reader, depending on the needs of the school and the public safety agency;
- The mapping data shall be provided in a printable format;
- The mapping data shall be verified for accuracy, during production and annually, through a walk-through of the school campus;
- The mapping data shall give an indication of what direction is true north;
- The mapping data shall include accurate floor plans overlaid on accurate, verified aerial imagery of the school campus;
- The mapping data shall contain site-specific labeling that matches the structure of school buildings, including room labels, hallway names, external door or stairwell numbers, locations of hazards, key utility locations, key boxes, automated external defibrillators, and trauma kits using standard labeling rules set by the State Department of Education;
- The mapping data shall contain site-specific labeling that matches the school grounds, including parking areas, athletic fields, surrounding

roads, and neighboring properties using standard labeling rules set by the State Department of Education; and

- The mapping data shall be overlaid with a grid and coordinates.

Annual Certification or Updates. The district shall annually:

- Certify to the appropriate public safety agencies that the mapping data provided pursuant to this policy is accurate; or
- If such information has changed, provide the appropriate public safety agencies with updated mapping data.

Reimbursement. The Superintendent shall apply to the State Department of Education in the manner prescribed by the Commissioner of Education for a grant to cover the costs of providing payment to vendors on behalf of the school district to facilitate the implementation of mapping data in accordance with this policy. Such application shall include a copy of this school policy, an estimate from a vendor on the cost of providing such mapping data that meets the requirements of this policy, and any other information the department may require. Alternatively, the Superintendent may apply to and contract with the district's educational service unit in the manner prescribed by the educational service unit for purposes of covering the costs of facilitating mapping data in accordance with this policy.

Adopted on: _____

Revised on: _____

Reviewed on: _____

**SIDE LETTER AGREEMENT
AND AMENDMENT OF NEGOTIATED AGREEMENT**

The Board of Education (Board) and Education Association (Association) have entered into a negotiated agreement covering the terms and conditions of employment of bargaining unit members for the 2024-2025 contract year. The parties agree to modify that negotiated agreement as follows.

Boys Tennis Coach. The Board has established the position of Boys Tennis Coach. The parties have negotiated over the compensation for these positions and have agreed that the compensation for Boys Tennis Coach position will be 12% of the base salary. The parties intend for this amendment to modify the existing 2024-2025 & 2025-2026 negotiated agreement and to be included in all future agreements of the parties unless otherwise modified by the parties.

President,
Board of Education

Education Association,
Authorized Representative

Date: _____

Date: _____

**SIDE LETTER AGREEMENT
AND AMENDMENT OF NEGOTIATED AGREEMENT**

The Board of Education (Board) and Education Association (Association) have entered into a negotiated agreement covering the terms and conditions of employment of bargaining unit members for the 2024-2025 contract year. The parties agree to modify that negotiated agreement as follows.

Tennis Assistant Coach. The Board has established the position of Assistant Tennis Coach. The parties have negotiated over the compensation for these positions and have agreed that the compensation for Assistant Tennis Coach position will be 8% of the base salary. The parties intend for this amendment to modify the existing 2024-2025 & 2025-2026 negotiated agreement and to be included in all future agreements of the parties unless otherwise modified by the parties.

President,
Board of Education

Education Association,
Authorized Representative

Date: _____

Date: _____



Meal Proposal 24-25 School Year

Breakfast Elem: \$2.10
Breakfast PC/PHS: \$2.35
Breakfast Adult: \$3.00

Lunch Elem: \$3.50
Lunch PC/PHS: \$3.70
Lunch Adult: \$5.00

Milk: \$0.70

Historical Review

<u>YEAR</u>	Breakfast - Elem Student	Breakfast - PC/HS Student	Breakfast -Adult	Lunch- Elem Student	Lunch- PC/HS Student	Lunch- Adult	Milk	MEAL YEARLY INCREASE
<u>SY21-22</u>	Free-Covid	Free-Covid	\$2.20	Free-Covid	Free-Covid	\$3.65	\$0.60	
<u>SY22-23</u>	\$1.85	\$2.10	\$2.30	\$3.25	\$3.45	\$4.00	\$0.60	\$0.10
<u>SY23-24</u>	\$1.95	\$2.20	\$3.00	\$3.35	\$3.55	\$5.00	\$0.70	\$0.10
<u>SY24-25</u>	\$2.10	\$2.35	\$3.00	\$3.50	\$3.70	\$5.00	\$0.70	\$0.15

5045 Student Fees

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

A. Definitions.

- 1.** "Students" means students, their parents, guardians or other legal representatives.
- 2.** "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
- 3.** "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

B. Listing of Fees Charged by this District.

1. Guidelines for Clothing Required for Specified Courses and Activities.

Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

2. Safety Equipment and Attire.

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

3. Personal or Consumable Items.

The district does provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

4. Materials Required for Course Projects.

The district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.

5. Technological Devices

The district will provide students with the technological devices necessary to complete all basic curricular projects.

Technology fee structure

A fee must be paid in order for students to check out an iPad or Macbook (when approved) from Springfield Platteview Community Schools as part of our 1:1 iPad Initiative. If the parent does not want their student to check out the device and have 24/7 use, the device

must be returned to the school's media center at the end of each school day.

The current fee is \$20 annually per device. This fee is applicable for one academic school year. The fee should not exceed \$60 per family annually.

Coverage Table: The fee covers anything not covered by the AppleCare warranty program:

Claims	With Fee	Without Fee	Additional Fee	Replacement Cost
*Lost/Stolen iPad/Non-Repairable	\$300	\$350 (full replacement cost)	Sync Cable Only	\$10
Cracked iPad Screen (Remains Usable)	Covered	\$350 (full replacement cost)	Puck (Plug-In)	\$20
iPads Repairs	Covered	Actual Repair Cost (not to exceed \$350.00)	Puck and Sync Cable	\$30
*Lost, Stolen Laptop/Non-Repairable	\$500	\$750 (total replacement cost)	School Issued Case	\$30
Cracked Laptop Screen/ Repairs (Remains Usable)	Actual Repair Cost (not to exceed \$500.00)	Actual Repair Cost (not to exceed \$750.00)	Laptop Charger	\$79

*Fees will be applied at the district's discretion due to the incident.

Peripheral devices (e.g., Apple Pencil, Logitech Crayon) will be charged to the student at the district's cost for replacement.

Parents will have the option to pay the annual fee of \$20. Since MacBooks do not have AppleCare, the district will apply fees at its discretion due to the incident.

If there is an outstanding fee (including lunch balance) from the previous year, devices will not be issued in the new school year.

The student/guardian will review and sign off on these fees during returning student verification at the start of each school year.

Extracurricular Activities.

The district may charge students a fee to participate in extracurricular activities to cover the district’s reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

Elementary Schools

Program	General Description of Fee or Material	\$ Amount of fee (Anticipated or Maximum) or specific material required
Art classes and special projects or events	Appropriate clothing (non specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged
Classroom Projects	Project Cost (Which may be a fee charged)	Student pays cost that is beyond the standard project provided by the school.
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None-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.
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.
Field Trips	Transportation and admission costs of field trips.	None-costs of school sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to \$10.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for overnight field trips. Currently, 6th grade Outdoor Education is \$50-75. Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free reduced lunch eligible students.
4th Grade (Music Class)	Recorder	\$10-\$15
Music-Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, piece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student. Instrument Rental Fee is \$35 for Tier 1 and \$25-75 for Tier 2 per year for use of school owned instruments.
Music-Optional Honor Choir	Coordinating group attire	Special shirts (Appx. \$8-15)
Picture Packets	Optional - Pictures are still taken for use in school yearbook	Students purchase packets as desired and pay directly to photo company
Physical Education classes	Appropriate clothing (non specialized attire)	Soft Soled/Tennis shoes and socks, running shorts, T shirt
Summer school courses	Classes offered during the	None for Guided

	summer, or at night, if any	Reading/Library use. \$35 to \$200 per class for electives; None - Free-reduced lunch students
Yearbook-Optional	Cost of Yearbook	The book is optional (Appx. \$25)

Secondary Schools

Program	General Description of Fee or Material	\$ Amount of fee (Anticipated or Maximum) or specific material required
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.
Art Fees	Fee for materials	Foundation of Art- \$25, Drawing- \$25, Painting -\$25, Advanced Art-\$25, Pottery-\$25, 3D Art -\$30
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.
Business Classes	Workbooks	\$25
College entrance tests and preparati		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. An Online ACT prep course will be provided to juniors free of charge.
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.
End of year lost or damaged books	Damage fee or replacement	Fees and fines up to \$15 for

	cost	damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of \$70.
Family and Consumer Science	Fees for general materials	Foods I-\$30, Foods II-\$40
Industrial Technology	Fees for general materials	Manufacturing Technology - \$120 Year; Production Systems - \$65; Technology Systems - \$15, Intro to STS- \$25, Woods I-\$50, Woods II-\$95
Locker usage	Use of school padlock	\$5.00 fee if damaged or not returned at the end of the 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.
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 instruments.
Music Theory	Fees for general materials	\$25
Photography	Fees for general materials	No more than \$50 per year.
Physical Education classes	Appropriate clothing (non specialized attire)	Soft Soled/Tennis shoes and socks, running shorts, T shirt
Post-secondary education classes	Tuition and fees for college courses taken for credit.	Postsecondary education costs are a maximum of \$500 per class.
Science	Fees for general materials	Environment Sustainability-\$20, Material Science-\$30

Summer school courses	Classes offered during the summer, or at night, if any	Drivers education class through ESU #3: Up to \$350; other classes \$50 to \$200 per class; none for free reduced lunch students
Yearbooks - Optional	School Book	Yearbooks are published and made available for purchase every year. Cost is generally about \$75-\$85.

Extracurricular and other programs	General description of fee or material	\$ Amount of fee (Anticipated or Maximum) or specific material required
Admission	Spectator fees for admission to events	\$5.00 per event maximum for students. Students may purchase an Activity Pass for \$40.00 per year. For District and Conference events hosted by the School, costs to be set by NSAA and Activity passes are not able to be used.
Athletic Clubs	Letterman's club and other clubs supporting the athletic program	Annual dues not to exceed \$50.00 per club.
Athletic Physicals	NSAA required athletic physicals	Cost varies; payable directly to the student's physician or clinic.
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.
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	Required items include but are not limited to 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. Other items required may include: uniforms not provided by school, athletic equipment, golf bags/clubs, mouthpiece, knee pads, poms, other items as identified by the

	damaged, students will be assessed fees in the amount of replacement cost.	coach. 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.)
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.
Travel meals	Meals	Students are responsible for their own meals while traveling.

Class Organizations

Destination Imagination	State & national dues, meals and activities	Annual dues not to exceed \$30.00 per club. Partial pay for nationals may be required.
FBLA/ FCCLA	State & national dues, meals and activities	Annual dues not to exceed \$30.00 per club. Partial pay for nationals may be required.
National Honor Society	State & national dues, meals and activities	Currently no dues are required. Annual dues not to exceed \$30.00 per club.
SkillsUSA	State & national dues, meals and activities	Annual dues not to exceed \$30.00 per club. Partial pay for nationals may be required.
Student Council	State & national dues, meals and activities	Currently no dues are required. Annual dues not to exceed \$30.00 per club.

Social and Recognition Activities

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
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		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 the school yearbook.	Students purchase packets as desired and pay directly to the photo company.
School dances	Admission to prom, homecoming, etc.	Up to \$40.00 per event
School plays, musicals and social activities	Admission to events	Up to \$5.00 per play or activity
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.
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.
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 instruments.

7. Post-Secondary Education Costs.

Some students enroll in postsecondary courses while still enrolled in the district’s high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who choose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution. The costs of these items will naturally vary, but the maximum dollar amount of the fee is anticipated to be \$ 350 per course.

8. Copies of Student Files or Records.

The district will charge a fee for making copies of a student’s files or records for the parents or guardians of such student. The Superintendent or the Superintendent’s designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students’ files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student’s files or records.

The district will charge a fee of \$.10 per page for reproduction of student records.

9. Participation Pre-Kindergarten Services.

The district will charge reasonable fees for participation in pre-kindergarten services offered by the district pursuant to statute.

The maximum dollar amount charged by the district for these services shall be \$150.00/month

11. Participation in Summer School.

At the elementary level, the district will not charge fees for participation in summer school. There may be a reasonable fee charged for elementary summer enrichment courses.

12. Charges for Food Consumed by Students.

The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

- Breakfast Program – Grades K-6
 - Regular Price \$2.10
 - Reduced Price \$.30
- Breakfast Program – Grades 7-12
 - Regular Price \$2.35
 - Reduced Price \$.30
- Lunch Program – Grades K-6
 - Regular Price \$3.50
 - Reduced Price \$.40
- Lunch Program – Grades 7-12
 - Regular Price \$3.70
 - Reduced Price \$.40

13. Contributions for Junior and Senior Class Extracurricular Activities.

Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$60.00.

C. Waiver Policy.

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, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

D. Distribution of Policy.

This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.

E. Voluntary Contributions to Defray Costs.

The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

F. Fund-Raising Activities

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

G. Student Fee Fund.

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by tax revenue, and that will serve a depository for all monies collected from students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.

Adopted on: 07-10-2023

Revised on: _____

Reviewed on: _____

5018

Parent and Guardian Involvement In Education Practices

The school district recognizes the importance of parental and guardian involvement in the education of their children. The school district will take the following steps to ensure that the rights of parents and guardians to participate in the education of their children are preserved.

1. Parents/Guardians will be provided access, as described in district procedures, to district-approved textbooks and other curricular materials and tests used in the district upon request.
 - a. A parental request to review specific approved textbooks and other district- or building-approved curricular materials (written, visual, and audio) should be made to the principal of the building where the textbooks and curriculum materials are used.
 - b. Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the building principal to prevent disruption of the instructional process.
 - c. A parental request to review specific standardized and criterion-referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. Parents wishing to review statewide assessments will be provided with sample questions and a copy of a practice test, but will not be provided with copies of the actual assessment due to testing security. In the case of other secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.
2. Parents/Guardians will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.
 - a. Parents/guardians are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental/guardian observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, in the sole discretion of the building principal.

- b. Parents/guardians may contact the building principal to request permission to attend counseling sessions in which their child is involved.
- 3. Parents/guardians will be permitted, within district procedures, to ask that their children be excused from school experiences that parents find objectionable.
 - a. Building principals may excuse a student from any single school experience at the parent's written request.
 - b. When appropriate, alternative experiences will be provided for the student by the school.
- 4. Parents/guardians will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.
- 5. Parents/guardians will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.
- 6. Parents/guardians will be informed of the circumstances under which they may opt-out of state and federal assessments.
 - a. In accordance with federal law, at the beginning of the school year, the District shall provide notice of the right to request a copy of this policy to parents/guardians of students attending schools receiving Title I funds. The District will provide a copy of this policy to a requesting parent in a timely manner.
 - b. State Assessments

State and federal law simultaneously require students to take state assessments, with few exceptions, but also permit parents or guardians to request to opt their students out of these assessments. Approval of opt out requests is contrary to the mandatory testing laws, so the District cannot "approve" the request. Parents who do not present their child for testing will result in the child receiving the lowest score possible on the assessment.

c. National Assessment of Educational Progress

As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary.

The District shall provide parents/guardians of eligible students with reasonable notice prior to the exam being administered. Parents/guardians wishing to opt their students out of the NAEP assessment must notify the district in writing at least seven days prior to the exam date to ensure that the District can coordinate supervision and alternative activities for students who have opted out.

7. Parents/guardians will be notified of their right to remove their children from surveys prior to district participation in surveys.
 - a. The principal must approve all surveys intended to gather information from students before they are administered to students.
 - b. Students' participation in surveys is voluntary. Parents/guardians may restrict their child from participating in any survey.

Adopted on: 07-10-2023

Revised on: _____

Reviewed on: _____

5057

District Title I Parent and Family Engagement Policy

The school district will jointly develop with parents a School-Parent-Student Compact that outlines how the parents, school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.

The written District Parent and Family Engagement Policy will be jointly developed and distributed to parents and family members of participating children and the local community in an understandable format and to the extent practicable, in a language the parents can understand. An annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy will be used to design evidence-based strategies for more effective parental involvement, to revise the Parent and Family Engagement Policy and to remove barriers to participation.

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement in the Title I program. Parent and family engagement in the Title I Program shall include, but is not limited to:

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination and integration with other Federal, State, and district programs, and evaluations of progress.
3. Opportunities for participation in parent involvement activities such as training to help parents work with their children to

improve achievement. A goal of parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.

4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.
5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.
6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.
7. Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

This policy shall be reviewed annually at the annual meeting where concerned parties can have a conversation about possible changes to the Parent and Family Engagement Policy.

Adopted on: 07-10-2023

Revised on: _____

Reviewed on: _____

5054 Student Bullying

Definition of Bullying. Nebraska statute defines bullying as “an ongoing pattern of physical, verbal or electronic abuse.” The Centers for Disease Control and Prevention defines bullying as “any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.” The school district’s administrators will consider these definitions when determining whether any specific situation constitutes bullying. These definitions include both in-person and cyberbullying behaviors.

Bullying Prohibited. Students are prohibited from engaging in any form of bullying behavior.

Reporting Bullying. Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students can use the district’s anonymous platform Sarpy County TIPS Website to make this report. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

Bullying Investigations. School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

Disciplinary Consequences. The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior.

A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences including but not limited to long-term suspension, expulsion, or mandatory reassignment.

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts

the educational environment, the district's day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

Bullying Based on Protected Class Status. Bullying based on protected class status is unique and may require additional investigation. The appropriate district staff member or coordinator will promptly investigate bullying complaints that violate the district's antidiscrimination policies.

Support for Students Who Have Experienced Bullying. Regardless of where the bullying occurred, the district will consider whether victims of bullying are suffering an adverse educational impact and, if appropriate, will refer those students to the district's student assistance team.

Bullying Prevention and Education. Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. Each building shall engage in activities which educate students about bullying, bullying prevention and digital citizenship.

Policy Review. The school district shall review this policy annually.

Adopted on: 07-10-2023

Revised on: _____

Reviewed on: _____

5001 Compulsory Attendance and Excessive Absenteeism

"School success is 90 percent showing up; the other half is mental." Yogi Berra

Research on policies and practices that effectively encourage regular student attendance share some key components:

1. Education of parents regarding school attendance requirements.
2. Effective policies and practices to monitor attendance.
3. Clear definition of excessive absenteeism and a two-stage response to excessive absences.

The board has considered this educational research and used it to create the following policy on Compulsory Attendance and Excessive Absenteeism.

Required Attendance

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

Mandatory Attendance Age

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this policy.

Discontinuing Enrollment – 5 Year Old Students

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request and to the superintendent using the form which is attached to this policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any

student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

Discontinuing Enrollment – 16 and 17 Year Old Students

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request and submit it to the superintendent using the form which is attached to this policy. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

Only children disenrolling to attend an exempt school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending exempt schools. The superintendent may confirm the validity of the submission with the State Department of Education.

Attendance Officer

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

Expectations for Regular Attendance:

1. Students are expected to attend every class, every day.
2. The only "excused" absences shall be:
 - a.) absences when a licensed health care provider has confirmed in writing that, in his/her professional medical opinion and within his/her scope of practice, the student or a child whom the student is parenting is so physically or mentally ill that attendance of the student is impracticable or impossible;
 - b.) absences when the Nebraska State Patrol confirms in writing that weather conditions have made the roads impassable so that the student's attendance impracticable or impossible;
 - c.) student attendance at a school-sponsored activity;

- d.) student has been suspended or expelled from school by the school district; and
 - e.) absences required by law enforcement, child protective services or a court of competent jurisdiction, confirmed in writing to the school district.
3. All other absences, including absences for minor physical or mental illnesses, family events, routine medical appointments are simply "absences."
 4. Upon return from every absence or partial-day absence, students must meet with the teacher to discuss missed content/ assignments. Repeated absences may result in required additional time with teachers.
 5. Students must not be absent from any course more than seven days in any given quarter in order to earn academic credit for that course for that quarter. Students who lose credit in any given course due to absences may appeal that loss of credit to the building principal.

Attendance Incentives:

Building principals may establish attendance incentives for their students. Those may include:

- Special Recognition of students who have high levels of attendance
- Excusal from certain classroom assignments (ex. final exam, written report) for students with a high level or greater attendance each semester
- Special rewards (ex. movie day, field day, extra recess) for students who have high levels of attendance
- At the conclusion of each quarter building principals report to the board what incentives were implemented and the effectiveness of the incentive in improving student attendance and engagement.

When students are absent from school, district staff will respond as follows:

First Stage Response to Absences

1. A member of the building staff will contact the parent via telephone for every absence if the parent has not contacted the school in advance.
2. The principal or designee shall contact the parents/guardians of any student who has missed 7 days (first semester) or 15 days (second semester) or the hourly equivalent and inform parents/guardians of the possible negative impact that further absences from school may have on the student's academic success.

3. At any point, the principal and/or the principal's designee may request one or more meetings with the parent/guardian for the purpose of addressing barriers to attendance. A collaborative plan will be developed to reduce barriers and improve attendance. If parent/guardian refuses to participate in such meetings, the principal shall place documentation of such refusal in the child's attendance record and proceed to create the attendance plan.
 - a. This meeting must be attended by attendance officer, parents, social worker or principal, and the student (if appropriate).
 - b. The meeting shall be documented.
 - c. The meeting shall develop a collaborative plan to assist the student in improving his/her attendance.

Second Stage Response to Absences

Students who accrue more than 20 absences in a school year may be referred to the county attorney for action under NEB. REV. STAT. § 43-247(3)(a) and (b).

Adopted on: _____
Revised on: _____
Reviewed on: _____

Acknowledgment of Receipt

I understand that consistent school attendance is required by state law. I also understand that student achievement is directly linked to excellent attendance. I have received the board of education's new policy on student attendance and have reviewed it.

Student
Name _____

Student
Signature _____

Date _____

Parent/Guardian
Name _____

Parent/Guardian
Signature _____

Date _____

TEACHER'S CONTRACT

THIS CONTRACT is made by and between the Board of Education of Sarpy County County School District 77-0046, commonly known as Springfield Platteview Community Schools, referred to herein as the "Board" and "District" respectively, and **Jill Nielsen**, a legally qualified teacher, referred to herein as the "Teacher".

WITNESSETH: The Board agrees to employ Teacher above named in the schools of the District for a school year, which shall begin on or about August 8, 2024, and conclude on or about May 22, 2025, and shall consist of 184 contract days of service. Teacher accepts such employment at a salary based upon placement on **(.75 FTE) Step 11 of Lane MA** of the salary schedule.

FIRST: Teacher's salary shall be payable in 12 equal installments. The first installment shall be payable on the 20th day of September, 2024, and the remaining installments shall be payable on the 20th day of each month thereafter.

SECOND: Teacher will abide by the District's and Administration's policies, rules, regulations and directives and all state and federal statutes, rules, and regulations. Teacher's duties are subject to assignment by the Administration. Teacher agrees to devote full time during days of school to his/her position in all respects and to perform the assigned duties diligently and faithfully to the best of his/her professional ability.

THIRD: In addition to the teaching duties set forth herein, Teacher may be assigned such "extra duty" assignments which shall be for such compensation as may be agreed upon by the District and Teacher or by Teacher's duly authorized bargaining agent.

FOURTH: A majority of the Board members may cancel, amend, or terminate this contract during its term for any of the following reasons:
(a) cancellation, termination, revocation or suspension of Teacher's certificate by the State Board of Education; (b) a breach of any material provision of this contract; (c) any reason set forth in this contract; (d) incompetence; (e) neglect of duty; (f) unprofessional conduct; (g) insubordination; (h) physical or mental incapacity; (i) immorality; and (j) any conduct that interferes substantially with the teacher's continued performance of duties. Cancellation, nonrenewal, termination, or amendment under this contract shall be governed by applicable provisions of Nebraska statute.

FIFTH: Upon termination of this contract for just cause, or upon Teacher's release from this contract, the compensation paid or to be paid hereunder shall be an amount that bears the same ratio to the yearly salary herein specified as the number of days of service to the date of such termination bears to the number of days of service in the contract year. Teacher shall refund any unearned fractional portion of an installment paid but not earned prior to termination of the contract.

SIXTH: Upon termination of this contract, Teacher shall immediately return all District property to the District.

SEVENTH: There shall be no penalty for release or resignation by the Teacher from this contract, provided no resignation shall become effective until the close of the school year unless it is accepted by the Board, which shall fix the time that the resignation is to take effect.

EIGHTH: This contract shall conform to the regulations governing deductions from the above-stated compensation with reference to withholding tax, social security, and any legally required deductions and deductions based on benefit elections. This contract is subject to the School Employee Retirement Act. Teacher shall be responsible to pay for damage to District property caused by the Teacher's reckless or intentional actions.

NINTH: Teacher affirms that he/she is not under contract with another school board or board of education within this state covering a part or all of the same time of performance as is contemplated by this agreement. Teacher affirms that he/she holds or will hold a valid Nebraska Teaching Certificate at the beginning of the term of this contract. This contract is not valid until said certificate is registered in the office of the Superintendent of Schools, and Teacher shall not be compensated for any services performed prior to the date of the registration.

TENTH: Teacher shall report to the District within 24 hours any arrest, criminal charge, or criminal conviction of Teacher. Teacher shall report to the District within 24 hours any filing against the Teacher under section 43-247 of the Nebraska statutes or any other provision of the Nebraska Juvenile Code for child abuse and/or neglect.

ELEVENTH: The compensation set forth in this agreement shall be subject to such adjustments as the Board and Teacher or Teacher's duly authorized bargaining agent may agree upon from time to time.

TWELFTH: Teacher's failure to return a signed copy of the contract to the Superintendent of Schools or Secretary of the Board of Education of the District on or before **July 22, 2024** shall constitute a rejection of this offer of employment.

THIRTEENTH: Other Contract Terms: [THESE MAY INCLUDE TERMS SUCH AS RESIGNATION DEADLINES AND OTHERS NOT ALREADY COVERED BY THE COLLECTIVE BARGAINING AGREEMENT].

By: _____ Date: _____
Teacher

By: _____ Date: _____
Board President

Attest: _____ Date: _____
Board Secretary



Future Planning
July, 2024

- | | |
|---------|--|
| 7/29/24 | Board Work Session 7:00 P.M. |
| 8/12/24 | Site Committee Meeting 6:00 P.M.
Finance Committee Meeting 6:30 P.M.
Board Meeting 7:00 P.M. |
| 8/14/24 | First Day of School |
| 8/26/24 | Board Work Session 7:00 P.M. |
| 9/2/24 | No School - Labor Day |
| 9/9/24 | TBD Committee Meeting 6:00 P.M.
Finance Committee Meeting 6:30 P.M.
Board Meeting 7:00 P.M. |
| 9/20/24 | Foundation Meeting |
| 9/23/24 | Board Work Session 7:00 P.M. |
| 9/27/24 | No School - Teacher Inservice |