Board of Education Regular Meeting

July 10, 2023 7:00 PM

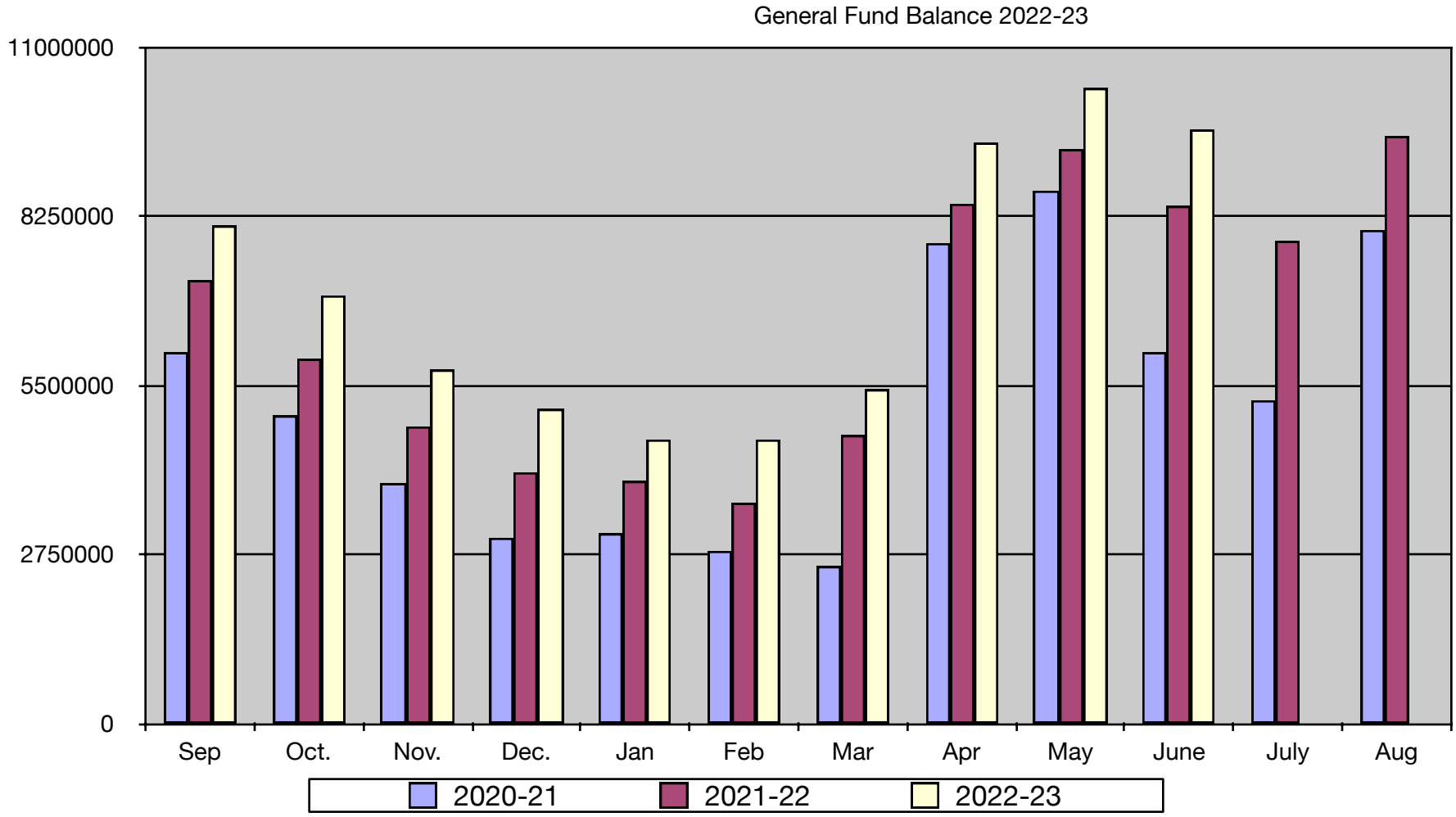
Westmont Elementary Media Center
765 Main St
Springfield, NE 68059

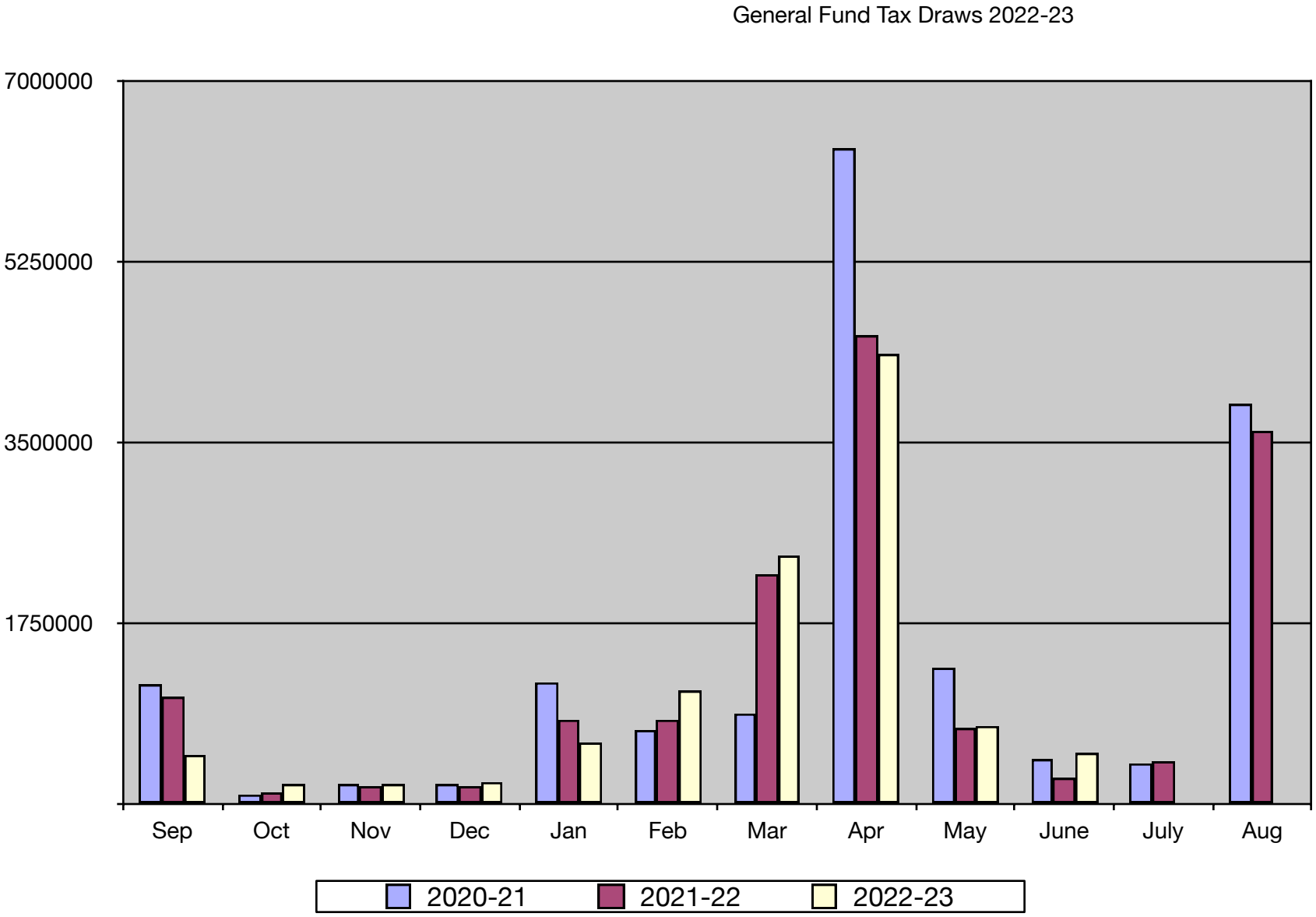
Agenda

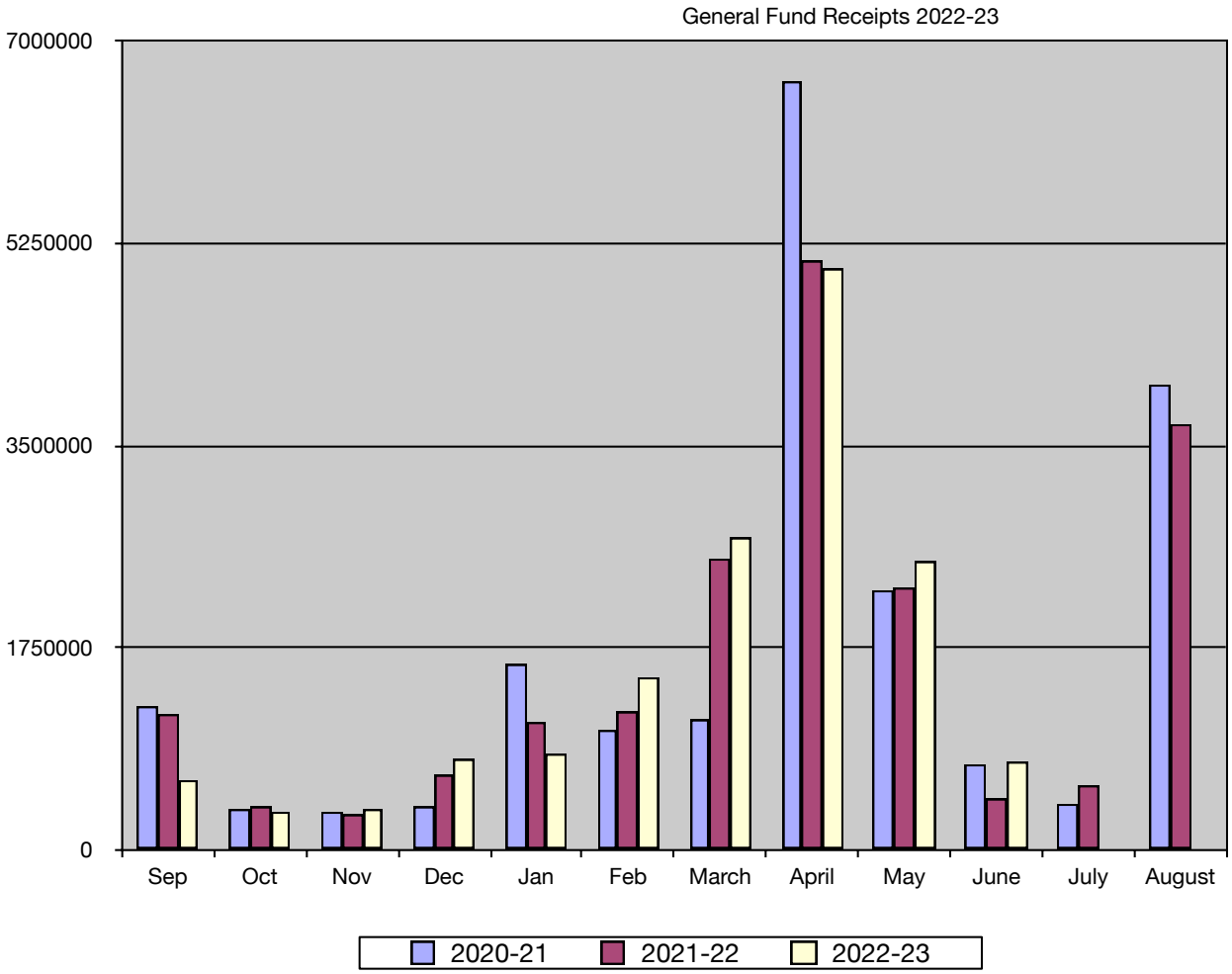
I. Policy Committee Meeting
II. Finance Committee Meeting
III. Call to Order and Roll Call
IV. Notice of Open Meetings Act - Posted
V. Consent Agenda
  V.A. Minutes of the Previous Month's Meetings
  V.B. Treasurer's Report
  V.C. Statement of Activity Fund Accounts
  V.D. Recommendation for Bill Payment
VI. Items From Patrons on Agenda Items
VII. Old Business
  VII.A. Approval of the 2023-2024 District Student Handbook
  VII.B. Approval of Springfield, Westmont, Platteview Central and Platteview High School Building Operations Guides.
  VII.C. Board Approval of New Policies- 5000 Series Policies
  VII.D. Board Approval of New Policies - 6000 Series Policies
  VII.E. Approval of Food Service Contract to OPAA Food Service Management Company for the 2023-2024 School Year.
VIII. New Business
  VIII.A. Student Fees 2023-2024 Hearing and Adoption
  VIII.B. Parental Involvement Policy Hearing for 2023-2024
  VIII.C. Review Title 1 Parental Involvement Policy (5057)
  VIII.D. Review of Bullying Policy (5054) for 2023-2024.
  VIII.E. Review of Attendance and Excessive Absenteeism Policy (5001).
  VIII.F. Approval of an Activity Van Purchase
IX. Reports
  IX.A. Construction and Project Updates
  IX.B. Budget Update - 2022-23 & 2023-24
  IX.C. Reschedule of Board Retreat
X. Advance Planning
XI. Adjourn

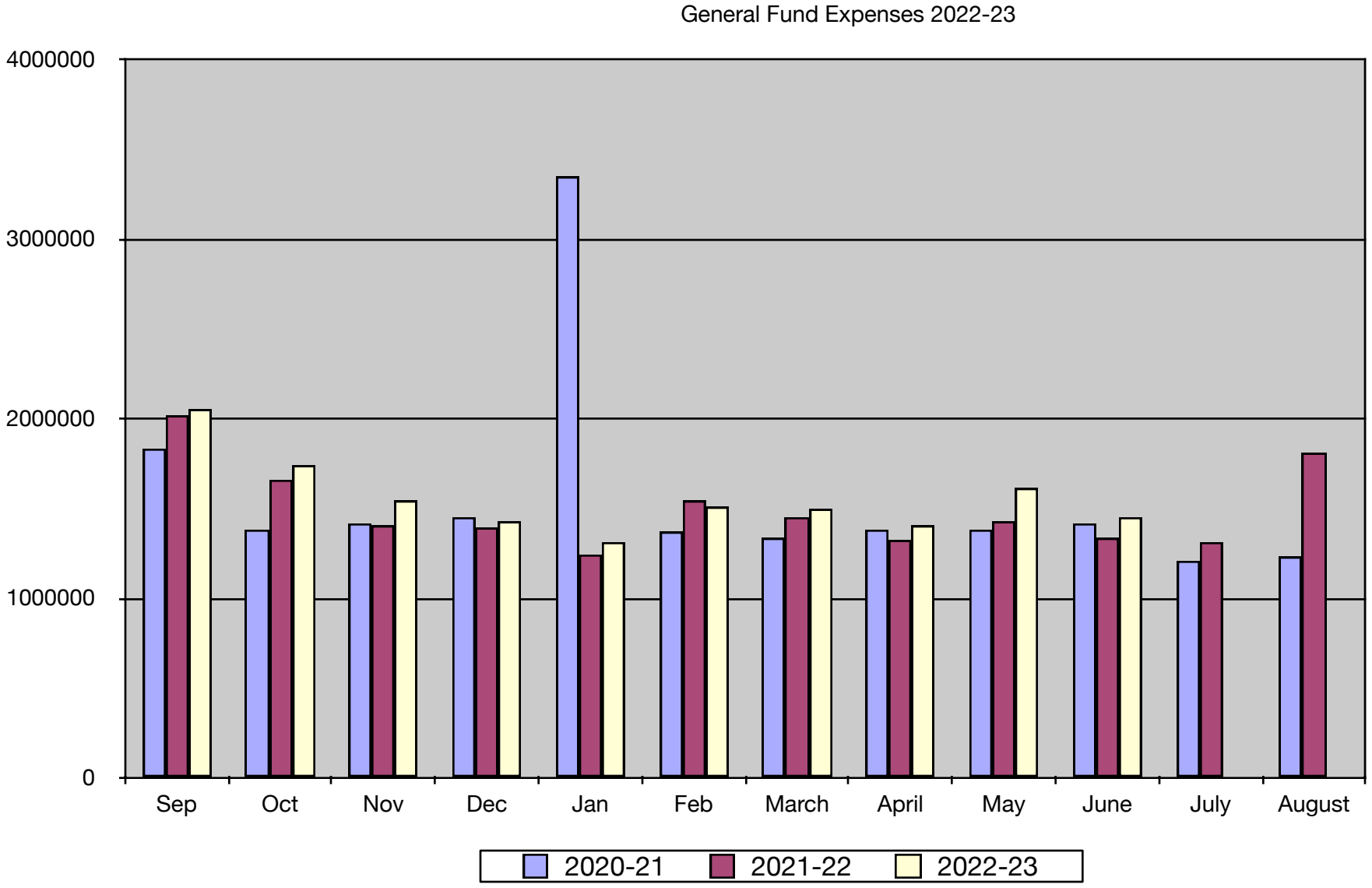
Finance Report
June 2023

- Our General Fund is $9,673,201.79. Last year's balance at this time was $8,442,054.75. We are monitoring spending over the last couple of months.
- The Building Fund is at $2,67,887.04. Large payments were withdrawn for the lease purchase and Oak Leaf land purchase.
- Preliminary valuation numbers were released in the last few weeks… the general fund preliminary valuation is $3,022,812,050… this is an increase of $456,733,750 over the certified valuation from 2022, a 17.79% increase.
- 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.


General Fund Balance 2022-23
11000000
8250000
5500000
2750000
0
Sep
Oct.
Nov.
Dec.
Jan
Feb
Mar
Apr
May
June
July
Aug
2020-21
2021-22
2022-23


General Fund Tax Draws 2022-23
7000000
5250000
3500000
1750000
Sep
Oct
Nov
Dec
Jan
Feb
Mar
Apr
May
June
July
Aug
2020-21
2021-22
2022-23


General Fund Receipts 2022-23
7000000
5250000
3500000
1750000
0
Sep
Oct
Nov
Dec
Jan
Feb
March
April
May
June
July
August
2020-21
2021-22
2022-23


General Fund Expenses 2022-23
4000000
3000000
2000000
1000000
0
Sep
Oct
Nov
Dec
Jan
Feb
March
April
May
June
July
August
2020-21
2021-22
2022-23

Balance as of last day of the month			
Month	**2020-21**	**2021-22**	**2022-23**
September	6,034,069	7,203,154	8,112,143
October	5,006,117	5,928,299	6,959,719
November	3,914,022	4,829,819	5,771,288
December	3,026,154	4,091,806	5,122,752
January	3,095,987	3,965,055	4,640,817
February	2,806,147	3,609,526	4,632,728
March	2,554,360	4,682,859	5,458,640
April	7,825,353	8,469,449	9,460,231
May	8,690,027	9,331,252	10,350,138
June	6,033,378	8,442,054	9,673,202
July	5,262,218	7,873,124	
August	8,038,763	9,561,653	
Tax Draw			
Month	**2020-21**	**2021-22**	**2022-23**
September	1,173,235	1,045,268	489,099
October	94,660	121,624	205,285
November	205,322	176,582	202,624
December	190,129	170,001	212,434
January	1,177,144	824,674	611,027
February	721,258	827,765	1,097,058
March	882,780	2,229,286	2,417,453
April	6,358,946	4,539,959	4,359,172
May	1,330,314	746,496	756,882
June	437,987	257,169	491,556
July	396,448	413,264	
August	3,884,813	3,622,650	
TOTALS	16,853,036	14,974,738	10,842,590
Receipts			
Month	**2020-21**	**2021-22**	**2022-23**
September	1,251,208	1,180,989	613,110
October	356,341	378,070	335,558
November	326,816	304,457	359,208
December	369,966	660,830	785,869
January	1,607,760	1,120,990	837,485
February	1,047,118	1,192,514	1,503,683
March	1,142,485	2,522,602	2,701,404
April	6,650,634	5,105,843	5,034,201
May	2,256,725	2,284,253	2,502,770
June	756,241	444,302	772,051
July	414,981	572,810	
August	4,019,522	3,682,143	
TOTALS	20,199,797	19,449,803	15,445,339
Expenses			
Month	**2020-21**	**2021-22**	**2022-23**
September	1,829,100	2,020,632	2,048,547
October	1,379,545	1,656,766	1,742,126
November	1,420,710	1,402,107	1,547,096
December	1,452,755	1,399,227	1,431,119
January	3,346,561	1,247,004	1,316,215
February	1,370,401	1,544,991	1,511,424
March	1,336,453	1,453,455	1,499,563
April	1,381,572	1,320,026	1,408,618
May	1,380,836	1,428,094	1,613,431
June	1,416,291	1,332,094	1,447,868
July	1,211,538	1,311,370	
August	1,236,778	1,813,719	
TOTALS	18,762,540	17,929,485	15,566,008

CASH COMPARISONS 22-23 Fiscal Year

		2020-2021	2021-22	2022-23
March	General Fund	$ 2,554,360.05	$4,682,859.10	$5,834,513.23
	Emp. Benefit Fund	$ 175,240.10	$173,397.95	$173,578.17
	Building Fund	$ 1,414,602.47	$1,945,658.21	$3,197,977.87
	School Lunch	$ 214,412.79	$377,253.11	$619,701.40
	Bond Fund	$ 108,482.13	$552,341.17	$1,016,544.39
	Bond Fund #2	$ 5,308,308.63	$7,435,956.97	$15,390.78
	Depreciation Fund	$ 72,667.28	$67,658.48	$468,015.17
	QCPUF	$ 61,408.23	$90,261.50	$119,810.13
	March Total	$ 9,909,481.68	$15,325,386.49	$11,445,531.14
April	General Fund	$ 7,825,352.93	$8,469,449.16	$9,460,230.90
	Emp. Benefit Fund	$ 175,247.30	$173,408.97	$173,592.57
	Building Fund	$ 2,337,564.59	$2,889,643.99	$4,061,581.62
	School Lunch	$ 231,067.98	$478,288.48	$668,162.57
	Bond Fund	$ 400,167.97	$1,380,588.96	$1,709,339.89
	Bond Fund #2		$6,082,477.63	$4,556.70
	Depreciation Fund	$ 72,670.27	$67,662.78	$468,072.87
	QCPUF	$ 205,836.86	$214,719.78	$232,764.77
	Total	$11,247,907.90	$19,756,239.75	$16,778,301.89
May	General Fund	$ 8,690,026.76	$9,331,253.24	$10,350,138.25
	Emp. Benefit Fund	$ 175,254.02	$173,421.13	$173,621.69
	Building Fund	$ 2,647,644.26	$3,242,205.06	$3,517,077.07
	School Lunch	$ 302,873.47	$501,794.98	$667,963.00
	Bond Fund	$ 330,876.68	$1,324,236.06	$1,650,756.22
	Bond Fund #2	$ 2,845,506.45	$5,265,152.76	$32,448.83
	Depreciation Fund	$ 72,673.06	$67,667.53	$468,132.50
	QCPUF	$ 251,034.58	$249,475.22	$280,788.00
	Total	$15,315,889.28	$20,155,205.98	$17,140,925.56
June	General Fund	$ 6,036,567.10	$8,442,054.75	$9,673,201.79
	Emp. Benefit Fund	$ 175,261.94	$173,434.91	$173,643.10
	Building Fund	$ 2,730,580.07	$3,345,758.80	$2,067,887.04
	School Lunch	$ 255,203.70	$505,346.53	$604,853.07
	Bond Fund	$ 384,471.73	$1,351,957.86	$1,707,116.71
	Bond Fund #2	$ 6,293,031.72	$4,281,534.11	$30,675.77
	Depreciation Fund	$ 72,676.35	$67,672.90	$453,190.21
	QCPUF	$ 217,478.14	$253,726.44	$289,987.42
	Total	$16,165,270.75	$18,421,486.30	$15,000,555.11

Function	Number	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM
01	GENERAL FUND					
1100	REGULAR INSTRUCTIONAL PROGRAMS	9,258,763.00	703,326.16	7,463,196.87	83.78	1,795,566.13
1125	REGULAR INSTRUCTIONAL PROGRAMS SCHOOL AG	110,215.00	9,072.43	91,062.49	82.85	19,152.51
1150	LIMITED ENGLISH PROF PROGRAMS	10,000.00	0.00	0.00	0.00	10,000.00
1160	PROVERTY PROGRAMS	78,866.00	12,179.42	118,719.34	150.53	(39,853.34)
1200	SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS	1,779,212.00	130,541.85	1,373,068.29	77.18	406,143.71
1291	SPED AGES 3-5	91,084.00	4,409.90	67,874.62	74.52	23,209.38
1292	SPED AGES 0-2	0.00	2,518.90	29,723.78	0.00	(29,723.78)
1295	EARLY CHILD SP ED INST PROGRAMS	0.00	342.63	2,985.91	0.00	(2,985.91)
1300	SUMMER SCHOOL	40,809.00	6,053.81	9,821.75	24.07	30,987.25
2120	GUIDANCE SERVICES	417,968.00	34,343.82	346,739.06	82.96	71,228.94
2130	HEALTH SERVICES	299,108.00	19,517.45	218,144.22	72.93	80,963.78
2131	HEALTH SERVICES-SPED SA	90,000.00	0.00	4,472.16	4.97	85,527.84
2141	PSYCHOLOGICAL SERVICES SPED SCHOOL AGE	181,725.00	9,264.60	137,215.99	75.51	44,509.01
2142	PSYCHOLOGICAL SERVICES SPED AGE 3-5	0.00	472.93	4,729.30	0.00	(4,729.30)
2151	SPEECH & AUDIOLOGY SERV SPED SCHOOL AGE	280,655.00	23,488.35	233,367.88	83.15	47,287.12
2152	SPEECH & AUDIOLOGY SERV SPED AGE 3-5	61,104.00	4,889.41	43,083.87	70.51	18,020.13
2153	SPEECH & AUDIOLOGY SERV SPED AGE 0-2	60,864.00	4,595.65	41,995.59	69.00	18,868.41
2161	OT SERVICES SPED SCHOOL AGE	15,000.00	1,896.00	8,891.90	59.28	6,108.10
2162	OT SERVICES SPED AGE 3-5	15,000.00	2,488.50	12,857.25	85.72	2,142.75
2163	OT SERVICES SPED AGE 0-2	15,000.00	2,291.00	7,643.25	50.96	7,356.75
2171	PT SERVICES SPED SCHOOL AGE	15,000.00	1,086.25	3,693.25	24.62	11,306.75
2172	PT SERVICES SPED AGE 3-5	15,000.00	1,915.75	7,131.81	47.55	7,868.19
2173	PT SERVICES SPED AGE 0-2	15,000.00	869.00	2,646.50	17.64	12,353.50
2181	VISION SERVICES SPED SCHOOL AGE	15,000.00	0.00	5,235.54	34.90	9,764.46
2190	OTHER PUPIL SUPPORT SERVICES	626,734.00	42,481.67	480,734.98	76.70	145,999.02
2210	IMPROVEMENT OF INSTRUCTION	264,195.00	48,881.74	236,559.45	105.99	27,635.55
2213	INST STAFF TRAINING	0.00	0.00	0.00	0.00	0.00
2220	LIBRARY/MEDIA SERVICES	297,683.00	22,107.46	230,298.01	78.30	67,384.99
2230	INSTRUCTION-RELATED TECHNOLOGY	0.00	0.00	0.00	0.00	0.00
2310	BOARD OF EDUCATION	60,000.00	5,099.36	56,899.41	94.83	3,100.59
2320	EXECUTIVE ADMINISTRATION	306,261.00	21,576.12	242,029.60	79.03	64,231.40
2330	DISTRICT LEGAL SERVICES	45,000.00	3,449.89	37,225.81	82.72	7,774.19
2410	OFFICE OF PRINCIPAL	1,138,342.00	93,965.08	942,091.57	82.89	196,250.43
2510	GENERAL ADMIN-BUSINESS SERVICE	680,298.00	29,923.74	552,951.11	81.28	127,346.89
2520	PURCH, WARE, AND DIST SERVICES	0.00	0.00	0.00	0.00	0.00
2560	PUBLIC INFO SERVICE	115,605.00	9,307.91	97,480.94	84.32	18,124.06
2610	SUPPORT SERVICES OPERATION OF BUILDING	1,090,405.00	75,329.37	803,943.49	73.73	286,461.51
2620	SUPPORT SERVICES-MAINT OF BUILDING	479,706.00	27,430.71	257,119.39	53.60	222,586.61
2630	CARE & UPKEEP OF GROUNDS	0.00	6,940.00	83,623.54	0.00	(83,623.54)
2640	CARE & UPKEEP OF EQUIPMENT	0.00	0.00	125.83	0.00	(125.83)
2650	VEHICLE OPP, ACQUISITION AND MAINTENANCE	17,000.00	203.67	2,645.54	15.56	14,354.46
2660	SECURITY	117,000.00	0.00	60,636.66	51.83	56,363.34
2670	SAFETY	0.00	0.00	0.00	0.00	0.00
2710	VEHICLE OPP & PURCH REG ED	7,500.00	1,371.06	15,980.67	213.08	(8,480.67)
2712	VEHICLE OPP & PURCH SCHOOL AGE SPED	3,000.00	0.00	0.00	0.00	3,000.00
2790	OTHER TRANS REG STUDENTS	610,000.00	40,996.69	444,934.17	72.94	165,065.83
2791	OTHER TRANS LLC	10,000.00	0.00	0.00	0.00	10,000.00
2792	OTHER TRANS SCHOOL AGE SPED	208,000.00	5,680.50	90,186.58	43.36	117,813.42
2793	OTHER TRANS AGE 0-5 SPED	50,000.00	0.00	70,274.45	140.55	(20,274.45)
3535	HIGH ABILITY LEARNERS	26,853.00	3,008.54	34,502.15	128.49	(7,649.15)
3590	EXTENDED LEARNING OPP GRANT	0.00	131.63	13,365.45	0.00	(13,365.45)
5000	DEBT SERVICES	1,000,000.00	0.00	0.00	0.00	1,000,000.00
6200	TITLE I, PART A ESSA IMP BASIC BY LOCAL	97,287.00	7,705.72	78,057.57	80.28	19,229.43
6310	TITLE II, PART A ESSA SUPP EFF INSTUCT	16,526.00	2,966.47	19,426.44	117.55	(2,900.44)
6406	IDEA PRESCHOOL(619) BASE ALLOC	21,155.00	1,020.39	18,495.73	87.43	2,659.27
6408	6408	250,925.00	20,024.03	196,068.50	78.14	54,856.50
6412	IDEA PART B PROPORTIONATE SHARE	4,064.00	479.51	4,604.09	113.29	(540.09)
6421	ARP IDEA E/P	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
6423	ARP IDEA PROPORTIONATE SHARE	0.00	0.00	0.00	0.00	0.00
6700	FED VOC & APP TECH ED (CARL PERKINS)	7,800.00	61.32	613.20	7.86	7,186.80
6969	TITLE IV, PART A ESSA	10,000.00	0.00	9,492.26	94.92	507.74
6998	ESSER III	135,000.00	550.00	10,585.40	7.84	124,414.60
8000	TRANSFERS (OUTGOING)	50,000.00	0.00	386.40	0.77	49,613.60
01	GENERAL FUND	20,611,712.00	1,446,256.39	15,325,639.01	76.01	5,286,072.99

Function Number	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM
Grand Total:	20,611,712.00	1,446,256.39	15,325,639.01	76.01	5,286,072.99

Board of Education Regular Meeting
Springfield Platteview
Community Schools
South Sarpy School District 46
Monday, June 12, 2023 7:00 PM

The Site Committee started at 5:45 p.m. Kyle Fisher, Brian Osborn, and Brian Wichman were present. The committee discussed current and upcoming construction projects in the district. The committee meeting adjourned at 6:31 p.m.

The Finance Committee started at 6:31 p.m. Brenda Guenther, Brian Osborn, and Lee Smith were present. Finance reports were reviewed by the committee. Discussion of the bills took place. The committee meeting adjourned at 6:47 p.m.

A meeting of the Board of Education of Springfield Platteview Community Schools, South Sarpy School District 46, in the County of Sarpy, in the State of Nebraska, was convened in open and public session at 7:00 p.m., Monday, June 12, 2023, at the Springfield Elementary School Media Center. Present: Kyle Fisher, Brenda Guenther, Brian Osborn, Lee Smith, Brian Wichman. Absent: Lisa Roseland

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 Wichman informed the board and the public that the Act is located on the east wall of the media room.

Action to approve the Consent Agenda as presented passed with a motion by Osborn and a second by Guenther. Vote: Yays - Fisher, Guenther, Osborn, Smith Wichman. Nays- none

Patron Janet Nitsick addressed the Board on concerns of government funding of the school lunch program.

Action to approve the Elementary Music Materials as presented passed with a motion by Guenther and a second by Osborn. Vote: Yays- Fisher, Guenther, Osborn, Smith, Wichman. Nays- none.

Action to approve the ESU #3 Driver's Education contract for 2023-24 as presented passed with a motion by Fisher and a second by Osborn. Vote: Yays- Fisher, Guenther, Osborn, Smith, Wichman. Nays-none.

Superintendent Dr. Saunders gave an update to the Board on the proposal for the new food service contract.

Dr. Saunders explained the current process and timeline for updating to the new KSB policies and handbooks. Updates to the policies after newly passed legislation were also discussed.

Action to approve Policies 3001, 3003.1, 3004.1, 3033, 3036, 3059, 4003, 4045, & 4059 passed with a motion by Smith and a second by Fisher. Vote: Yays- Fisher, Guenther, Osborn, Smith, Wichman. Nays- none

Action to approve the ESU #3 Core Services funds for 2023-24 as presented passed with a motion by Osborn and a second by Guenther. Vote: Yays- Fisher, Guenther, Osborn, Smith,

Wichman. Nays- none.

Action to approve the purchase of a used 2000 International from Gretna Public Schools for $15,000 passed with a motion by Fisher and a second by Smith. Vote: Yays- Fisher, Guenther, Osborn, Smith, Wichman. Nays- none.

Dr. Saunders provided an overview of the legislative session and the newly passed bills that affect education.

Board President Wichman updated the board on the site committee meeting and how they are looking into a master planning proposal for the future.

Dr. Saunders gave an update on the budget process, preliminary land valuation amount and tax authority lid for the upcoming school year.

The board discussed possible dates for a Board Retreat. Date was tentatively set for July 15th.

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

Action to adjourn the meeting at 8:22 P.M. passed with a motion by Osborn and a second by Guenther. Vote: Yays- Fisher, Guenther, Osborn, Smith, Wichman. Nays- none.

SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS			
Treasurer's Report			
For the month ended June 30, 2023			
General Fund Now Account			
Bank Balance: Beginning of Reporting Period			$ 607,378.83
Deposits:			
Springfield State Bank - Interest	$ 79.48		
Transfer from Depreciation Fund	$ -		
Transfers from Investment Account	$ 1,447,868.49		
Transfers from Bond Fund	$ -		
Transfer from QCPUF	$ -		
Transfers from Lunch Fund Investment	$ -		
Transfers from Building #2 (Bond #2)	$ -		
Transfers from Building Fund Investment	$ -		$ 1,447,947.97
			$ 2,055,326.80
Disbursements			$ 1,475,567.72
Bank Balance: End of Reporting Period			$ 579,759.08
Outstanding Checks: End of Reporting Period			$ 204,379.15
NOW Account Balance: End of Reporting Period			**$ 375,379.93**
General Fund Investment Account			
Available Balance: Beginning of Reporting Period			$ 9,973,561.62
Deposits:			
Springfield State Bank - Interest	$ 1,204.97		
Sarpy County Treasurer - Local Taxes	$ 348,032.51		
Sarpy- MVT	$ 143,523.44		
Sarpy-Public Power Distr. Sales Tax	$ -		
Sarpy-Homestead	$ 32,617.88		
Sarpy-Carline Tax	$ -		
State Aid	$ 117,232.00		
State Apportionment	$ -		
SPED SA Reimbursement	$ 116,062.00		
SPED SA Transportation Reimb	$ -		
Federal- IDEA SPED, Title, Perkins, HAL	$ -		
County Fines/City Fees/ Liquor Licenses	$ 1,812.84		
Local License Fees	$ 300.00		
Medicaid	$ 9,624.86		
Summer School/ Preschool payments	$ 150.00		
Refunds/ Reimbursements/ Donations	$ 525.20		
iPad Fees and Insurance	$ 965.00		
			$ 772,050.70
			$ 10,745,612.32
Disbursements			
Transfers to General Fund NOW	$ 1,447,868.49		
Administrative Revolving	$ -		
Transfer to Depreciation	$ -		
Returned checks/ fees/ overpayment	$ -		
Bank and other Service Charges	$ -		$ 1,447,868.49

Investment Account Balance: End of Reporting Period			**$**	**9,297,743.83**
General Fund Administrative Revolving Account				
Available Balance: Beginning of Reporting Period			$	428.03
Deposits:				
Transfers From General Fund Investment Acc't	$ -			
			$	-
			$	428.03
Disbursements			$	-
Bank Balance: End of Reporting Period			$	428.03
Outstanding Checks: End of Reporting Period			$	350.00
Admin. Revolving Account Balance: End of Reporting Period			**$**	**78.03**
General Fund Administrative Revolving Account			$	78.03
General Fund NOW Account			$	375,379.93
General Fund Investment Account			$	9,297,743.83
TOTAL GENERAL FUND BALANCE			**$**	**9,673,201.79**
Employee Benefit Fund				
Available Balance: Beginning of Reporting Period			$	173,629.35
Deposits:				
Springfield State Bank - Interest			$	21.41
Transfers From General Fund Investment Acc't			$	-
Bank Balance: End of Reporting Period			$	173,650.76
Certificate of Deposit				
Available Balance: End of Reporting Period			$	173,650.76
Disbursements			$	-
Outstanding Checks: End of Reporting Period			$	7.66
TOTAL EMPLOYEE BENEFIT BALANCE			**$**	**173,643.10**
Special Building Fund #1 Account				
Available Balance: Beginning of Reporting Period			$	3,517,077.07
Deposits:				
Springfield State Bank - Interest	$	372.45		
Sarpy County Treasurer - Local Taxes	$	88,230.19		
Sarpy-Carline Tax	$	-		
Sarpy-Public Power Dist Sales Tax	$	-		
Sarpy-ProRate M/V	$	-		
Sarpy-Homestead	$	8,274.40		
Land Purchases	$	68,225.30	$	165,102.34
			$	3,682,179.41
Disbursements			$	1,614,292.37
Available Balance: End of Reporting Period			$	2,067,887.04
TOTAL SPECIAL BUILDING FUND BALANCE			**$**	**2,067,887.04**
School Lunch Investment Account				

Available Balance: Beginning of Reporting Period				$	668,122.40
Deposits:					
Springfield State Bank - Interest	$	83.84			
Hot Lunches	$	1,460.50			
State/Federal Aid	$	22,165.99			
KidsCare Reimbursement/ Other	$	-		$	23,710.33
				$	691,832.73
Disbursements				$	1,984.36
				$	1,984.36
Bank Balance: End of Reporting Period				$	689,848.37
Outstanding Checks: End of Reporting Period				$	84,995.30
Available Balance: End of Reporting Period				$	604,853.07
TOTAL SCHOOL LUNCH FUND BALANCE				**$**	**604,853.07**
Bond Fund #1 Investment Account					
Available Balance: Beginning of Reporting Period				$	1,650,756.22
Deposits:					
Springfield State Bank - Interest	$	207.67			
Sarpy County Treasurer - Local Taxes	$	51,338.32			
Sarpy County-Carline Tax	$	-			
Sarpy County-Public Power Dist Sales Tax	$	-			
Sarpy County-Homestead	$	4,814.50			
				$	56,360.49
				$	1,707,116.71
Disbursements				$	-
Outstanding Checks: End of Reporting Period				$	-
Available Balance: End of Reporting Period				$	1,707,116.71
TOTAL BOND FUND BALANCE				**$**	**1,707,116.71**
Building Fund #2 Investment Account (Series 2020 Bond)					
Available Balance: Beginning of Reporting Period				$	32,448.83
Deposits:					
Springfield State Bank - Interest	$	3.93			
NPAIT Bond Proceeds	$	-		$	3.93
				$	32,452.76
Disbursements				$	1,776.99
Outstanding Checks: End of Reporting Period				$	-
Available Balance: End of Reporting Period				$	30,675.77
TOTAL BLDG. FUND #2 BALANCE (2020)				**$**	**30,675.77**
Depreciation Fund Account					
Available Balance: Beginning of Reporting Period				$	468,132.50
Deposits:					
Springfield State Bank - Interest	$	57.71			
Transfers from General Fund	$	-		$	57.71

			$ 468,190.21
Disbursements	$ -		$ -
Available Balance: End of Reporting Period			$ 468,190.21
Outstanding Checks:			$ 15,000.00
TOTAL DEPRECIATION FUND BALANCE			**$ 453,190.21**
QCPUF Fund Account			
Available Balance: Beginning of Reporting Period			$ 284,138.00
Deposits:			
Sarpy County-Real Estate Taxes	$ 8,564.27		
Sarpy County-Carline Tax	$ -		
Sarpy County-Public Power Dist Sales Tax	$ -		
Sarpy-Homestead	$ 799.86		
Springfield State Bank - Interest	$ 35.29		$ 9,399.42
			$ 293,537.42
Disbursements			$ 3,550.00
Outstanding Checks: End of Reporting Period			
Available Balance: End of Reporting Period			$ 289,987.42
TOTAL QCPUF FUND BALANCE			**$ 289,987.42**

The Better Bank
FIVE POINTS BANK
MEMBER FDIC

PO BOX 1507
Grand Island NE 68802-1507

>002279 6031673 0001 93592 10Z 3

00011372
A106
SPRINGFIELD PLATTEVIEW COMM
SCHOOLS LEASING CORPORATION
14801 S 108TH ST
SPRINGFIELD NE 68059-4925

Statement Ending 06/30/2023

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	$9,011,373.04

Business Checking Int Bearing-XXXXXX2131

Account Summary

Date	Description	Amount
06/01/2023	**Beginning Balance**	**$8,999,168.69**
	1 Credit(s) This Period	$12,204.35
	0 Debit(s) This Period	$0.00
06/30/2023	**Ending Balance**	**$9,011,373.04**

Interest Summary

Description	Amount
Interest Earned From 06/01/2023 Through 06/30/2023	
Annual Percentage Yield Earned	1.66%
Interest Days	30
Interest Earned	$12,204.35
Interest Paid This Period	$12,204.35
Interest Paid Year-to-Date	$65,208.04
Average Ledger Balance	$8,999,168.69
Average Available Balance	$8,999,168.69

Other Credits

Date	Description	Amount
06/30/2023	INTEREST AT 1.6500 %	$12,204.35

1 item(s) totaling $12,204.35

Daily Balances

Date	Amount
06/30/2023	$9,011,373.04

EQUAL HOUSING LENDER
Member FDIC

CSTMTADV 1071 0001 124 07 20230701 PG 1 OF 1
00011372 47673532.1 0-0

- ACCOUNT RECONCILIATION -
THIS FORM IS PROVIDED TO HELP YOU VERIFY YOUR CHECKBOOK BALANCE WITH THIS STATEMENT

CHECKS OUTSTANDING		
NUMBER	AMOUNT	
TOTAL OUTSTANDING		

Immediately notify us of any account name, address or signing authority change.

HOW TO BALANCE YOUR ACCOUNT

1. Be sure you have added to your check register any automatic deposits and interest shown on this statement.
2. Subtract from your check register any service, automatic or miscellaneous charges shown on this statement.
3. Mark (X) on your check register all checks shown on the statement against those listed on your register. At the same time verify the accuracy of the amounts shown.
4. Include in your check register and subtract from you balance any checks shown on this statement not already listed on your register.
5. List in the area to the left the check numbers and amounts of checks shown on your register, not listed on this or previous statement.

6.	ENTER FINAL BALANCE AS PER STATEMENT		
7.	ADD ANY DEPOSITS NOT CREDITED		
8.	TOTAL		
CARRY OVER 9.	SUBTRACT CHECKS OUTSTANDING		
10.	BALANCE SHOULD AGREE WITH YOUR CHECKBOOK		

ADDITIONAL DISCLOSURES IN ACCORDANCE WITH TRUTH-IN-LENDING ACT

We figure the interest charge on your account by applying the periodic rate to the "average daily balance" of your account. To get the "average daily balance" we take the beginning balance of your account each day, add any new advances or fees, and subtract any payments or credits. This gives us the daily balance. Then, we add up all the daily balances to the billing cycle and divide the total by the number of days in the billing cycle. This gives us the "average daily balance."

BILLING RIGHTS SUMMARY

In Case of Errors or Questions About Your Bill: If you think your bill is wrong, or you need more information about a transaction on your bill, write us (on a separate sheet) at, 2015 N. Broadwell Ave, P.O. Box 1507, Grand Island, NE 68802-1507 as soon as possible. We must hear from you no later than 60 days after we sent you the FIRST bill on which the error or problem appeared. You can telephone us, but doing so will not preserve your rights. In your letter, give us the following information:

1. Tell us your name and account number.
2. The dollar amount of the suspected error.
3. Describe the error and explain, if you can, why you believe there is an error.

If you need more information describe the item you are unsure about. You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts of your bill that are not in question. While we investigate your questions, we cannot report you as delinquent or take action to collect the amount in question.

ERROR RESOLUTION NOTICE FOR CONSUMER ACCOUNTS

In Case of Errors or Questions About Your Electronic Transfers, Telephone us at (308) 384-5350 or (308) 384-4323 or Write us at 2015 N. Broadwell Ave, PO Box 1507, Grand Island, NE 68802-1507 as soon as you can, if you think your statement or receipt is wrong or if you need more information about a transfer on the statement or receipt. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

4. Tell us your name and account number (if any).
5. Tell us the dollar amount of the suspected error.
6. Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe there is an error or why you need more information.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days to do this, we will credit your account for the amount you think is in the error so that you will have use of the money during the time it takes us to complete our investigation.

The Better Bank
FIVE POINTS BANK
MEMBER FDIC

PO BOX 1507
Grand Island NE 68802-1507

>000720 6031673 0001 93592 10Z 3

00011368
A106

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

Statement Ending 06/30/2023

SARPY COUNTY SCHOOL DIST 0046

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
06/01/2023	**Beginning Balance**	**$21,642.42**
	0 Credit(s) This Period	$0.00
	0 Debit(s) This Period	$0.00
06/30/2023	**Ending Balance**	**$21,642.42**

EQUAL HOUSING LENDER
Member FDIC

CSTMTADV 1071 0001 124 07 20230701 PG 1 OF 1
00011368 47673532.1 0-0

- ACCOUNT RECONCILIATION -
THIS FORM IS PROVIDED TO HELP YOU VERIFY YOUR CHECKBOOK BALANCE WITH THIS STATEMENT

CHECKS OUTSTANDING		
NUMBER	AMOUNT	
TOTAL OUTSTANDING		

Immediately notify us of any account name, address or signing authority change.

HOW TO BALANCE YOUR ACCOUNT

1. Be sure you have added to your check register any automatic deposits and interest shown on this statement.
2. Subtract from your check register any service, automatic or miscellaneous charges shown on this statement.
3. Mark (X) on your check register all checks shown on the statement against those listed on your register. At the same time verify the accuracy of the amounts shown.
4. Include in your check register and subtract from you balance any checks shown on this statement not already listed on your register.
5. List in the area to the left the check numbers and amounts of checks shown on your register, not listed on this or previous statement.

6.	ENTER FINAL BALANCE AS PER STATEMENT		
7.	ADD ANY DEPOSITS NOT CREDITED		
8.	TOTAL		
CARRY OVER 9.	SUBTRACT CHECKS OUTSTANDING		
10.	BALANCE SHOULD AGREE WITH YOUR CHECKBOOK		

ADDITIONAL DISCLOSURES IN ACCORDANCE WITH TRUTH-IN-LENDING ACT

We figure the interest charge on your account by applying the periodic rate to the "average daily balance" of your account. To get the "average daily balance" we take the beginning balance of your account each day, add any new advances or fees, and subtract any payments or credits. This gives us the daily balance. Then, we add up all the daily balances to the billing cycle and divide the total by the number of days in the billing cycle. This gives us the "average daily balance."

BILLING RIGHTS SUMMARY

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1. Tell us your name and account number.
2. The dollar amount of the suspected error.
3. Describe the error and explain, if you can, why you believe there is an error.

If you need more information describe the item you are unsure about. You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts of your bill that are not in question. While we investigate your questions, we cannot report you as delinquent or take action to collect the amount in question.

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4. Tell us your name and account number (if any).
5. Tell us the dollar amount of the suspected error.
6. Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe there is an error or why you need more information.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days to do this, we will credit your account for the amount you think is in the error so that you will have use of the money during the time it takes us to complete our investigation.

HORIZON BANK

BANK STATEMENT

MEMBER FDIC

402-786-2555 WAVERLY | 402-879-4788 SUPERIOR | 308-345-1744 McCOOK | 402-253-2222 SPRINGFIELD
horizonbankne.com

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

YOUR ACCOUNT TYPE IS: COMP FREE BUSINESS

CHECKING SUMMARY ..... ACCOUNT 04-151-129 PIECES 3

		WITHDRAWALS	DEPOSITS	BALANCE
PREV STATEMENT BALANCE	(05/31/23)			4,489.47
INTEREST PAID				
3 CHECKS / DEBITS		4,448.92		
STATEMENT BALANCE	(06/30/23)			40.55

AVERAGE COLLECTED BALANCE FOR STATEMENT PERIOD ... 3,214.81

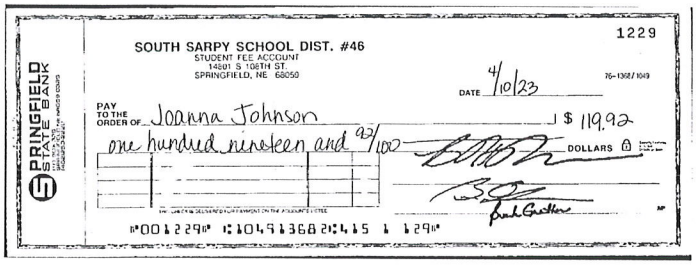
CHECKS / DEBITS ..... ACCOUNT 04-151-129

06/05	1229	119.92	CUSTOMER CHE	06/23	1232	4084.00	CUSTOMER CHE
06/21*	1231	245.00	CUSTOMER CHE				

DAILY BALANCES ..... ACCOUNT 04-151-129

05/31	4489.47	06/05	4369.55	06/21	4124.55	06/23	40.55
						06/30	40.55

NOTICE: SEE REVERSE SIDE FOR IMPORTANT INFORMATION


SPRINGFIELD STATE BANK

SOUTH SARPY SCHOOL DIST. #46
STUDENT FEE ACCOUNT
14801 S 108TH ST.
SPRINGFIELD, NE 68059

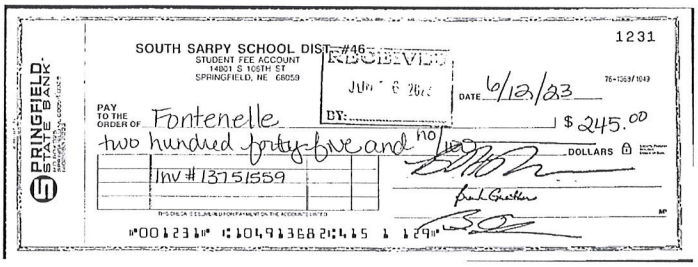
1229

DATE 4/10/23

PAY TO THE ORDER OF Joanna Johnson $ 119.92

one hundred nineteen and 92/100 DOLLARS

1229 6/5/2023 119.92


SPRINGFIELD STATE BANK

SOUTH SARPY SCHOOL DIST. #46
STUDENT FEE ACCOUNT
14801 S 108TH ST
SPRINGFIELD, NE 68059

RECEIVED
JUN 6 2023
BY:

1231

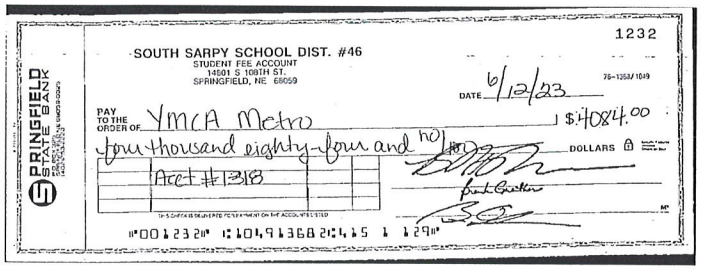
DATE 6/12/23

PAY TO THE ORDER OF Fontenelle $ 245.00

two hundred forty-five and no/100 DOLLARS

Inv #13751559

1231 6/21/2023 245.00


SPRINGFIELD STATE BANK

SOUTH SARPY SCHOOL DIST. #46
STUDENT FEE ACCOUNT
14801 S 108TH ST.
SPRINGFIELD, NE 68059

1232

DATE 6/12/23

PAY TO THE ORDER OF YMCA Metro $ 4084.00

four thousand eighty-four and no/100 DOLLARS

Acct #1318

1232 6/23/2023 4084.00

Batch Description: **JUNE 2023 STUDENT FEE** **Processing Month:** **06/2023**
Checking Account: **12** **Student Fees Account**

Check/Reference Number	Description	Date	Amount
	Statement Balance	06/30/2023	40.55

Statement Balance	Outstanding Total	Balance on Books	Cash Account Balance	Difference
40.55	0.00	40.55	40.55	0.00

Cleared Automatic Payment Total:	
Cleared Checks Total:	4,448.92
Cleared Direct Deposit Total:	
Cleared Void Total:	
Cleared Cash Receipt Total:	
Cleared Manual Journal Entries Total:	
Cleared Sales Journal Total:	

HORIZON BANK

BANK STATEMENT

MEMBER FDIC

402-786-2555 WAVERLY | 402-879-4788 SUPERIOR | 308-345-1744 McCOOK | 402-253-2222 SPRINGFIELD
horizonbankne.com

SPRINGFIELD PLATTEVIEW COMM
ADMINISTRATIVE REVOLVING ACCT
14801 S 108TH ST
SPRINGFIELD NE 68059

YOUR ACCOUNT TYPE IS: COMP FREE BUSINESS

CHECKING SUMMARY ..... ACCOUNT 04-171-468 PIECES 0

	WITHDRAWALS	DEPOSITS	BALANCE
PREV STATEMENT BALANCE (05/31/23)			428.03
INTEREST PAID			
STATEMENT BALANCE (06/30/23)			428.03

AVERAGE COLLECTED BALANCE FOR STATEMENT PERIOD ... 428.03

DAILY BALANCES ..... ACCOUNT 04-171-468

05/31	428.03	06/30	428.03

NOTICE: SEE REVERSE SIDE FOR IMPORTANT INFORMATION

CHECKS OUTSTANDING					
DATE OR NUMBER	AMOUNT		DATE OR NUMBER	AMOUNT	
			TOTAL		

CHECKBOOK RECONCILIATION		
ENTER BALANCE THIS STATEMENT	$	
ADD RECENT DEPOSITS (NOT CREDITED ON THIS STATEMENT)		
	$	
SUBTOTAL	$	
SUBTRACT TOTAL CHECKS OUTSTANDING	$	
BALANCE	$	

BALANCE should agree with your checkbook balance after deducting charges and adding credits not shown in your checkbook but included on this statement as follows:

Interest - Add Overdraft - Deduct Automatic Payment - Deduct Automatic Advance - Add Service Charge - Deduct

If your checkbook and statement do not balance, have you:

☐ Accounted for bank charges? ☐ Verified additions and subtractions in your checkbook? ☐ Compared cancelled checks to check stub? ☐ Compared deposit amounts on statement to your checkbook?

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS

Call us at the telephone number listed on front of statement or write to us at Horizon Bank, PO Box 447, Waverly, NE 68642, as soon as you can, if you think your statement or receipt is wrong or if you need more information about a transfer listed on the statement or receipt. We must hear from you no later than 60 days after we sent the FIRST statement on which the problem or error appeared.

(1) Tell us your name and account number (if any).
(2) Describe the error or transfer you are unsure about, and explain as clearly as you can why you believe it is an error or why you need more information.
(3) Tell us the dollar amount of the suspected error.

If you tell us orally, we may require that you send us your complaint or question in writing within 10 business days.

We will determine whether an error occurred within 10 business days (20 business days if the transfer involved a new account) after we hear from you and will correct any error promptly. If we need more time, however, we may take up to 45 days (90 days if the transfer involved a new account, a point-of-sale transaction, or a foreign-initiated transfer) to investigate your complaint or question. If we decide to do this, we will credit your account within 10 business days (20 business days if the transfer involved a new account) for the amount you think is in error, so that you will have the use of the money during the time it takes us to complete our investigation. If we ask you to put your complaint or question in writing and we do not receive it within 10 business days, we may not credit your account. Your account is considered a new account for the first 30 days after the first deposit is made, unless each of you already has an established account with us before this account is opened.

We will tell you the results within three business days after completing our investigation. If we decide that there was no error, we will send you a written explanation.

You may ask for copies of the documents that we used in our investigation.

YOUR CASH RESERVE ACCOUNT SUMMARY OF RIGHTS IS OUTLINED BELOW

This is a summary of your rights; a full statement of your rights and our responsibilities under the Federal Fair Credit Billing Act will be sent to you both upon request and in response to a billing error notice.

Your Cash Reserve Account is operated in conjunction with your Demand Deposit Account. Any charges for your checking account will be made to the Demand Deposit Account and they will be the same charges as are made for Demand Deposit Accounts not operated in conjunction with Cash Reserve Accounts. The following information thus applies only to loans made to you under your Cash Reserve Account line of credit.

Balance Subject to Interest Rate: We figure the interest charge (for Home Equity Lines of Credit this may be a portion of the finance charge) on your account by applying the periodic rate to the "daily balance" of your account for each day in the billing cycle. To get the "daily balance" we take the beginning balance of your account each day, add any new advances, and subtract any payments or credits and any unpaid interest or other finance charges. This gives us the daily balance. Please contact us at the telephone number listed on the front of this statement if you have further questions on how we compute the finance charge.

You may pay off your Cash Reserve Account loan balance at any time, or make voluntary additional payments. Payments shall be applied, first to any unpaid interest and finance charges, and second the principal loan balance outstanding in your Cash Reserve Account. Periodic statements may be sent to you at the end of each billing cycle showing your Cash Reserve Account loan transactions.

Send payments and inquiries to address shown on front of this statement. Payments must be received by 3:00 p.m. to be credited on that **business** day. Payments received after 3:00 p.m. are credited on the next **business** day.

The following section is for Consumer Cash Reserve and Consumer Home Equity Lines of Credit

What To Do If You Think You Find A Mistake On Your Statement

If you think there is an error on your statement, write to us at:
Horizon Bank
PO Box 447, Waverly, NE 68462

In your letter, give us the following information:

- *Account information:* Your name and account number.
- *Dollar amount:* The dollar amount of the suspected error.
- *Description of Problem:* If you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake.

You must contact us within 60 days after the error appeared on your statement.

You must notify us of any potential errors *in writing* [or electronically]. You may call us, but if you do we are not required to investigate any potential errors and you may have to pay the amount in question.

While we investigate whether or not there has been an error, the following are true:

- We cannot try to collect the amount in question, or report you as delinquent on that amount.
- The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
- While you do not have to pay the amount in question, you are responsible for the remainder of your balance.
- We can apply any unpaid amount against your credit limit.

Your Rights If You Are Dissatisfied With Your Credit Card Purchases
If you are dissatisfied with the goods or services that you have purchased with your credit card, and you have tried in good faith to correct the problem with the merchant, you may have the right not to pay the remaining amount due on the purchase.

To use this right, all of the following must be true:

1. The purchase must have made in your home state or within 100 miles of your current mailing address, and the purchase price must have been more than $50. (Note: Neither of these are necessary if your purchase was based on an advertisement we mailed to you, or if we own the company that sold you the goods or services.)
2. You must have used your credit card for the purchase. Purchases made with cash advances from an ATM or with a check that accesses your credit card account do not qualify.
3. You must not yet have fully paid for the purchase.

If all of the criteria above are met and you are still dissatisfied with the purchase, contact us in writing at:
Horizon Bank
PO Box 447, Waverly, NE 68462

While we investigate, the same rules apply to the disputed amount as discussed above. After we finish our investigation, we will tell you our decision. At that point, if we think you owe an amount and you do not pay we may report you as delinquent.

Check Reconciliation Report

Batch Description: JUNE 2023 ADMIN REVOLVING **Processing Month:** 06/2023
Checking Account: ADMINREV ADMINISTRATIVE REVOLVING

Check/Reference Number	Description	Date	Amount
	Statement Balance	06/30/2023	428.03

Outstanding Checks

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

Statement Balance	Outstanding Total	Balance on Books	Cash Account Balance	Difference
428.03	(350.00)	78.03	78.03	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:

Account Group: ART **ART ACTIVITIES**

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1330	PHS ART	3,816.51	0.00	0.00	0.00	0.00	0.00	3,816.51
Account Group Total:	ART ACTIVITIES	3,816.51	0.00	0.00	0.00	0.00	0.00	3,816.51

Account Group: ARTCLUB **ART CLUB ACTIVITIES**

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1405	PHS ART CLUB	850.93	0.00	0.00	0.00	0.00	0.00	850.93
Account Group Total:	ART CLUB ACTIVITIES	850.93	0.00	0.00	0.00	0.00	0.00	850.93

Account Group: BAND **BAND ACTIVITIES**

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1340	PHS BAND	3,063.57	3,772.82	2,249.00	0.00	0.00	0.00	1,539.75
Account Group Total:	BAND ACTIVITIES	3,063.57	3,772.82	2,249.00	0.00	0.00	0.00	1,539.75

Account Group: BASEBALL **BASEBALL ACTIVITIES**

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1600	PHS BASEBALL	1,285.84	67.92	150.00	0.00	0.00	1,193.30	2,561.22
Account Group Total:	BASEBALL ACTIVITIES	1,285.84	67.92	150.00	0.00	0.00	1,193.30	2,561.22

Account Group: BOYSBBALL **BOYS BASKETBALL ACTIVITIES**

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1605	PHS BOYS BASKETBALL	356.15	1,640.18	2,630.00	0.00	0.00	0.00	1,345.97
Account Group Total:	BOYS BASKETBALL ACTIVITIES	356.15	1,640.18	2,630.00	0.00	0.00	0.00	1,345.97

Account Group: BOYSGOLF **BOYS GOLF ACTIVITIES**

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1610	PHS BOYS GOLF	21.33	0.00	0.00	0.00	0.00	0.00	21.33
Account Group Total:	BOYS GOLF ACTIVITIES	21.33	0.00	0.00	0.00	0.00	0.00	21.33

Account Group: BOYSSOCCER **BOYS SOCCER ACTIVITIES**

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1615	PHS BOYS SOCCER	1,919.01	0.00	885.00	0.00	0.00	0.00	2,804.01
Account Group Total:	BOYS SOCCER ACTIVITIES	1,919.01	0.00	885.00	0.00	0.00	0.00	2,804.01

Account Group: BOYSWREST **BOYS WRESTLING ACTIVITIES**

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1665	PHS BWRESTLING	3,761.14	0.00	100.00	0.00	0.00	0.00	3,861.14
Account Group Total:	BOYS WRESTLING ACTIVITIES	3,761.14	0.00	100.00	0.00	0.00	0.00	3,861.14

Account Group: CHEER **CHEER ACTIVITIES**

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1220	PHS CHEER	11,608.23	50.00	200.00	0.00	10,461.02	0.00	1,297.21
Account Group Total:	CHEER ACTIVITIES	11,608.23	50.00	200.00	0.00	10,461.02	0.00	1,297.21

Account Group: CHOIR **CHOIR ACTIVITIES**

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1350	PHS CHOIR	5,177.59	1,390.27	1,072.18	0.00	0.00	0.00	4,859.50
Account Group Total:	CHOIR ACTIVITIES	5,177.59	1,390.27	1,072.18	0.00	0.00	0.00	4,859.50

Account Group: COLORGUARD **COLOR GUARD ACTIVITIES**

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1230	PHS COLOR GUARD	707.71	0.00	0.00	0.00	0.00	0.00	707.71
Account Group Total:	COLOR GUARD ACTIVITIES	707.71	0.00	0.00	0.00	0.00	0.00	707.71

Account Group: CONCESSION **CONCESSION ACTIVITIES**

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1720	PHS CONCESSIONS	11,511.21	1,503.39	1,975.05	0.00	0.00	0.00	11,982.87
Account Group Total:	CONCESSION ACTIVITIES	11,511.21	1,503.39	1,975.05	0.00	0.00	0.00	11,982.87

Account Group: CONSTRTECH **CONSTRUCTION TECH ACTIVITIES**

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1360	PHS CONSTRUCTION TECH	3,943.15	66.60	0.00	0.00	0.00	0.00	3,876.55
Account Group Total:	CONSTRUCTION TECH ACTIVITIES	3,943.15	66.60	0.00	0.00	0.00	0.00	3,876.55

Account Group: CROSSCNTRY **CROSS COUNTRY ACTIVITIES**

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1620	PHS CROSS COUNTRY	960.94	0.00	0.00	0.00	0.00	0.00	960.94
Account Group Total:	CROSS COUNTRY ACTIVITIES	960.94	0.00	0.00	0.00	0.00	0.00	960.94

Account Group: DANCETEAM **DANCE TEAM ACTIVITIES**

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1240	PHS DANCE TEAM	2,215.70	521.54	1,500.00	0.00	7,140.34	0.00	(3,946.18)
Account Group Total:	DANCE TEAM ACTIVITIES	2,215.70	521.54	1,500.00	0.00	7,140.34	0.00	(3,946.18)

Account Group: DIVERSITY **DIVERSITY CLUB ACTIVITIES**

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1410	PHS DIVERSITY CLUB	1.01	0.00	0.00	0.00	0.00	0.00	1.01
Account Group Total:	DIVERSITY CLUB ACTIVITIES	1.01	0.00	0.00	0.00	0.00	0.00	1.01

Account Group: ESPORTS **ESPORTS ACTIVITIES**

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance

Account Group: ESPORTS **ESPORTS ACTIVITIES**

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1412	PHS ESPORTS	2,007.03	0.00	0.00	0.00	0.00	0.00	2,007.03
Account Group Total:	ESPORTS ACTIVITIES	2,007.03	0.00	0.00	0.00	0.00	0.00	2,007.03

Account Group: FAMILYCS **FAMILY CONSUMER SCIENCE**

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1370	PHS FAMILY CONSUMER SCIENCE	2,033.36	248.37	0.00	0.00	0.00	0.00	1,784.99
Account Group Total:	FAMILY CONSUMER SCIENCE	2,033.36	248.37	0.00	0.00	0.00	0.00	1,784.99

Account Group: FBLA **FBLA ACTIVITIES**

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1415	PHS FBLA	1,477.94	0.00	0.00	0.00	0.00	0.00	1,477.94
Account Group Total:	FBLA ACTIVITIES	1,477.94	0.00	0.00	0.00	0.00	0.00	1,477.94

Account Group: FCCLA **FCCLA ACTIVITIES**

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1420	PHS FCCLA	1,499.72	0.00	0.00	0.00	0.00	0.00	1,499.72
Account Group Total:	FCCLA ACTIVITIES	1,499.72	0.00	0.00	0.00	0.00	0.00	1,499.72

Account Group: FOOTBALL **FOOTBALL ACTIVITIES**

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1625	PHS FOOTBALL	6,389.11	940.03	540.00	0.00	0.00	0.00	5,989.08
Account Group Total:	FOOTBALL ACTIVITIES	6,389.11	940.03	540.00	0.00	0.00	0.00	5,989.08

Account Group: FRESHMAN **FRESHMAN CLASS ACTIVITIES**

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1305	PHS FRESHMEN	1,408.83	0.00	0.00	0.00	0.00	0.00	1,408.83
Account Group Total:	FRESHMAN CLASS ACTIVITIES	1,408.83	0.00	0.00	0.00	0.00	0.00	1,408.83

Account Group: FPS **FUTURE PROBLEM SOLVERS ACTIVITIES**

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1425	PHS FUTURE PROBLEM SOLVERS	45.00	0.00	0.00	0.00	0.00	0.00	45.00
Account Group Total:	FUTURE PROBLEM SOLVERS ACTIVITIES	45.00	0.00	0.00	0.00	0.00	0.00	45.00

Account Group: GIRLSBBALL **GIRLS BASKETBALL ACTIVITIES**

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1630	PHS GIRLS BASKETBALL	6,345.20	1,406.11	3,075.00	0.00	0.00	0.00	8,014.09
Account Group Total:	GIRLS BASKETBALL ACTIVITIES	6,345.20	1,406.11	3,075.00	0.00	0.00	0.00	8,014.09

Account Group: GIRLSGOLF **GIRLS GOLF ACTIVITIES**

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1635	PHS GIRLS GOLF	2,766.71	1,170.00	0.00	0.00	0.00	0.00	1,596.71
Account Group Total:	GIRLS GOLF ACTIVITIES	2,766.71	1,170.00	0.00	0.00	0.00	0.00	1,596.71

Account Group: GIRLSSOCR GIRLS SOCCER ACTIVITIES

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1640	PHS GIRLS SOCCER	1,045.74	0.00	885.00	0.00	0.00	0.00	1,930.74
Account Group Total:	GIRLS SOCCER ACTIVITIES	1,045.74	0.00	885.00	0.00	0.00	0.00	1,930.74

Account Group: GIRLSWREST GIRLS WRESTLING ACTIVITIES

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1670	PHS GWRESTLING	1,267.00	0.00	0.00	0.00	0.00	0.00	1,267.00
Account Group Total:	GIRLS WRESTLING ACTIVITIES	1,267.00	0.00	0.00	0.00	0.00	0.00	1,267.00

Account Group: GREENCLUB GREEN CLUB ACTIVITIES

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1427	PHS GREEN CLUB	54.06	0.00	0.00	0.00	0.00	0.00	54.06
Account Group Total:	GREEN CLUB ACTIVITIES	54.06	0.00	0.00	0.00	0.00	0.00	54.06

Account Group: INDUSTTECH INDUSTRIAL TECH ACTIVITIES

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1380	PHS INDUSTRY TECH	2,068.97	283.70	0.00	0.00	77.57	0.00	1,707.70
Account Group Total:	INDUSTRIAL TECH ACTIVITIES	2,068.97	283.70	0.00	0.00	77.57	0.00	1,707.70

Account Group: JUNIOR JUNIOR CLASS ACTIVITIES

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1315	PHS JUNIORS	6,051.04	0.00	0.00	0.00	0.00	0.00	6,051.04
Account Group Total:	JUNIOR CLASS ACTIVITIES	6,051.04	0.00	0.00	0.00	0.00	0.00	6,051.04

Account Group: LETTERCLUB LETTERCLUB ACTIVITIES

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1430	PHS LETTER CLUB	1,589.15	0.00	0.00	0.00	0.00	0.00	1,589.15
Account Group Total:	LETTERCLUB ACTIVITIES	1,589.15	0.00	0.00	0.00	0.00	0.00	1,589.15

Account Group: LITCLUB LITERARY CLUB ACTIVITIES

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1435	PHS LITERARY CLUB	59.43	0.00	0.00	0.00	0.00	0.00	59.43
Account Group Total:	LITERARY CLUB ACTIVITIES	59.43	0.00	0.00	0.00	0.00	0.00	59.43

Account Group: MOCKTRIAL MOCK TRIAL ACTIVITIES

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance

Account Group: MOCKTRIAL **MOCK TRIAL ACTIVITIES**

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1250	PHS MOCK TRIAL	(190.00)	0.00	0.00	0.00	0.00	0.00	(190.00)
Account Group Total:	MOCK TRIAL ACTIVITIES	(190.00)	0.00	0.00	0.00	0.00	0.00	(190.00)

Account Group: MUSICAL **MUSICAL ACTIVITIES**

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1260	PHS MUSICAL	10,128.36	0.00	0.00	0.00	0.00	0.00	10,128.36
Account Group Total:	MUSICAL ACTIVITIES	10,128.36	0.00	0.00	0.00	0.00	0.00	10,128.36

Account Group: PCJHSACT **PC JR HIGH ACTIVITY**

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704	FUND BALANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Account Group Total:	PC JR HIGH ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Group: PHS **PHS ACTIVITY**

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704	FUND BALANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 704 1100	PHS ATHLETICS	32,175.67	15,490.95	5,745.00	0.00	0.00	(15,783.70)	6,646.02
05 704 1102	PHS ATHLETIC TRAINER	0.00	562.50	0.00	0.00	0.00	0.00	(562.50)
05 704 1105	PHS BASEBALL CONTEST	(3,828.00)	0.00	0.00	0.00	0.00	3,828.00	0.00
05 704 1106	PHS BASEBALL EQUIP/SUPPLIES	299.00	0.00	0.00	0.00	0.00	(299.00)	0.00
05 704 1110	PHS BOYS BASKETBALL CONTEST	(2,423.00)	0.00	0.00	0.00	0.00	2,423.00	0.00
05 704 1111	PHS BOYS BASKETBALL EQUIP/SUPPLIES	525.35	0.00	0.00	0.00	0.00	(525.35)	0.00
05 704 1115	PHS BOYS GOLF CONTEST	(2,957.00)	0.00	0.00	0.00	0.00	2,957.00	0.00
05 704 1116	PHS BOYS GOLF EQUIP/SUPPLIES	253.29	0.00	0.00	0.00	0.00	(253.29)	0.00
05 704 1120	PHS BOYS SOCCER CONTEST	(610.00)	0.00	0.00	0.00	0.00	610.00	0.00
05 704 1121	PHS BOYS SOCCER EQUIP/SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 704 1125	PHS CROSS COUNTRY CONTEST	870.00	0.00	0.00	0.00	0.00	(870.00)	0.00
05 704 1126	PHS CROSS COUNTRY EQUIP/SUPPLIES	(459.56)	0.00	0.00	0.00	0.00	459.56	0.00
05 704 1130	PHS FOOTBALL CONTEST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 704 1131	PHS FOOTBALL EQUIP/SUPPLIES	(1,257.84)	0.00	0.00	0.00	0.00	1,257.84	0.00
05 704 1135	PHS GIRLS BASKETBALL CONTEST	(1,470.00)	0.00	0.00	0.00	0.00	1,470.00	0.00
05 704 1136	PHS GIRLS BASKETBALL EQUIP/SUPPLIES	1,085.25	0.00	0.00	0.00	0.00	(1,085.25)	0.00
05 704 1140	PHS GIRLS GOLF CONTEST	(230.00)	0.00	0.00	0.00	0.00	230.00	0.00
05 704 1141	PHS GIRLS GOLF EQUIP/SUPPLIES	29.48	0.00	0.00	0.00	0.00	(29.48)	0.00
05 704 1145	PHS GIRLS SOCCER CONTEST	(1,512.00)	0.00	0.00	0.00	0.00	1,512.00	0.00
05 704 1146	PHS GIRLS SOCCER EQUIP/SUPPLIES	(399.94)	0.00	0.00	0.00	0.00	399.94	0.00
05 704 1150	PHS SOFTBALL CONTEST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 704 1151	PHS SOFTBALL EQUIP/SUPPLIES	1,692.19	0.00	0.00	0.00	0.00	(1,692.19)	0.00
05 704 1155	PHS TRACK CONTEST	195.00	0.00	0.00	0.00	0.00	(195.00)	0.00

Account Group: PHS **PHS ACTIVITY**

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1156	PHS TRACK - EQUIP/SUPPLIES	760.59	0.00	0.00	0.00	0.00	(760.59)	0.00
05 704 1160	PHS VOLLEYBALL CONTEST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 704 1161	PHS VOLLEYBALL EQUIP/SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 704 1165	PHS WRESTLING CONTEST	(1,165.00)	0.00	0.00	0.00	0.00	1,165.00	0.00
05 704 1166	PHS BOYS WRESTLING EQUIP/SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 704 1167	PHS GIRLS WRESTLING EQUIP/SUPPLY	159.15	0.00	0.00	0.00	0.00	(159.15)	0.00
05 704 1180	PHS PC BOYS BASKETBALL CONTEST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 704 1181	PHS PC BOYS BASKETBALL EQUIP/SUPPLIES	250.00	0.00	0.00	0.00	0.00	(250.00)	0.00
05 704 1182	PHS PC BOYS TRACK CONTEST	50.00	0.00	0.00	0.00	0.00	(50.00)	0.00
05 704 1183	PHS PC BOYS TRACK EQUIP/SUPPLIES	(17.83)	0.00	0.00	0.00	0.00	17.83	0.00
05 704 1184	PHS PC FOOTBALL CONTEST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 704 1185	PHS PC FOOTBALL EQUIP/SUPPLIES	250.00	0.00	0.00	0.00	0.00	(250.00)	0.00
05 704 1186	PHS PC GIRLS BASKETBALL CONTEST	(405.00)	0.00	0.00	0.00	0.00	405.00	0.00
05 704 1187	PHS PC GIRLS BASKETBALL EQUIP/SUPPLIES	(130.00)	0.00	0.00	0.00	0.00	130.00	0.00
05 704 1188	PHS PC GIRLS TRACK CONTEST	(75.00)	0.00	0.00	0.00	0.00	75.00	0.00
05 704 1189	PHS PC GIRLS TRACK EQUIP/SUPPLIES	(17.83)	0.00	0.00	0.00	0.00	17.83	0.00
05 704 1190	PHS PC VOLLEYBALL CONTEST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 704 1191	PHS PC VOLLEYBALL EQUIP/SUPPLIES	250.00	0.00	0.00	0.00	0.00	(250.00)	0.00
05 704 1192	PHS PC WRESTLING CONTEST	(1,530.00)	0.00	0.00	0.00	0.00	1,530.00	0.00
05 704 1193	PHS PC WRESTLING EQUIP/SUPPLIES	250.00	0.00	0.00	0.00	0.00	(250.00)	0.00
05 704 1200	PHS ACTIVITIES	(163.76)	0.00	1,705.22	0.00	0.00	24.58	1,566.04
05 704 1220	PHS CHEER	11,608.23	50.00	200.00	0.00	10,461.02	0.00	1,297.21
05 704 1240	PHS DANCE TEAM	2,215.70	521.54	1,500.00	0.00	7,140.34	0.00	(3,946.18)
05 704 1250	PHS MOCK TRIAL	(190.00)	0.00	0.00	0.00	0.00	0.00	(190.00)
05 704 1260	PHS MUSICAL	10,128.36	0.00	0.00	0.00	0.00	0.00	10,128.36
05 704 1270	PHS PLAY PRODUCTION	2,995.81	21.98	0.00	0.00	0.00	0.00	2,973.83
05 704 1280	PHS SPEECH	(454.72)	0.00	0.00	0.00	0.00	0.00	(454.72)
05 704 1305	PHS FRESHMEN	1,408.83	0.00	0.00	0.00	0.00	0.00	1,408.83
05 704 1310	PHS SOPHOMORES	5,236.00	0.00	0.00	0.00	0.00	0.00	5,236.00
05 704 1315	PHS JUNIORS	6,051.04	0.00	0.00	0.00	0.00	0.00	6,051.04
05 704 1320	PHS SENIORS	4,944.32	709.55	0.00	0.00	0.00	0.00	4,234.77
05 704 1330	PHS ART	3,816.51	0.00	0.00	0.00	0.00	0.00	3,816.51
05 704 1340	PHS BAND	3,063.57	3,772.82	2,249.00	0.00	0.00	0.00	1,539.75
05 704 1350	PHS CHOIR	5,177.59	1,390.27	1,072.18	0.00	0.00	0.00	4,859.50
05 704 1360	PHS CONSTRUCTION TECH	3,943.15	66.60	0.00	0.00	0.00	0.00	3,876.55
05 704 1370	PHS FAMILY CONSUMER SCIENCE	2,033.36	248.37	0.00	0.00	0.00	0.00	1,784.99
05 704 1380	PHS INDUSTRY TECH	2,068.97	283.70	0.00	0.00	77.57	0.00	1,707.70
05 704 1385	PHS SCIENCE	2,662.29	0.00	0.00	0.00	0.00	0.00	2,662.29
05 704 1387	PHS WEIGHT ROOM	1,364.75	829.06	0.00	0.00	0.00	0.00	535.69
05 704 1390	PHS YEARBOOK	25,346.11	0.00	0.00	0.00	0.00	0.00	25,346.11

Account Group: PHS **PHS ACTIVITY**

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1405	PHS ART CLUB	850.93	0.00	0.00	0.00	0.00	0.00	850.93
05 704 1410	PHS DIVERSITY CLUB	1.01	0.00	0.00	0.00	0.00	0.00	1.01
05 704 1412	PHS ESPORTS	2,007.03	0.00	0.00	0.00	0.00	0.00	2,007.03
05 704 1415	PHS FBLA	1,477.94	0.00	0.00	0.00	0.00	0.00	1,477.94
05 704 1420	PHS FCCLA	1,499.72	0.00	0.00	0.00	0.00	0.00	1,499.72
05 704 1425	PHS FUTURE PROBLEM SOLVERS	45.00	0.00	0.00	0.00	0.00	0.00	45.00
05 704 1430	PHS LETTER CLUB	1,589.15	0.00	0.00	0.00	0.00	0.00	1,589.15
05 704 1435	PHS LITERARY CLUB	59.43	0.00	0.00	0.00	0.00	0.00	59.43
05 704 1440	PHS NATIONAL HONOR SOCIETY	6,762.24	558.00	25.00	0.00	0.00	0.00	6,229.24
05 704 1450	PHS SKILLS USA	4,576.49	0.00	0.00	0.00	0.00	0.00	4,576.49
05 704 1455	PHS SPANISH CLUB	979.55	0.00	0.00	0.00	0.00	0.00	979.55
05 704 1460	PHS SPIRIT CLUB	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 704 1465	PHS STUDENT COUNCIL	1,849.25	0.00	0.00	0.00	0.00	0.00	1,849.25
05 704 1470	PHS TECH CLUB	51.14	0.00	0.00	0.00	0.00	0.00	51.14
05 704 1475	PHS THESPIANS	144.22	0.00	91.17	0.00	0.00	0.00	235.39
05 704 1505	PHS COMPUTER SCIENCE DUAL CREDIT	728.21	0.00	0.00	0.00	0.00	0.00	728.21
05 704 1507	PHS ELA DUAL CREDIT	2,600.00	0.00	0.00	0.00	0.00	0.00	2,600.00
05 704 1510	PHS GOVERNMENT DUAL CREDIT	800.00	0.00	0.00	0.00	0.00	0.00	800.00
05 704 1515	PHS MATH DUAL CREDIT	5,425.00	0.00	0.00	0.00	0.00	0.00	5,425.00
05 704 1520	PHS SPANISH DUAL CREDIT	1,368.12	0.00	0.00	0.00	0.00	0.00	1,368.12
05 704 1600	PHS BASEBALL	1,285.84	67.92	150.00	0.00	0.00	1,193.30	2,561.22
05 704 1605	PHS BOYS BASKETBALL	356.15	1,640.18	2,630.00	0.00	0.00	0.00	1,345.97
05 704 1610	PHS BOYS GOLF	21.33	0.00	0.00	0.00	0.00	0.00	21.33
05 704 1615	PHS BOYS SOCCER	1,919.01	0.00	885.00	0.00	0.00	0.00	2,804.01
05 704 1620	PHS CROSS COUNTRY	960.94	0.00	0.00	0.00	0.00	0.00	960.94
05 704 1625	PHS FOOTBALL	6,389.11	940.03	540.00	0.00	0.00	0.00	5,989.08
05 704 1630	PHS GIRLS BASKETBALL	6,345.20	1,406.11	3,075.00	0.00	0.00	0.00	8,014.09
05 704 1635	PHS GIRLS GOLF	2,766.71	1,170.00	0.00	0.00	0.00	0.00	1,596.71
05 704 1640	PHS GIRLS SOCCER	1,045.74	0.00	885.00	0.00	0.00	0.00	1,930.74
05 704 1645	PHS SOFTBALL	2,449.50	972.63	120.00	0.00	0.00	0.00	1,596.87
05 704 1650	PHS TRACK	3,035.72	799.78	1,155.00	0.00	0.00	850.90	4,241.84
05 704 1655	PHS UNIFIED/FOOTBALL	347.72	0.00	0.00	0.00	0.00	0.00	347.72
05 704 1656	PHS UNIFIED/SOCCER	1,500.00	0.00	0.00	0.00	0.00	0.00	1,500.00
05 704 1660	PHS VOLLEYBALL	8,329.76	650.00	8,540.00	0.00	0.00	0.00	16,219.76
05 704 1665	PHS BWRESTLING	3,761.14	0.00	100.00	0.00	0.00	0.00	3,861.14
05 704 1700	PHS ALUMNI	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 704 1710	PHS CLASS FINES	204.66	0.00	0.00	0.00	0.00	0.00	204.66
05 704 1715	PHS COLLEGE ACCESS GRANT	179.21	0.00	0.00	0.00	0.00	0.00	179.21
05 704 1720	PHS CONCESSIONS	11,511.21	1,503.39	1,975.05	0.00	0.00	0.00	11,982.87

Account Group: PHS **PHS ACTIVITY**

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1725	PHS D.C. TOUR	1,285.06	0.00	0.00	0.00	0.00	0.00	1,285.06
05 704 1730	PHS FACULTY COURTESY FUND	1,144.88	0.00	0.00	0.00	0.00	0.00	1,144.88
05 704 1735	PHS FINE ARTS	10,375.99	0.00	0.00	0.00	0.00	0.00	10,875.99
05 704 1740	PHS GUIDANCE	433.27	0.00	0.00	0.00	0.00	0.00	433.27
05 704 1745	PHS LIBRARY	165.23	0.00	0.00	0.00	0.00	0.00	165.23
05 704 1750	PHS PRINCIPAL	757.25	1,714.57	3,738.98	0.00	0.00	103.75	2,885.41
05 704 1767	PHS STAFF WELLNESS	173.69	0.00	0.00	0.00	0.00	0.00	173.69
05 704 1770	PHS TROJAN STORE	27,614.97	6,908.00	0.00	0.00	0.00	(2,044.20)	18,662.77
Account Group Total:	PHS ACTIVITY	241,036.80	42,277.95	36,381.60	0.00	17,678.93	(4,086.67)	213,874.85

Account Group: DCTOUR **PHS DC TOUR ACTIVITIES**

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1725	PHS D.C. TOUR	1,285.06	0.00	0.00	0.00	0.00	0.00	1,285.06
Account Group Total:	PHS DC TOUR ACTIVITIES	1,285.06	0.00	0.00	0.00	0.00	0.00	1,285.06

Account Group: FINEART **PHS FINE ART ACTIVITIES**

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1735	PHS FINE ARTS	10,375.99	0.00	500.00	0.00	0.00	0.00	10,875.99
Account Group Total:	PHS FINE ART ACTIVITIES	10,375.99	0.00	500.00	0.00	0.00	0.00	10,875.99

Account Group: GUIDANCE **PHS GUIDANCE**

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1740	PHS GUIDANCE	433.27	0.00	0.00	0.00	0.00	0.00	433.27
Account Group Total:	PHS GUIDANCE	433.27	0.00	0.00	0.00	0.00	0.00	433.27

Account Group: HONORSOCIE **PHS HONOR SOCIETY ACTIVITIES**

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1440	PHS NATIONAL HONOR SOCIETY	6,762.24	558.00	25.00	0.00	0.00	0.00	6,229.24
Account Group Total:	PHS HONOR SOCIETY ACTIVITIES	6,762.24	558.00	25.00	0.00	0.00	0.00	6,229.24

Account Group: LIBRARY **PHS LIBRARY ACTIVITIES**

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1745	PHS LIBRARY	165.23	0.00	0.00	0.00	0.00	0.00	165.23
Account Group Total:	PHS LIBRARY ACTIVITIES	165.23	0.00	0.00	0.00	0.00	0.00	165.23

Account Group: STUCOUNCIL **PHS STUDENT COUNCIL ACTIVITIES**

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1465	PHS STUDENT COUNCIL	1,849.25	0.00	0.00	0.00	0.00	0.00	1,849.25
Account Group Total:	PHS STUDENT COUNCIL ACTIVITIES	1,849.25	0.00	0.00	0.00	0.00	0.00	1,849.25

Account Group: PLAYPRODUC PLAY PRODUCTION ACTIVITIES

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1270	PHS PLAY PRODUCTION	2,995.81	21.98	0.00	0.00	0.00	0.00	2,973.83
Account Group Total:	PLAY PRODUCTION ACTIVITIES	2,995.81	21.98	0.00	0.00	0.00	0.00	2,973.83

Account Group: QUIZBOWL QUIZ BOWL ACTIVITIES

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1445	PHS QUIZ BOWL	2,233.87	0.00	0.00	0.00	0.00	0.00	2,233.87
Account Group Total:	QUIZ BOWL ACTIVITIES	2,233.87	0.00	0.00	0.00	0.00	0.00	2,233.87

Account Group: SCIENCE SCIENCE ACTIVITIES

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1385	PHS SCIENCE	2,662.29	0.00	0.00	0.00	0.00	0.00	2,662.29
Account Group Total:	SCIENCE ACTIVITIES	2,662.29	0.00	0.00	0.00	0.00	0.00	2,662.29

Account Group: SENIOR SENIOR CLASS ACTIVITIES

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1320	PHS SENIORS	4,944.32	709.55	0.00	0.00	0.00	0.00	4,234.77
Account Group Total:	SENIOR CLASS ACTIVITIES	4,944.32	709.55	0.00	0.00	0.00	0.00	4,234.77

Account Group: SKILLSUSA SKILLS USA ACTIVITIES

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1450	PHS SKILLS USA	4,576.49	0.00	0.00	0.00	0.00	0.00	4,576.49
Account Group Total:	SKILLS USA ACTIVITIES	4,576.49	0.00	0.00	0.00	0.00	0.00	4,576.49

Account Group: SOFTBALL SOFTBALL ACTIVITIES

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1645	PHS SOFTBALL	2,449.50	972.63	120.00	0.00	0.00	0.00	1,596.87
Account Group Total:	SOFTBALL ACTIVITIES	2,449.50	972.63	120.00	0.00	0.00	0.00	1,596.87

Account Group: SOPHOMORE SOPHOMORE CLASS ACTIVITIES

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1310	PHS SOPHOMORES	5,236.00	0.00	0.00	0.00	0.00	0.00	5,236.00
Account Group Total:	SOPHOMORE CLASS ACTIVITIES	5,236.00	0.00	0.00	0.00	0.00	0.00	5,236.00

Account Group: SPELEMACT SP ELEMENTARY ACTIVITY

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704	FUND BALANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 704 2750	SP ELEM PRINCIPAL	1,747.14	0.00	3.00	0.00	0.00	0.00	1,750.14
Account Group Total:	SP ELEMENTARY ACTIVITY	1,747.14	0.00	3.00	0.00	0.00	0.00	1,750.14

Account Group: SPANISHCLB SPANISH CLUB ACTIVITIES

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1455	PHS SPANISH CLUB	979.55	0.00	0.00	0.00	0.00	0.00	979.55
Account Group Total:	SPANISH CLUB ACTIVITIES	979.55	0.00	0.00	0.00	0.00	0.00	979.55

Account Group: SPEECH **SPEECH ACTIVITIES**

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1280	PHS SPEECH	(454.72)	0.00	0.00	0.00	0.00	0.00	(454.72)
Account Group Total:	SPEECH ACTIVITIES	(454.72)	0.00	0.00	0.00	0.00	0.00	(454.72)

Account Group: SPIRITCLUB **SPIRIT CLUB ACTIVITIES**

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1460	PHS SPIRIT CLUB	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Account Group Total:	SPIRIT CLUB ACTIVITIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Group: TECHCLUB **TECH CLUB ACTIVITIES**

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1470	PHS TECH CLUB	51.14	0.00	0.00	0.00	0.00	0.00	51.14
Account Group Total:	TECH CLUB ACTIVITIES	51.14	0.00	0.00	0.00	0.00	0.00	51.14

Account Group: THESPIAN **THESPIAN ACTIVITIES**

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1475	PHS THESPIANS	144.22	0.00	91.17	0.00	0.00	0.00	235.39
Account Group Total:	THESPIAN ACTIVITIES	144.22	0.00	91.17	0.00	0.00	0.00	235.39

Account Group: TRACK **TRACK ACTIVITIES**

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1650	PHS TRACK	3,035.72	799.78	1,155.00	0.00	0.00	850.90	4,241.84
Account Group Total:	TRACK ACTIVITIES	3,035.72	799.78	1,155.00	0.00	0.00	850.90	4,241.84

Account Group: TROJANSTOR **TROJAN STORE ACTIVITIES**

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1770	PHS TROJAN STORE	27,614.97	6,908.00	0.00	0.00	0.00	(2,044.20)	18,662.77
Account Group Total:	TROJAN STORE ACTIVITIES	27,614.97	6,908.00	0.00	0.00	0.00	(2,044.20)	18,662.77

Account Group: UNIFOOTBAL **UNIFIED FOOTBALL ACTIVITIES**

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1655	PHS UNIFIED/FOOTBALL	347.72	0.00	0.00	0.00	0.00	0.00	347.72
Account Group Total:	UNIFIED FOOTBALL ACTIVITIES	347.72	0.00	0.00	0.00	0.00	0.00	347.72

Account Group: UNISOCCER **UNIFIED SOCCER ACTIVITIES**

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance

Account Group: UNISOCCER **UNIFIED SOCCER ACTIVITIES**

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1656	PHS UNIFIED/SOCCER	1,500.00	0.00	0.00	0.00	0.00	0.00	1,500.00
Account Group Total:	UNIFIED SOCCER ACTIVITIES	1,500.00	0.00	0.00	0.00	0.00	0.00	1,500.00

Account Group: VOLLEYBALL **VOLLEYBALL ACTIVITIES**

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1660	PHS VOLLEYBALL	8,329.76	650.00	8,540.00	0.00	0.00	0.00	16,219.76
Account Group Total:	VOLLEYBALL ACTIVITIES	8,329.76	650.00	8,540.00	0.00	0.00	0.00	16,219.76

Account Group: WEIGHTS **WEIGHTS ACTIVITIES**

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1387	PHS WEIGHT ROOM	1,364.75	829.06	0.00	0.00	0.00	0.00	535.69
Account Group Total:	WEIGHTS ACTIVITIES	1,364.75	829.06	0.00	0.00	0.00	0.00	535.69

Account Group: WMELEMACT **WM ELEMENTARY ACTIVITY**

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704	FUND BALANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Account Group Total:	WM ELEMENTARY ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Group: YEARBOOK **YEARBOOK ACTIVITIES**

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1390	PHS YEARBOOK	25,346.11	0.00	0.00	0.00	0.00	0.00	25,346.11
Account Group Total:	YEARBOOK ACTIVITIES	25,346.11	0.00	0.00	0.00	0.00	0.00	25,346.11

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

YOUR ACCOUNT TYPE IS: BUSINESS INTEREST CHK

CHECKING SUMMARY ..... ACCOUNT 00N104-812 PIECES 68

	WITHDRAWALS	DEPOSITS	BALANCE
PREV STATEMENT BALANCE (05/31/23)			320,248.68
12 DEPOSITS / CREDITS		42,254.96	
INTEREST PAID		35.78	
62 CHECKS / DEBITS	61,014.47		
STATEMENT BALANCE (06/30/23)			301,524.95

YTD INTEREST PAID 232.03

AVERAGE COLLECTED BALANCE FOR STATEMENT PERIOD ... 290,196.12

DEPOSITS / CREDITS ..... ACCOUNT 00N104-812

06/01/23	ACH DEPOSIT	24.58
06/14/23	DEBIT CARD RETURN/CREDIT	103.75
06/20/23	CUSTOMER DEPOSIT	1,030.00
06/20/23	CUSTOMER DEPOSIT	1,650.00
06/20/23	CUSTOMER DEPOSIT	2,160.00
06/27/23	CUSTOMER DEPOSIT	261.81
06/29/23	CUSTOMER DEPOSIT	540.00
06/29/23	CUSTOMER DEPOSIT	2,680.00
06/29/23	CUSTOMER DEPOSIT	6,255.00
06/29/23	CUSTOMER DEPOSIT	8,290.00
06/29/23	CUSTOMER DEPOSIT	9,952.77
06/30/23	CUSTOMER DEPOSIT	9,307.05
06/30/23	INTEREST PAID	35.78

CHECKS / DEBITS ..... ACCOUNT 00N104-812

06/05		25.00	RETURNED UNP	06/06*	60388	330.00	CUSTOMER CHE
06/05		122.06	DEBIT CARD P	06/01*	60749	144.50	CUSTOMER CHE
06/05		126.41	DEBIT CARD P	06/01*	60768	75.00	CUSTOMER CHE
06/08		5.00	NON-SUFFICIE	06/20*	60827	112.00	CUSTOMER CHE
06/08		20.00	RETURNED UNP	06/02*	60834	11.44	CUSTOMER CHE
06/08		50.00	RETURNED ITE	06/01*	60847	4784.00	CUSTOMER CHE
06/12		2500.00	ACH DEBIT	06/21*	60868	170.93	CUSTOMER CHE
06/13		101.59	DEBIT CARD P	06/08	60869	990.50	CUSTOMER CHE
06/15		67.92	ACH DEBIT	06/14	60870	38.76	CUSTOMER CHE
06/28		6397.38	ACH DEBIT	06/05	60871	88.00	CUSTOMER CHE
06/09*	31904	795.00	CUSTOMER CHE	06/08*	60873	77.02	CUSTOMER CHE

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

06/07*	60878	199.51	CUSTOMER CHE	06/09	60922	147.00	CUSTOMER CHE
06/01*	60881	150.00	CUSTOMER CHE	06/14	60923	697.03	CUSTOMER CHE
06/21*	60883	40.29	CUSTOMER CHE	06/16	60924	196.67	CUSTOMER CHE
06/01*	60891	634.41	CUSTOMER CHE	06/23	60925	734.45	CUSTOMER CHE
06/01*	60893	150.00	CUSTOMER CHE	06/14	60926	1106.11	CUSTOMER CHE
06/06*	60898	5130.52	CUSTOMER CHE	06/15	60927	200.00	CUSTOMER CHE
06/01	60899	125.00	CUSTOMER CHE	06/16	60928	1170.00	CUSTOMER CHE
06/02	60900	481.01	CUSTOMER CHE	06/27	60929	175.54	CUSTOMER CHE
06/01	60901	1484.86	CUSTOMER CHE	06/16	60930	260.46	CUSTOMER CHE
06/07	60902	2475.00	CUSTOMER CHE	06/26	60931	1620.00	CUSTOMER CHE
06/07	60903	696.00	CUSTOMER CHE	06/27	60932	119.00	CUSTOMER CHE
06/20*	60905	355.00	CUSTOMER CHE	06/27*	60934	6908.00	CUSTOMER CHE
06/01*	60907	535.00	CUSTOMER CHE	06/27	60935	2038.83	CUSTOMER CHE
06/02	60908	100.00	CUSTOMER CHE	06/22	60936	515.73	CUSTOMER CHE
06/16*	60911	270.00	CUSTOMER CHE	06/27	60937	281.21	CUSTOMER CHE
06/01	60912	1316.54	CUSTOMER CHE	06/26	60938	2240.00	CUSTOMER CHE
06/07*	60914	298.72	CUSTOMER CHE	06/26	60939	80.00	CUSTOMER CHE
06/01*	60917	4710.00	CUSTOMER CHE	06/22*	60941	5165.00	CUSTOMER CHE
06/02	60918	44.25	CUSTOMER CHE	06/23	60942	72.98	CUSTOMER CHE
06/02	60919	292.89	CUSTOMER CHE	06/23	60943	101.95	CUSTOMER CHE
06/06	60920	100.00	CUSTOMER CHE	06/29*	60946	213.00	CUSTOMER CHE
06/20	60921	350.00	CUSTOMER CHE				

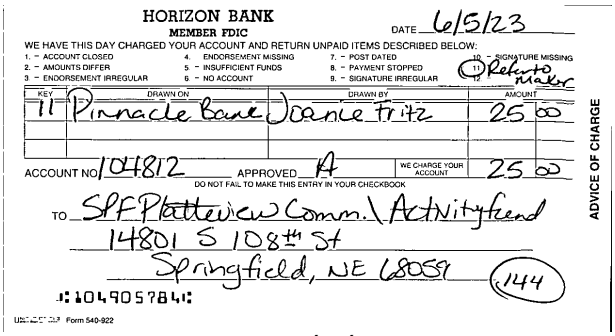
DAILY BALANCES ..... ACCOUNT 00N104-812

05/31	320248.68	06/01	306163.95	06/02	305234.36	06/05	304872.89
06/06	299312.37	06/07	295643.14	06/08	294500.62	06/09	293558.62
06/12	291058.62	06/13	290957.03	06/14	289218.88	06/15	288950.96
06/16	287053.83	06/20	291076.83	06/21	290865.61	06/22	285184.88
06/23	284275.50	06/26	280335.50	06/27	271074.73	06/28	264677.35
06/29	292182.12					06/30	301524.95

	AUTOMATIC TRANSACTIONS			DEBITS	CREDITS
06/01/23	STRIPE	TRANSFER	1800948598		24.58
06/05/23	RED ROBIN NO 674 NE	PAPILLION		122.06	
06/05/23	OFFICE DEPOT #2118 NE	LA VISTA		126.41	
06/12/23	CREATIVE SOLUTIOSALE		9215986202	2500.00	
06/13/23	OFFICE DEPOT #2118 NE	LA VISTA		101.59	

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

06/14/23	OFFICE DEPOT #2118 NE	LA VISTA		103.75
06/15/23	CapitalOne	CAPITAL ON1202010130	67.92	
06/28/23	SCDIS SYNCB	SAMDISCPAY9069872103	6397.38	



HORIZON BANK
MEMBER FDIC
DATE 6/5/23

WE HAVE THIS DAY CHARGED YOUR ACCOUNT AND RETURN UNPAID ITEMS DESCRIBED BELOW:
1. – ACCOUNT CLOSED 4. – ENDORSEMENT MISSING 7. – POST DATED 10. – SIGNATURE MISSING
2. – AMOUNTS DIFFER 5. – INSUFFICIENT FUNDS 8. – PAYMENT STOPPED 11. – Refer to maker
3. – ENDORSEMENT IRREGULAR 6. – NO ACCOUNT 9. – SIGNATURE IRREGULAR 12. –

KEY	DRAWN ON	DRAWN BY	AMOUNT
11	Pinnacle Bank	Joanie Fritz	25 00

ACCOUNT NO. 104812 APPROVED A WE CHARGE YOUR ACCOUNT 25 00
DO NOT FAIL TO MAKE THIS ENTRY IN YOUR CHECKBOOK

TO SPF Platteview Comm. \ Activity Fund
14801 S 108th St
Springfield, NE 68059 (144)

⑆104905784⑆

Form 540-922

ADVICE OF CHARGE

6/5/2023 25.00

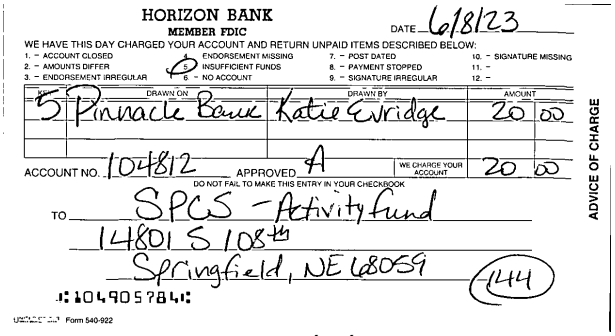
Horizon Bank
CUSTOMER DEPOSIT
Springfield

Account	104812
Name	SPRINGFIELD PLATTEVIEW COMM
Tran Date	6/20/2023
Tran TS	6/17/2023 9:38:59 AM
Teller Name	FRH

----- Deposit Totals -----

Cash In	355.00
Checks	675.00
Cash Back	0.00
Total Deposit	1,030.00

6/20/2023 1030.00



HORIZON BANK
MEMBER FDIC
DATE 6/8/23

WE HAVE THIS DAY CHARGED YOUR ACCOUNT AND RETURN UNPAID ITEMS DESCRIBED BELOW:
1. – ACCOUNT CLOSED 4. – ENDORSEMENT MISSING 7. – POST DATED 10. – SIGNATURE MISSING
2. – AMOUNTS DIFFER 5. – INSUFFICIENT FUNDS 8. – PAYMENT STOPPED 11. –
3. – ENDORSEMENT IRREGULAR 6. – NO ACCOUNT 9. – SIGNATURE IRREGULAR 12. –

KEY	DRAWN ON	DRAWN BY	AMOUNT
5	Pinnacle Bank	Katie Everidge	20 00

ACCOUNT NO. 104812 APPROVED A WE CHARGE YOUR ACCOUNT 20 00
DO NOT FAIL TO MAKE THIS ENTRY IN YOUR CHECKBOOK

TO SPCS - Activity Fund
14801 S 108th
Springfield, NE 68059 (144)

⑆104905784⑆

Form 540-922

ADVICE OF CHARGE

6/8/2023 20.00

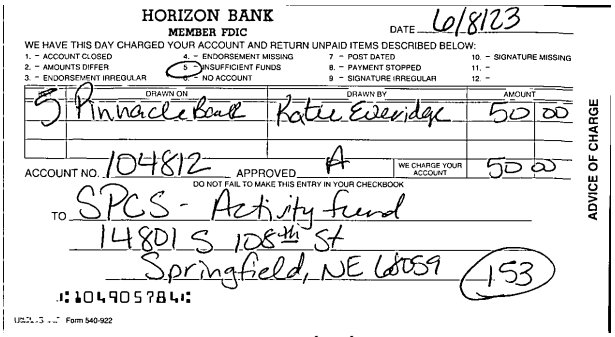
Horizon Bank
CUSTOMER DEPOSIT
Springfield

Account	104812
Name	SPRINGFIELD PLATTEVIEW COMM
Tran Date	6/27/2023
Tran TS	6/27/2023 7:37:19 AM
Teller Name	LJP

----- Deposit Totals -----

Cash In	0.00
Checks	261.81
Cash Back	0.00
Total Deposit	261.81

6/27/2023 261.81



HORIZON BANK
MEMBER FDIC
DATE 6/8/23

WE HAVE THIS DAY CHARGED YOUR ACCOUNT AND RETURN UNPAID ITEMS DESCRIBED BELOW:
1. – ACCOUNT CLOSED 4. – ENDORSEMENT MISSING 7. – POST DATED 10. – SIGNATURE MISSING
2. – AMOUNTS DIFFER 5. – INSUFFICIENT FUNDS 8. – PAYMENT STOPPED 11. –
3. – ENDORSEMENT IRREGULAR 6. – NO ACCOUNT 9. – SIGNATURE IRREGULAR 12. –

KEY	DRAWN ON	DRAWN BY	AMOUNT
5	Pinnacle Bank	Katie Everidge	50 00

ACCOUNT NO. 104812 APPROVED A WE CHARGE YOUR ACCOUNT 50 00
DO NOT FAIL TO MAKE THIS ENTRY IN YOUR CHECKBOOK

TO SPCS - Activity Fund
14801 S 108th St
Springfield, NE 68059 (153)

⑆104905784⑆

Form 540-922

ADVICE OF CHARGE

6/8/2023 50.00

Horizon Bank
CUSTOMER DEPOSIT
Springfield

Account	104812
Name	SPRINGFIELD PLATTEVIEW COMM
Tran Date	6/29/2023
Tran TS	6/29/2023 4:56:09 PM
Teller Name	PMB

----- Deposit Totals -----

Cash In	800.00
Checks	7,490.00
Cash Back	0.00
Total Deposit	8,290.00

6/29/2023 8290.00

Horizon Bank
CUSTOMER DEPOSIT
Springfield

Account	104812
Name	SPRINGFIELD PLATTEVIEW COMM
Tran Date	6/20/2023
Tran TS	6/17/2023 9:34:38 AM
Teller Name	FRH

----- Deposit Totals -----

Cash In	440.00
Checks	1,720.00
Cash Back	0.00
Total Deposit	2,160.00

6/20/2023 2160.00

Horizon Bank
CUSTOMER DEPOSIT
Springfield

Account	104812
Name	SPRINGFIELD PLATTEVIEW COMM
Tran Date	6/29/2023
Tran TS	6/29/2023 4:54:23 PM
Teller Name	PMB

----- Deposit Totals -----

Cash In	80.00
Checks	9,872.77
Cash Back	0.00
Total Deposit	9,952.77

6/29/2023 9952.77

Horizon Bank
CUSTOMER DEPOSIT
Springfield

Account	104812
Name	SPRINGFIELD PLATTEVIEW COMM
Tran Date	6/20/2023
Tran TS	6/17/2023 9:38:11 AM
Teller Name	FRH

----- Deposit Totals -----

Cash In	0.00
Checks	1,650.00
Cash Back	0.00
Total Deposit	1,650.00

6/20/2023 1650.00

Horizon Bank
CUSTOMER DEPOSIT
Springfield

Account	104812
Name	SPRINGFIELD PLATTEVIEW COMM
Tran Date	6/29/2023
Tran TS	6/29/2023 4:51:14 PM
Teller Name	PMB

----- Deposit Totals -----

Cash In	160.00
Checks	2,520.00
Cash Back	0.00
Total Deposit	2,680.00

6/29/2023 2680.00

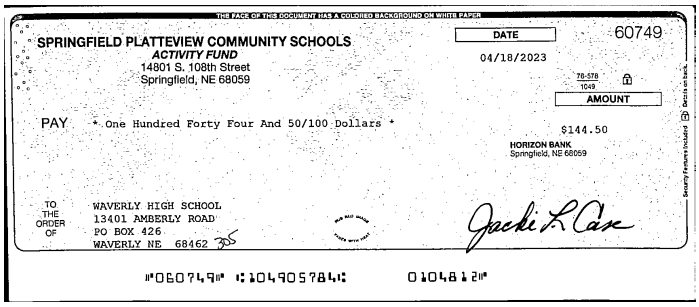
Horizon Bank
CUSTOMER DEPOSIT
Springfield

Account	104812
Name	SPRINGFIELD PLATTEVIEW COMM
Tran Date	6/29/2023
Tran TS	6/29/2023 5:04:04 PM
Teller Name	PMB

----- Deposit Totals -----

Cash In	1,175.00
Checks	5,080.00
Cash Back	0.00
Total Deposit	6,255.00

6/29/2023 6255.00


THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER
SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS
ACTIVITY FUND
14801 S. 108th Street
Springfield, NE 68059
DATE 04/18/2023 60749
76-578 1049
AMOUNT
PAY * One Hundred Forty Four And 50/100 Dollars * $144.50
HORIZON BANK
Springfield, NE 68059
TO THE ORDER OF WAVERLY HIGH SCHOOL
13401 AMBERLY ROAD
PO BOX 426
WAVERLY NE 68462
Jackie L Case
⑈060749⑈ ⑆104905784⑆ 0104812⑈

60749 6/1/2023 144.50

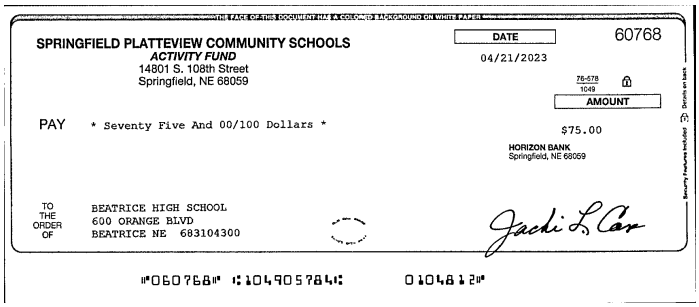
Horizon Bank
CUSTOMER DEPOSIT
Springfield

Account	104812
Name	SPRINGFIELD PLATTEVIEW COMM
Tran Date	6/29/2023
Tran TS	6/29/2023 4:50:21 PM
Teller Name	PMB

----- Deposit Totals -----

Cash In	0.00
Checks	540.00
Cash Back	0.00
Total Deposit	540.00

6/29/2023 540.00


THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER
SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS
ACTIVITY FUND
14801 S. 108th Street
Springfield, NE 68059
DATE 04/21/2023 60768
76-578 1049
AMOUNT
PAY * Seventy Five And 00/100 Dollars * $75.00
HORIZON BANK
Springfield, NE 68059
TO THE ORDER OF BEATRICE HIGH SCHOOL
600 ORANGE BLVD
BEATRICE NE 683104300
Jackie L Case
⑈060768⑈ ⑆104905784⑆ 0104812⑈

60768 6/1/2023 75.00

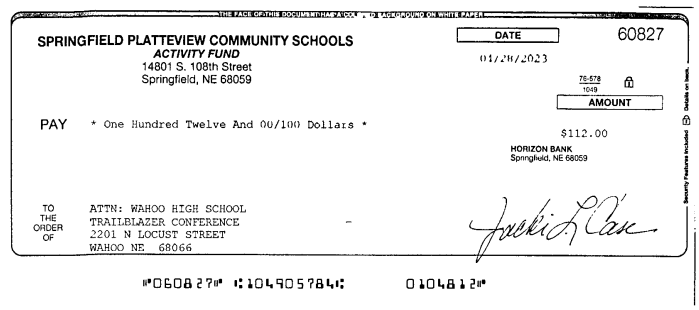
Horizon Bank
CUSTOMER DEPOSIT
Springfield

Account	104812
Name	SPRINGFIELD PLATTEVIEW COMM
Tran Date	6/30/2023
Tran TS	6/30/2023 7:39:51 AM
Teller Name	LJP

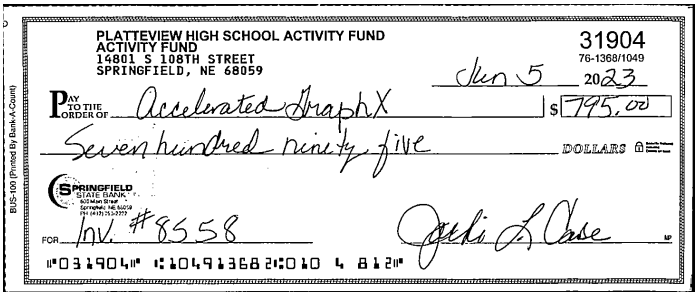
----- Deposit Totals -----

Cash In	9,294.05
Checks	13.00
Cash Back	0.00
Total Deposit	9,307.05

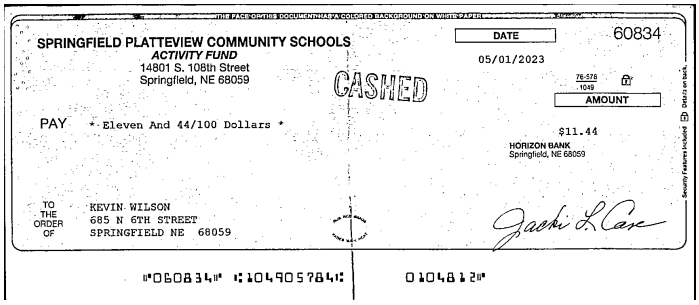
6/30/2023 9307.05


THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER
SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS
ACTIVITY FUND
14801 S. 108th Street
Springfield, NE 68059
DATE 01/20/2023 60827
76-578 1049
AMOUNT
PAY * One Hundred Twelve And 00/100 Dollars * $112.00
HORIZON BANK
Springfield, NE 68059
TO THE ORDER OF ATTN: WAHOO HIGH SCHOOL
TRAILBLAZER CONFERENCE
2201 N LOCUST STREET
WAHOO NE 68066
Jackie L Case
⑈060827⑈ ⑆104905784⑆ 0104812⑈

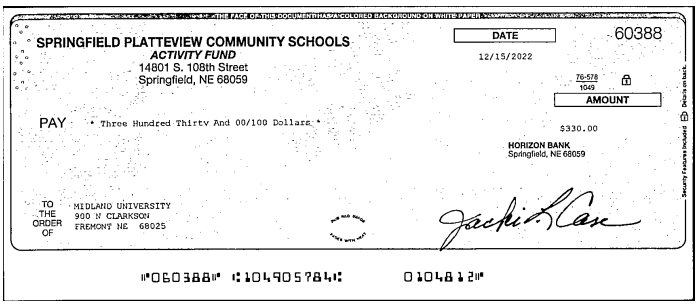
60827 6/20/2023 112.00


PLATTEVIEW HIGH SCHOOL ACTIVITY FUND
ACTIVITY FUND
14801 S 108TH STREET
SPRINGFIELD, NE 68059
31904
76-1368/1049
Jun 5 2023
PAY TO THE ORDER OF Accelerated GraphX $ 795.00
Seven hundred ninety five DOLLARS
SPRINGFIELD STATE BANK
FOR Inv. #8558
Jackie L Case
⑈031904⑈ ⑆104913682⑆010 4 812⑈
BUS-100 (Printed By Bank-A-Count)

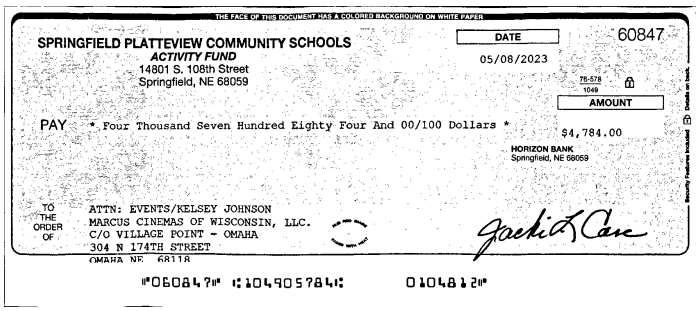
31904 6/9/2023 795.00


THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER
SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS
ACTIVITY FUND
14801 S. 108th Street
Springfield, NE 68059
DATE 05/01/2023 60834
CASHED
76-578 1049
AMOUNT
PAY * Eleven And 44/100 Dollars * $11.44
HORIZON BANK
Springfield, NE 68059
TO THE ORDER OF KEVIN WILSON
685 N 6TH STREET
SPRINGFIELD NE 68059
Jackie L Case
⑈060834⑈ ⑆104905784⑆ 0104812⑈

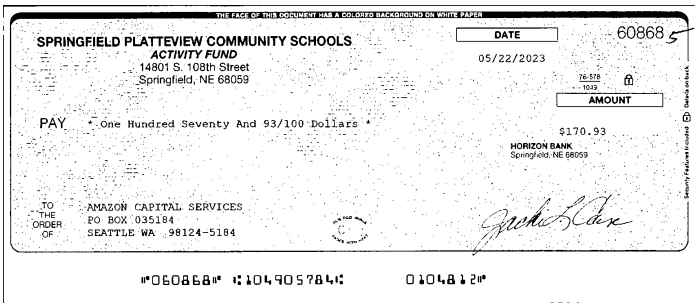
60834 6/2/2023 11.44


THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER
SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS
ACTIVITY FUND
14801 S. 108th Street
Springfield, NE 68059
DATE 12/15/2022 60388
76-578 1049
AMOUNT
PAY * Three Hundred Thirty And 00/100 Dollars * $330.00
HORIZON BANK
Springfield, NE 68059
TO THE ORDER OF MIDLAND UNIVERSITY
900 N CLARKSON
FREMONT NE 68025
Jackie L Case
⑈060388⑈ ⑆104905784⑆ 0104812⑈

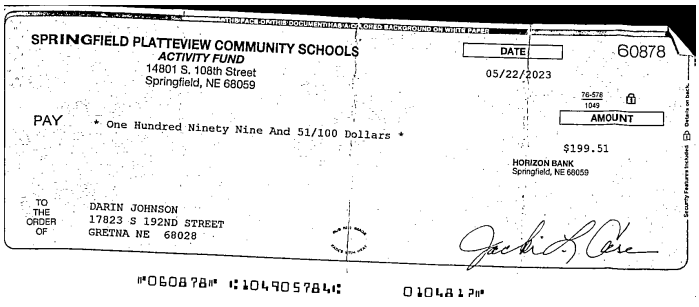
60388 6/6/2023 330.00


THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER
SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS
ACTIVITY FUND
14801 S. 108th Street
Springfield, NE 68059
DATE 05/08/2023 60847
76-578 1049
AMOUNT
PAY * Four Thousand Seven Hundred Eighty Four And 00/100 Dollars * $4,784.00
HORIZON BANK
Springfield, NE 68059
TO THE ORDER OF ATTN: EVENTS/KELSEY JOHNSON
MARCUS CINEMAS OF WISCONSIN, LLC.
C/O VILLAGE POINT - OMAHA
304 N 174TH STREET
OMAHA NE 68118
Jackie L Case
⑈060847⑈ ⑆104905784⑆ 0104812⑈

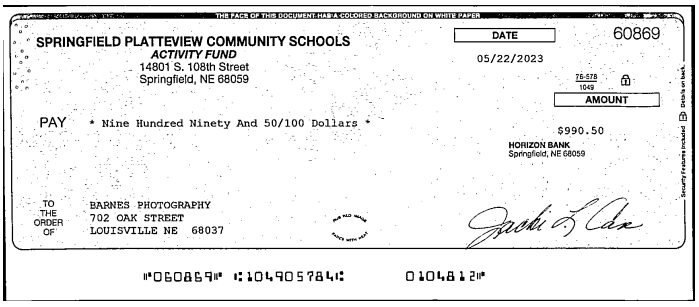
60847 6/1/2023 4784.00


SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS
ACTIVITY FUND
14801 S. 108th Street
Springfield, NE 68059
DATE 05/22/2023
60868
AMOUNT $170.93
PAY * One Hundred Seventy And 93/100 Dollars *
HORIZON BANK Springfield, NE 68059
TO THE ORDER OF AMAZON CAPITAL SERVICES
PO BOX 035184
SEATTLE WA 98124-5184
⑈060868⑈ ⑆104905784⑆ 0104812⑈

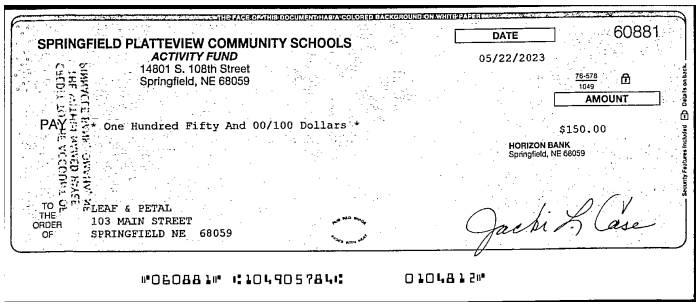
60868 6/21/2023 170.93


SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS
ACTIVITY FUND
14801 S. 108th Street
Springfield, NE 68059
DATE 05/22/2023
60878
AMOUNT $199.51
PAY * One Hundred Ninety Nine And 51/100 Dollars *
HORIZON BANK Springfield, NE 68059
TO THE ORDER OF DARIN JOHNSON
17823 S 192ND STREET
GRETNA NE 68028
⑈060878⑈ ⑆104905784⑆ 0104812⑈

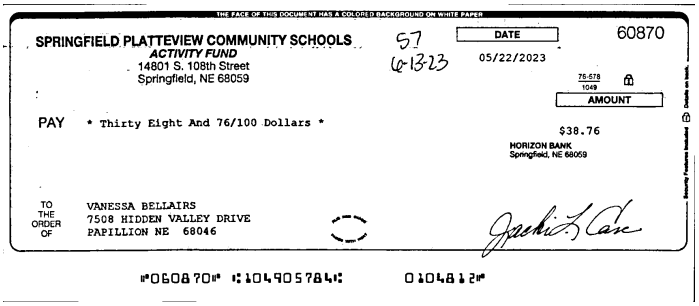
60878 6/7/2023 199.51


SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS
ACTIVITY FUND
14801 S. 108th Street
Springfield, NE 68059
DATE 05/22/2023
60869
AMOUNT $990.50
PAY * Nine Hundred Ninety And 50/100 Dollars *
HORIZON BANK Springfield, NE 68059
TO THE ORDER OF BARNES PHOTOGRAPHY
702 OAK STREET
LOUISVILLE NE 68037
⑈060869⑈ ⑆104905784⑆ 0104812⑈

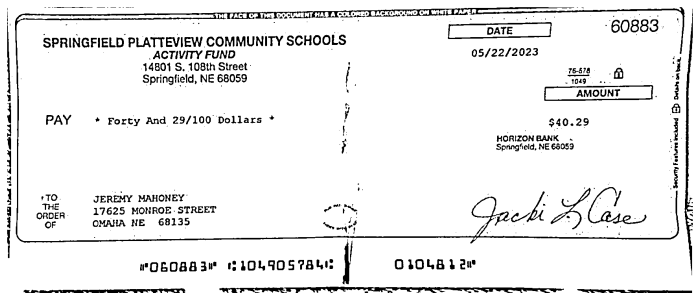
60869 6/8/2023 990.50


SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS
ACTIVITY FUND
14801 S. 108th Street
Springfield, NE 68059
DATE 05/22/2023
60881
AMOUNT $150.00
PAY * One Hundred Fifty And 00/100 Dollars *
HORIZON BANK Springfield, NE 68059
TO THE ORDER OF LEAF & PETAL
103 MAIN STREET
SPRINGFIELD NE 68059
⑈060881⑈ ⑆104905784⑆ 0104812⑈

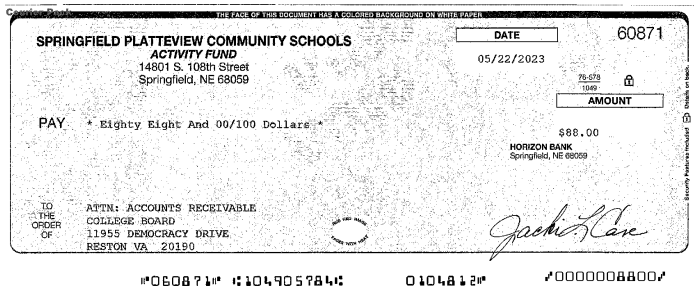
60881 6/1/2023 150.00


SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS
ACTIVITY FUND
14801 S. 108th Street
Springfield, NE 68059
57
6-13-23
DATE 05/22/2023
60870
AMOUNT $38.76
PAY * Thirty Eight And 76/100 Dollars *
HORIZON BANK Springfield, NE 68059
TO THE ORDER OF VANESSA BELLAIRS
7508 HIDDEN VALLEY DRIVE
PAPILLION NE 68046
⑈060870⑈ ⑆104905784⑆ 0104812⑈

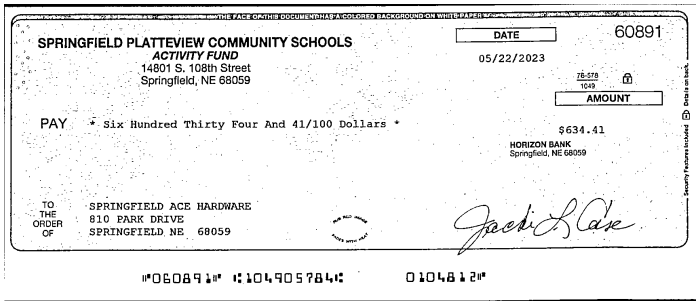
60870 6/14/2023 38.76


SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS
ACTIVITY FUND
14801 S. 108th Street
Springfield, NE 68059
DATE 05/22/2023
60883
AMOUNT $40.29
PAY * Forty And 29/100 Dollars *
HORIZON BANK Springfield, NE 68059
TO THE ORDER OF JEREMY MAHONEY
17625 MONROE STREET
OMAHA NE 68135
⑈060883⑈ ⑆104905784⑆ 0104812⑈

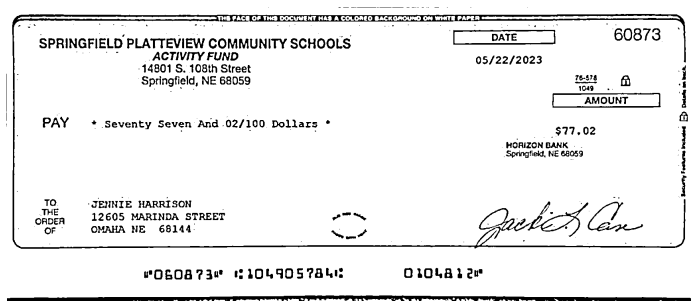
60883 6/21/2023 40.29


SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS
ACTIVITY FUND
14801 S. 108th Street
Springfield, NE 68059
DATE 05/22/2023
60871
AMOUNT $88.00
PAY * Eighty Eight And 00/100 Dollars *
HORIZON BANK Springfield, NE 68059
TO THE ORDER OF ATTN: ACCOUNTS RECEIVABLE
COLLEGE BOARD
11955 DEMOCRACY DRIVE
RESTON VA 20190
⑈060871⑈ ⑆104905784⑆ 0104812⑈ ⑇00000088000⑇

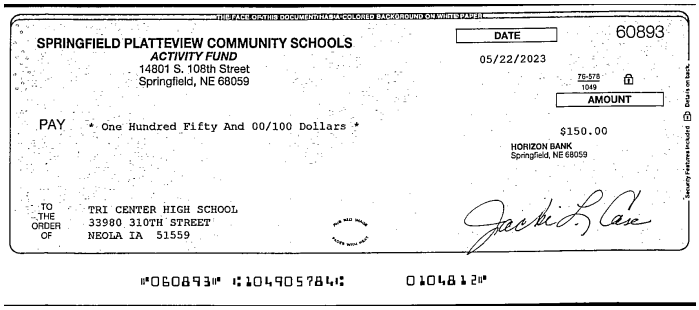
60871 6/5/2023 88.00


SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS
ACTIVITY FUND
14801 S. 108th Street
Springfield, NE 68059
DATE 05/22/2023
60891
AMOUNT $634.41
PAY * Six Hundred Thirty Four And 41/100 Dollars *
HORIZON BANK Springfield, NE 68059
TO THE ORDER OF SPRINGFIELD ACE HARDWARE
810 PARK DRIVE
SPRINGFIELD NE 68059
⑈060891⑈ ⑆104905784⑆ 0104812⑈

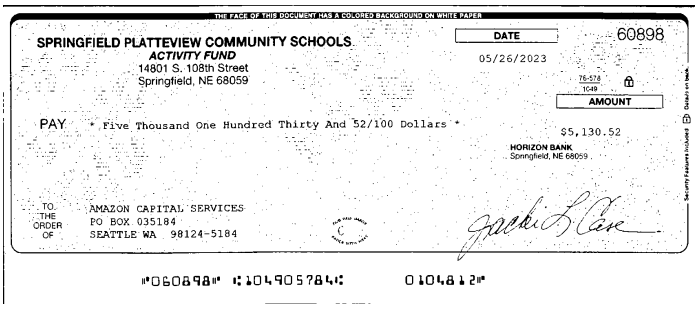
60891 6/1/2023 634.41


SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS
ACTIVITY FUND
14801 S. 108th Street
Springfield, NE 68059
DATE 05/22/2023
60873
AMOUNT $77.02
PAY * Seventy Seven And 02/100 Dollars *
HORIZON BANK Springfield, NE 68059
TO THE ORDER OF JENNIE HARRISON
12605 MARINDA STREET
OMAHA NE 68144
⑈060873⑈ ⑆104905784⑆ 0104812⑈

60873 6/8/2023 77.02


SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS
ACTIVITY FUND
14801 S. 108th Street
Springfield, NE 68059
DATE 05/22/2023
60893
AMOUNT $150.00
PAY * One Hundred Fifty And 00/100 Dollars *
HORIZON BANK Springfield, NE 68059
TO THE ORDER OF TRI CENTER HIGH SCHOOL
33980 310TH STREET
NEOLA IA 51559
⑈060893⑈ ⑆104905784⑆ 0104812⑈

60893 6/1/2023 150.00


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SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS
ACTIVITY FUND
14801 S. 108th Street
Springfield, NE 68059

DATE 05/26/2023 60898

76-578 / 1049

AMOUNT

PAY * Five Thousand One Hundred Thirty And 52/100 Dollars * $5,130.52

HORIZON BANK
Springfield, NE 68059

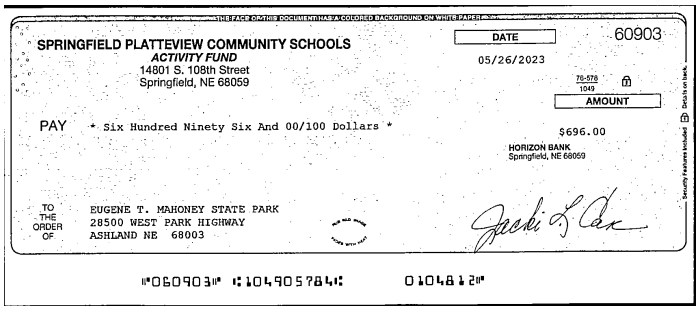
TO THE ORDER OF
AMAZON CAPITAL SERVICES
PO BOX 035184
SEATTLE WA 98124-5184

Jacki L Case

Security Features Included. Details on back.

⑈060898⑈ ⑆104905784⑆ 0104812⑈

60898 6/6/2023 5130.52


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SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS
ACTIVITY FUND
14801 S. 108th Street
Springfield, NE 68059

DATE 05/26/2023 60903

76-578 / 1049

AMOUNT

PAY * Six Hundred Ninety Six And 00/100 Dollars * $696.00

HORIZON BANK
Springfield, NE 68059

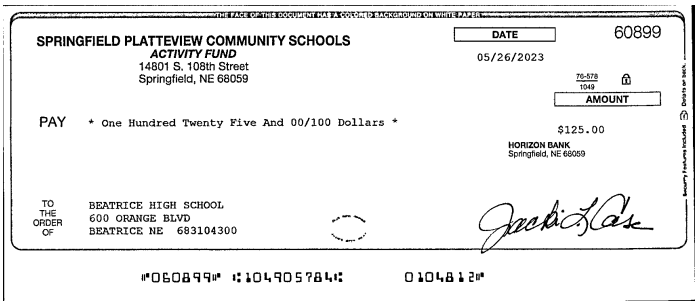
TO THE ORDER OF
EUGENE T. MAHONEY STATE PARK
28500 WEST PARK HIGHWAY
ASHLAND NE 68003

Jacki L Case

Security Features Included. Details on back.

⑈060903⑈ ⑆104905784⑆ 0104812⑈

60903 6/7/2023 696.00


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SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS
ACTIVITY FUND
14801 S. 108th Street
Springfield, NE 68059

DATE 05/26/2023 60899

76-578 / 1049

AMOUNT

PAY * One Hundred Twenty Five And 00/100 Dollars * $125.00

HORIZON BANK
Springfield, NE 68059

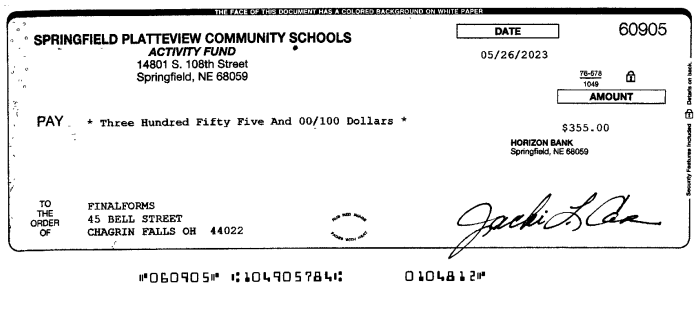
TO THE ORDER OF
BEATRICE HIGH SCHOOL
600 ORANGE BLVD
BEATRICE NE 683104300

Jacki L Case

Security Features Included. Details on back.

⑈060899⑈ ⑆104905784⑆ 0104812⑈

60899 6/1/2023 125.00


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SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS
ACTIVITY FUND
14801 S. 108th Street
Springfield, NE 68059

DATE 05/26/2023 60905

76-578 / 1049

AMOUNT

PAY * Three Hundred Fifty Five And 00/100 Dollars * $355.00

HORIZON BANK
Springfield, NE 68059

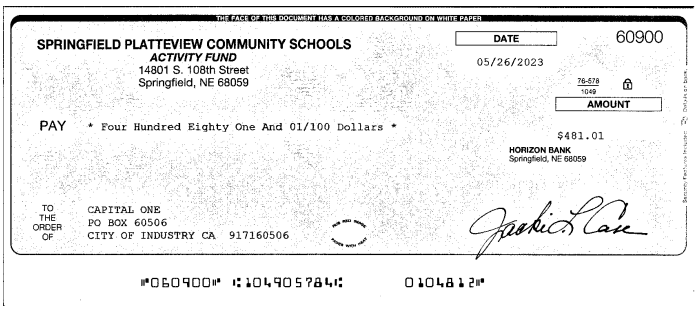
TO THE ORDER OF
FINALFORMS
45 BELL STREET
CHAGRIN FALLS OH 44022

Jacki L Case

Security Features Included. Details on back.

⑈060905⑈ ⑆104905784⑆ 0104812⑈

60905 6/20/2023 355.00


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SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS
ACTIVITY FUND
14801 S. 108th Street
Springfield, NE 68059

DATE 05/26/2023 60900

76-578 / 1049

AMOUNT

PAY * Four Hundred Eighty One And 01/100 Dollars * $481.01

HORIZON BANK
Springfield, NE 68059

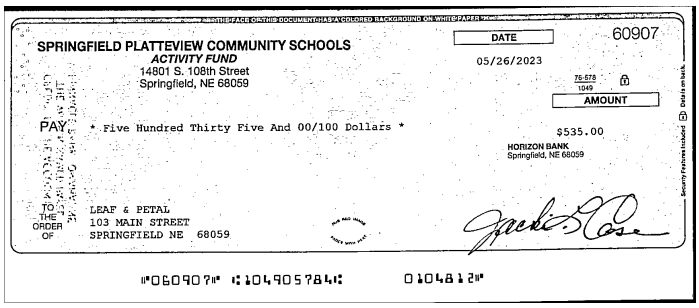
TO THE ORDER OF
CAPITAL ONE
PO BOX 60506
CITY OF INDUSTRY CA 917160506

Jacki L Case

Security Features Included. Details on back.

⑈060900⑈ ⑆104905784⑆ 0104812⑈

60900 6/2/2023 481.01


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SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS
ACTIVITY FUND
14801 S. 108th Street
Springfield, NE 68059

DATE 05/26/2023 60907

76-578 / 1049

AMOUNT

PAY * Five Hundred Thirty Five And 00/100 Dollars * $535.00

HORIZON BANK
Springfield, NE 68059

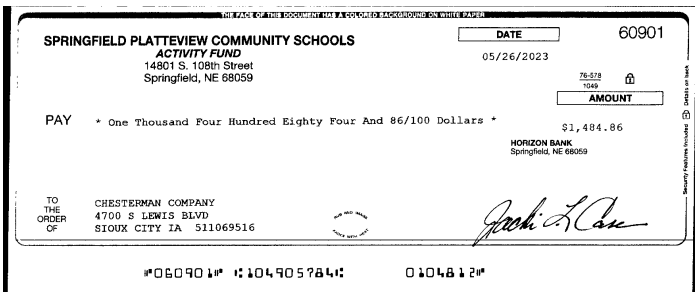
TO THE ORDER OF
LEAF & PETAL
103 MAIN STREET
SPRINGFIELD NE 68059

Jacki L Case

Security Features Included. Details on back.

⑈060907⑈ ⑆104905784⑆ 0104812⑈

60907 6/1/2023 535.00


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SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS
ACTIVITY FUND
14801 S. 108th Street
Springfield, NE 68059

DATE 05/26/2023 60901

76-578 / 1049

AMOUNT

PAY * One Thousand Four Hundred Eighty Four And 86/100 Dollars * $1,484.86

HORIZON BANK
Springfield, NE 68059

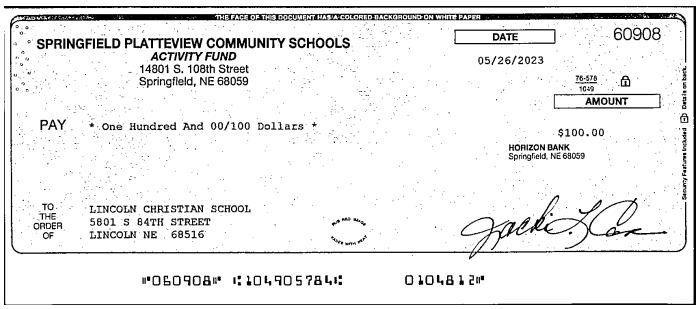
TO THE ORDER OF
CHESTERMAN COMPANY
4700 S LEWIS BLVD
SIOUX CITY IA 511069516

Jacki L Case

Security Features Included. Details on back.

⑈060901⑈ ⑆104905784⑆ 0104812⑈

60901 6/1/2023 1484.86


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SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS
ACTIVITY FUND
14801 S. 108th Street
Springfield, NE 68059

DATE 05/26/2023 60908

76-578 / 1049

AMOUNT

PAY * One Hundred And 00/100 Dollars * $100.00

HORIZON BANK
Springfield, NE 68059

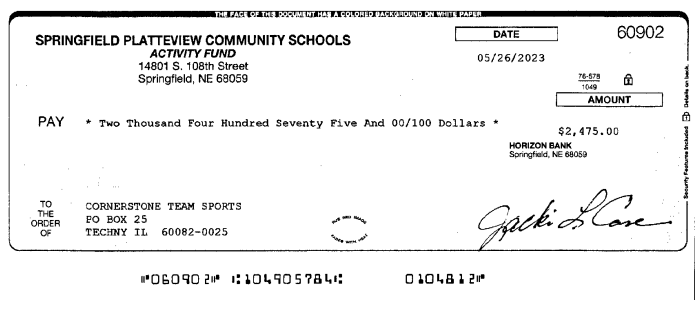
TO THE ORDER OF
LINCOLN CHRISTIAN SCHOOL
5801 S 84TH STREET
LINCOLN NE 68516

Jacki L Case

Security Features Included. Details on back.

⑈060908⑈ ⑆104905784⑆ 0104812⑈

60908 6/2/2023 100.00


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SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS
ACTIVITY FUND
14801 S. 108th Street
Springfield, NE 68059

DATE 05/26/2023 60902

76-578 / 1049

AMOUNT

PAY * Two Thousand Four Hundred Seventy Five And 00/100 Dollars * $2,475.00

HORIZON BANK
Springfield, NE 68059

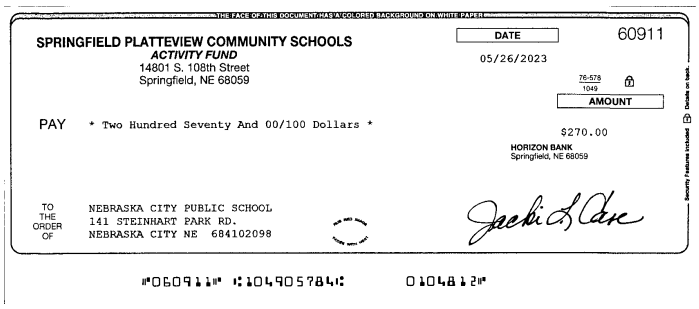
TO THE ORDER OF
CORNERSTONE TEAM SPORTS
PO BOX 25
TECHNY IL 60082-0025

Jacki L Case

Security Features Included. Details on back.

⑈060902⑈ ⑆104905784⑆ 0104812⑈

60902 6/7/2023 2475.00


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SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS
ACTIVITY FUND
14801 S. 108th Street
Springfield, NE 68059

DATE 05/26/2023 60911

76-578 / 1049

AMOUNT

PAY * Two Hundred Seventy And 00/100 Dollars * $270.00

HORIZON BANK
Springfield, NE 68059

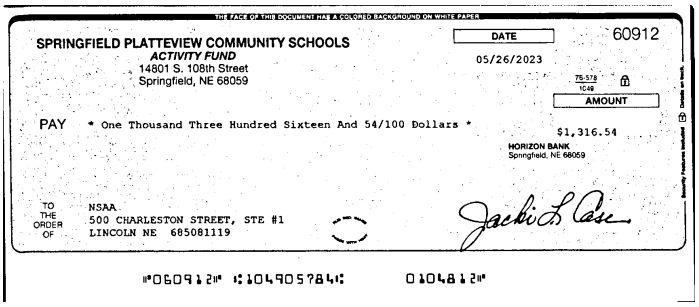
TO THE ORDER OF
NEBRASKA CITY PUBLIC SCHOOL
141 STEINHART PARK RD.
NEBRASKA CITY NE 684102098

Jacki L Case

Security Features Included. Details on back.

⑈060911⑈ ⑆104905784⑆ 0104812⑈

60911 6/16/2023 270.00


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SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS
ACTIVITY FUND
14801 S. 108th Street
Springfield, NE 68059

DATE 05/26/2023 60912

76-578 / 1049

AMOUNT $1,316.54

PAY * One Thousand Three Hundred Sixteen And 54/100 Dollars *

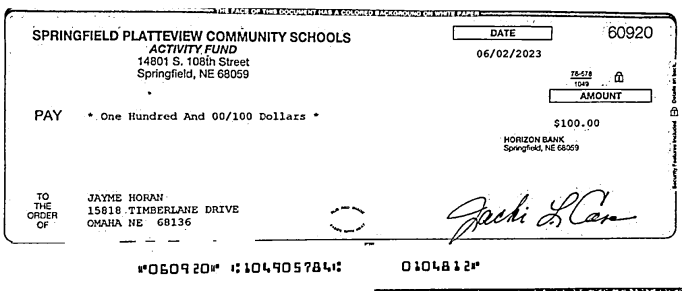
HORIZON BANK
Springfield, NE 68059

TO THE ORDER OF
NSAA
500 CHARLESTON STREET, STE #1
LINCOLN NE 685081119

Jacki L Case

⑈060912⑈ ⑆104905784⑆ 0104812⑈

60912 6/1/2023 1316.54


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SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS
ACTIVITY FUND
14801 S. 108th Street
Springfield, NE 68059

DATE 06/02/2023 60920

76-578 / 1049

AMOUNT $100.00

PAY * One Hundred And 00/100 Dollars *

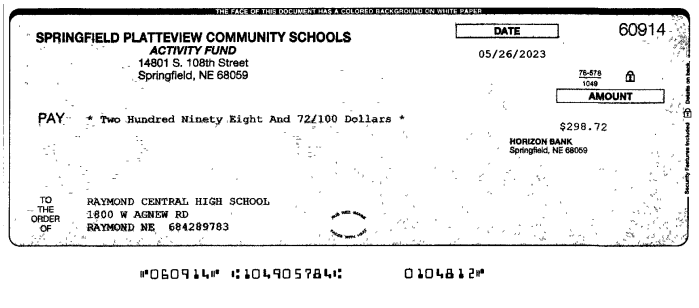
HORIZON BANK
Springfield, NE 68059

TO THE ORDER OF
JAYME HORAN
15818 TIMBERLANE DRIVE
OMAHA NE 68136

Jacki L Case

⑈060920⑈ ⑆104905784⑆ 0104812⑈

60920 6/6/2023 100.00


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SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS
ACTIVITY FUND
14801 S. 108th Street
Springfield, NE 68059

DATE 05/26/2023 60914

76-578 / 1049

AMOUNT $298.72

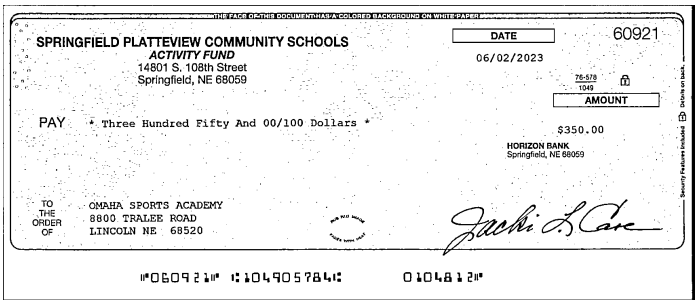
PAY * Two Hundred Ninety Eight And 72/100 Dollars *

HORIZON BANK
Springfield, NE 68059

TO THE ORDER OF
RAYMOND CENTRAL HIGH SCHOOL
1800 W AGNEW RD
RAYMOND NE 68429783

⑈060914⑈ ⑆104905784⑆ 0104812⑈

60914 6/7/2023 298.72


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SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS
ACTIVITY FUND
14801 S. 108th Street
Springfield, NE 68059

DATE 06/02/2023 60921

76-578 / 1049

AMOUNT $350.00

PAY * Three Hundred Fifty And 00/100 Dollars *

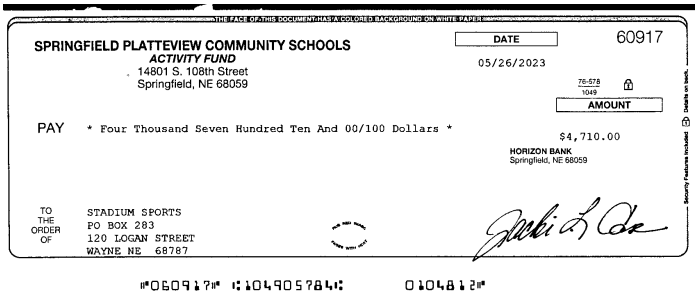
HORIZON BANK
Springfield, NE 68059

TO THE ORDER OF
OMAHA SPORTS ACADEMY
8800 TRALEE ROAD
LINCOLN NE 68520

Jacki L Case

⑈060921⑈ ⑆104905784⑆ 0104812⑈

60921 6/20/2023 350.00


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SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS
ACTIVITY FUND
14801 S. 108th Street
Springfield, NE 68059

DATE 05/26/2023 60917

76-578 / 1049

AMOUNT $4,710.00

PAY * Four Thousand Seven Hundred Ten And 00/100 Dollars *

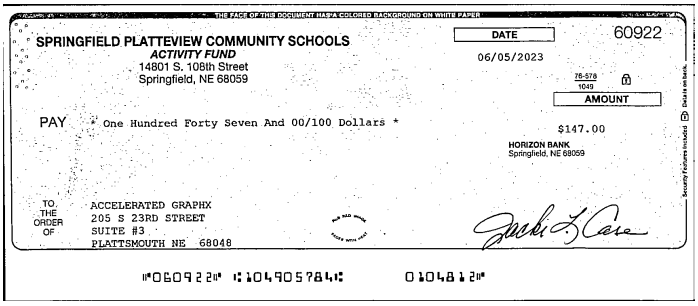
HORIZON BANK
Springfield, NE 68059

TO THE ORDER OF
STADIUM SPORTS
PO BOX 283
120 LOGAN STREET
WAYNE NE 68787

Jacki L Case

⑈060917⑈ ⑆104905784⑆ 0104812⑈

60917 6/1/2023 4710.00


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SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS
ACTIVITY FUND
14801 S. 108th Street
Springfield, NE 68059

DATE 06/05/2023 60922

76-578 / 1049

AMOUNT $147.00

PAY * One Hundred Forty Seven And 00/100 Dollars *

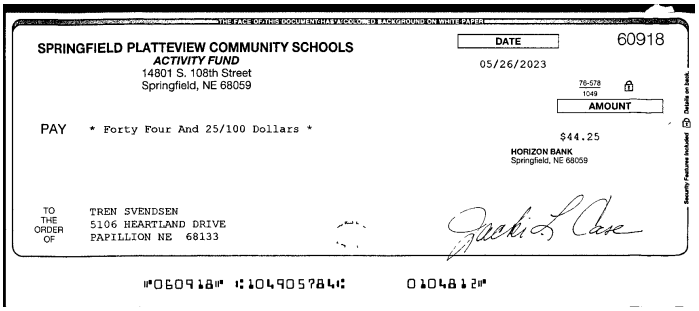
HORIZON BANK
Springfield, NE 68059

TO THE ORDER OF
ACCELERATED GRAPHX
205 S 23RD STREET
SUITE #3
PLATTSMOUTH NE 68048

Jacki L Case

⑈060922⑈ ⑆104905784⑆ 0104812⑈

60922 6/9/2023 147.00


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SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS
ACTIVITY FUND
14801 S. 108th Street
Springfield, NE 68059

DATE 05/26/2023 60918

76-578 / 1049

AMOUNT $44.25

PAY * Forty Four And 25/100 Dollars *

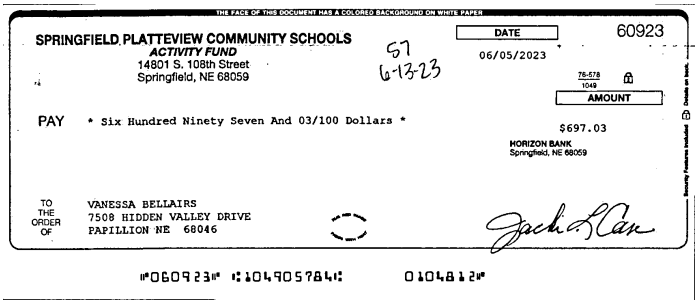
HORIZON BANK
Springfield, NE 68059

TO THE ORDER OF
TREN SVENDSEN
5106 HEARTLAND DRIVE
PAPILLION NE 68133

Jacki L Case

⑈060918⑈ ⑆104905784⑆ 0104812⑈

60918 6/2/2023 44.25


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SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS
ACTIVITY FUND
14801 S. 108th Street
Springfield, NE 68059

57
6-13-23

DATE 06/05/2023 60923

76-578 / 1049

AMOUNT $697.03

PAY * Six Hundred Ninety Seven And 03/100 Dollars *

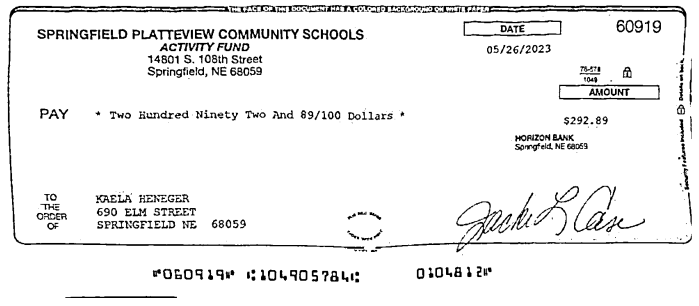
HORIZON BANK
Springfield, NE 68059

TO THE ORDER OF
VANESSA BELLAIRS
7508 HIDDEN VALLEY DRIVE
PAPILLION NE 68046

Jacki L Case

⑈060923⑈ ⑆104905784⑆ 0104812⑈

60923 6/14/2023 697.03


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SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS
ACTIVITY FUND
14801 S. 108th Street
Springfield, NE 68059

DATE 05/26/2023 60919

76-578 / 1049

AMOUNT $292.89

PAY * Two Hundred Ninety Two And 89/100 Dollars *

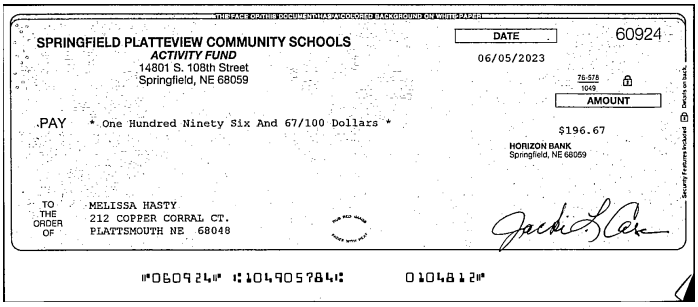
HORIZON BANK
Springfield, NE 68059

TO THE ORDER OF
KAELA HENEGER
690 ELM STREET
SPRINGFIELD NE 68059

Jacki L Case

⑈060919⑈ ⑆104905784⑆ 0104812⑈

60919 6/2/2023 292.89


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SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS
ACTIVITY FUND
14801 S. 108th Street
Springfield, NE 68059

DATE 06/05/2023 60924

76-578 / 1049

AMOUNT $196.67

PAY * One Hundred Ninety Six And 67/100 Dollars *

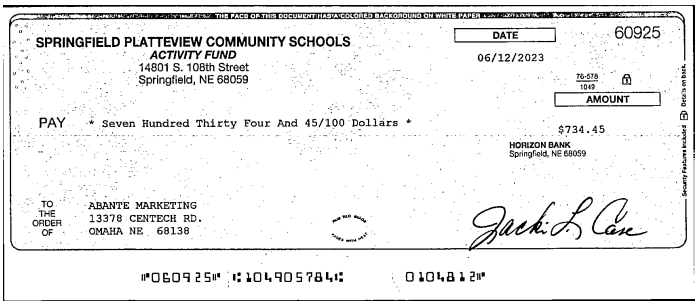
HORIZON BANK
Springfield, NE 68059

TO THE ORDER OF
MELISSA HASTY
212 COPPER CORRAL CT.
PLATTSMOUTH NE 68048

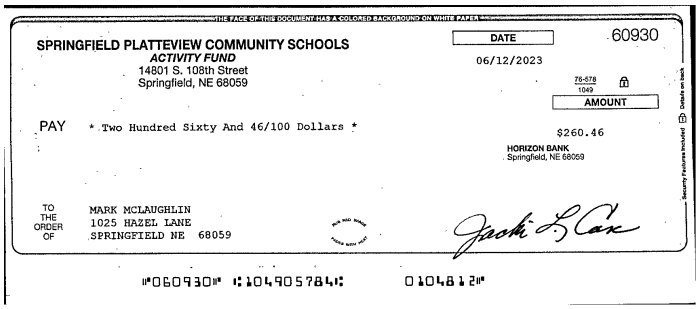
Jacki L Case

⑈060924⑈ ⑆104905784⑆ 0104812⑈

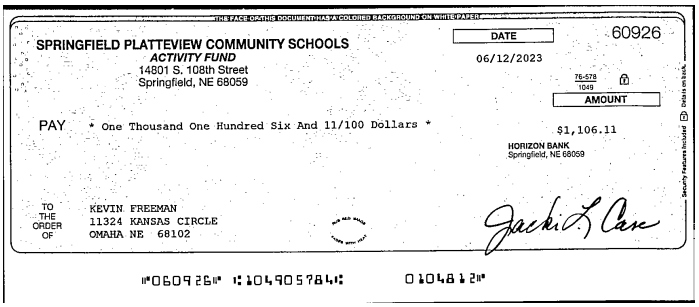
60924 6/16/2023 196.67


SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS
ACTIVITY FUND
14801 S. 108th Street
Springfield, NE 68059
DATE 06/12/2023
60925
76-578 / 1049
AMOUNT
PAY * Seven Hundred Thirty Four And 45/100 Dollars * $734.45
HORIZON BANK
Springfield, NE 68059
TO THE ORDER OF ABANTE MARKETING
13378 CENTECH RD.
OMAHA NE 68138
Jacki L. Case
⑈060925⑈ ⑆104905784⑆ 010481 2⑈

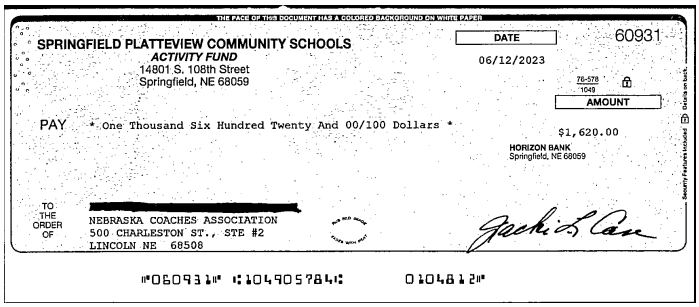
60925 6/23/2023 734.45


SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS
ACTIVITY FUND
14801 S. 108th Street
Springfield, NE 68059
DATE 06/12/2023
60930
76-578 / 1049
AMOUNT
PAY * Two Hundred Sixty And 46/100 Dollars * $260.46
HORIZON BANK
Springfield, NE 68059
TO THE ORDER OF MARK MCLAUGHLIN
1025 HAZEL LANE
SPRINGFIELD NE 68059
Jacki L. Case
⑈060930⑈ ⑆104905784⑆ 010481 2⑈

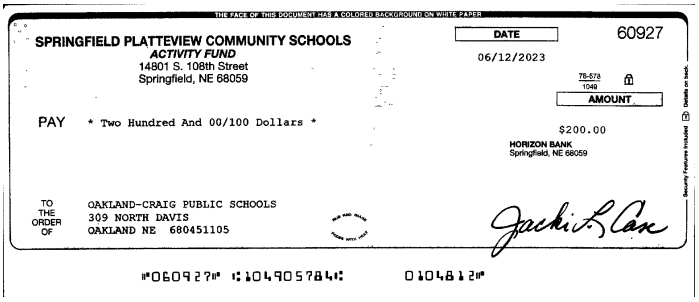
60930 6/16/2023 260.46


SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS
ACTIVITY FUND
14801 S. 108th Street
Springfield, NE 68059
DATE 06/12/2023
60926
76-578 / 1049
AMOUNT
PAY * One Thousand One Hundred Six And 11/100 Dollars * $1,106.11
HORIZON BANK
Springfield, NE 68059
TO THE ORDER OF KEVIN FREEMAN
11324 KANSAS CIRCLE
OMAHA NE 68102
Jacki L. Case
⑈060926⑈ ⑆104905784⑆ 010481 2⑈

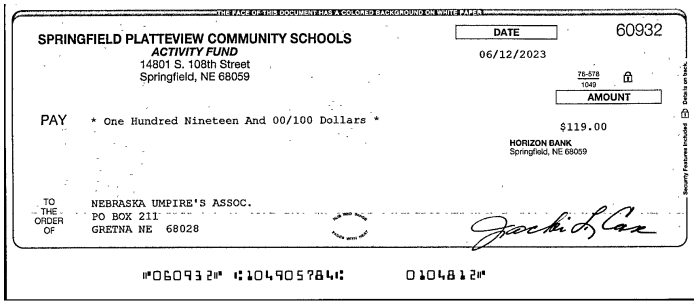
60926 6/14/2023 1106.11


SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS
ACTIVITY FUND
14801 S. 108th Street
Springfield, NE 68059
DATE 06/12/2023
60931
76-578 / 1049
AMOUNT
PAY * One Thousand Six Hundred Twenty And 00/100 Dollars * $1,620.00
HORIZON BANK
Springfield, NE 68059
TO THE ORDER OF [redacted]
NEBRASKA COACHES ASSOCIATION
500 CHARLESTON ST., STE #2
LINCOLN NE 68508
Jacki L. Case
⑈060931⑈ ⑆104905784⑆ 010481 2⑈

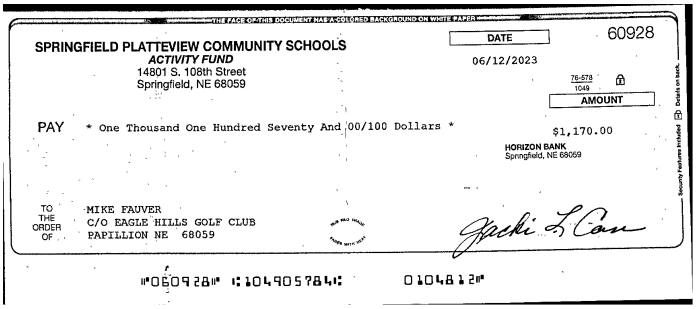
60931 6/26/2023 1620.00


SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS
ACTIVITY FUND
14801 S. 108th Street
Springfield, NE 68059
DATE 06/12/2023
60927
76-578 / 1049
AMOUNT
PAY * Two Hundred And 00/100 Dollars * $200.00
HORIZON BANK
Springfield, NE 68059
TO THE ORDER OF OAKLAND-CRAIG PUBLIC SCHOOLS
309 NORTH DAVIS
OAKLAND NE 680451105
Jacki L. Case
⑈060927⑈ ⑆104905784⑆ 010481 2⑈

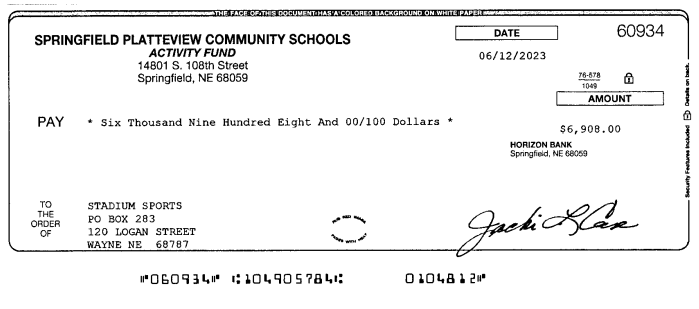
60927 6/15/2023 200.00


SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS
ACTIVITY FUND
14801 S. 108th Street
Springfield, NE 68059
DATE 06/12/2023
60932
76-578 / 1049
AMOUNT
PAY * One Hundred Nineteen And 00/100 Dollars * $119.00
HORIZON BANK
Springfield, NE 68059
TO THE ORDER OF NEBRASKA UMPIRE'S ASSOC.
PO BOX 211
GRETNA NE 68028
Jacki L. Case
⑈060932⑈ ⑆104905784⑆ 010481 2⑈

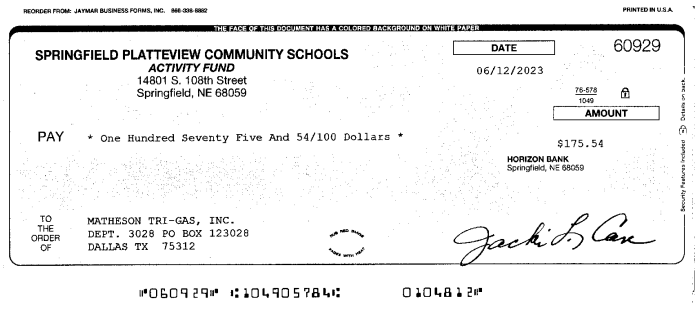
60932 6/27/2023 119.00


SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS
ACTIVITY FUND
14801 S. 108th Street
Springfield, NE 68059
DATE 06/12/2023
60928
76-578 / 1049
AMOUNT
PAY * One Thousand One Hundred Seventy And 00/100 Dollars * $1,170.00
HORIZON BANK
Springfield, NE 68059
TO THE ORDER OF MIKE FAUVER
C/O EAGLE HILLS GOLF CLUB
PAPILLION NE 68059
Jacki L. Case
⑈060928⑈ ⑆104905784⑆ 010481 2⑈

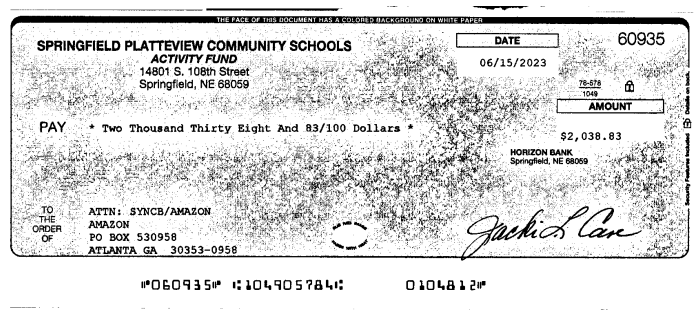
60928 6/16/2023 1170.00


SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS
ACTIVITY FUND
14801 S. 108th Street
Springfield, NE 68059
DATE 06/12/2023
60934
76-578 / 1049
AMOUNT
PAY * Six Thousand Nine Hundred Eight And 00/100 Dollars * $6,908.00
HORIZON BANK
Springfield, NE 68059
TO THE ORDER OF STADIUM SPORTS
PO BOX 283
120 LOGAN STREET
WAYNE NE 68787
Jacki L. Case
⑈060934⑈ ⑆104905784⑆ 010481 2⑈

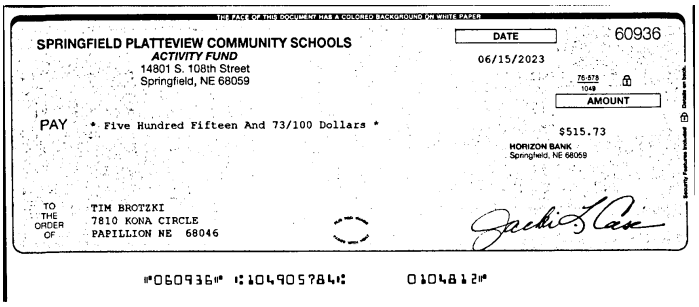
60934 6/27/2023 6908.00


REORDER FROM: JAYMAR BUSINESS FORMS, INC. 866-336-8882 PRINTED IN U.S.A.
SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS
ACTIVITY FUND
14801 S. 108th Street
Springfield, NE 68059
DATE 06/12/2023
60929
76-578 / 1049
AMOUNT
PAY * One Hundred Seventy Five And 54/100 Dollars * $175.54
HORIZON BANK
Springfield, NE 68059
TO THE ORDER OF MATHESON TRI-GAS, INC.
DEPT. 3028 PO BOX 123028
DALLAS TX 75312
Jacki L. Case
⑈060929⑈ ⑆104905784⑆ 010481 2⑈

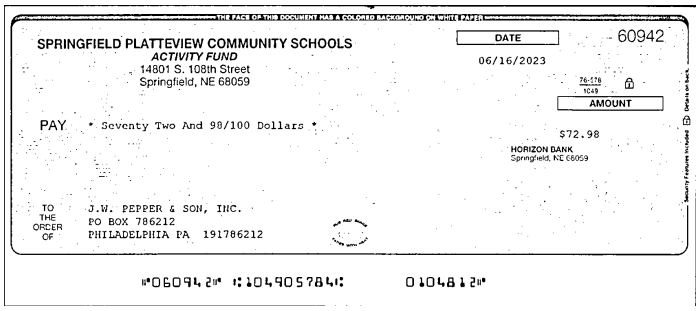
60929 6/27/2023 175.54


SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS
ACTIVITY FUND
14801 S. 108th Street
Springfield, NE 68059
DATE 06/15/2023
60935
76-578 / 1049
AMOUNT
PAY * Two Thousand Thirty Eight And 83/100 Dollars * $2,038.83
HORIZON BANK
Springfield, NE 68059
TO THE ORDER OF ATTN: SYNCB/AMAZON
AMAZON
PO BOX 530958
ATLANTA GA 30353-0958
Jacki L. Case
⑈060935⑈ ⑆104905784⑆ 010481 2⑈

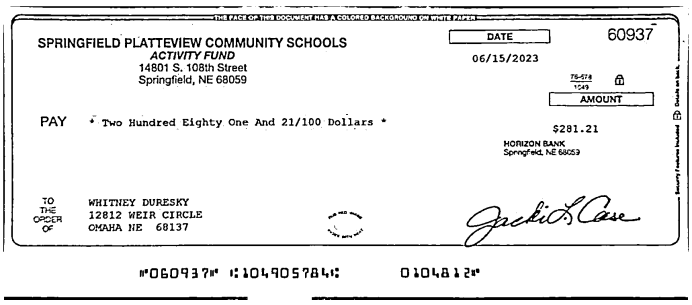
60935 6/27/2023 2038.83


SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS
ACTIVITY FUND
14801 S. 108th Street
Springfield, NE 68059
DATE 06/15/2023
60936
76-578 1049
AMOUNT
PAY * Five Hundred Fifteen And 73/100 Dollars *
$515.73
HORIZON BANK
Springfield, NE 68059
TO THE ORDER OF
TIM BROTZKI
7810 KONA CIRCLE
PAPILLION NE 68046
⑈060936⑈ ⑆104905784⑆ 0104812⑈

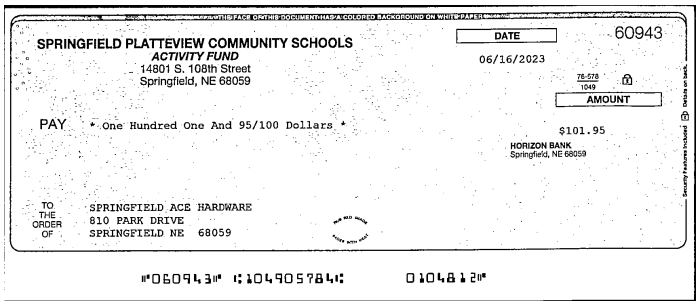
60936 6/22/2023 515.73


SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS
ACTIVITY FUND
14801 S. 108th Street
Springfield, NE 68059
DATE 06/16/2023
60942
76-578 1049
AMOUNT
PAY * Seventy Two And 98/100 Dollars *
$72.98
HORIZON BANK
Springfield, NE 68059
TO THE ORDER OF
J.W. PEPPER & SON, INC.
PO BOX 786212
PHILADELPHIA PA 191786212
⑈060942⑈ ⑆104905784⑆ 0104812⑈

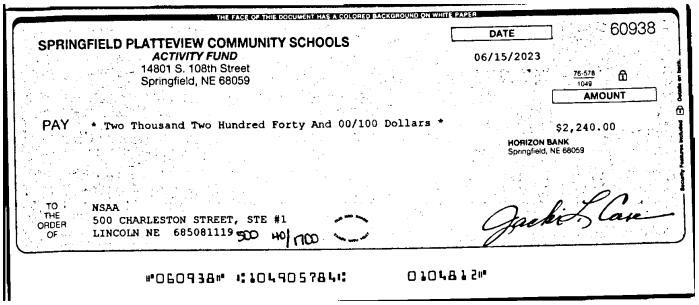
60942 6/23/2023 72.98


SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS
ACTIVITY FUND
14801 S. 108th Street
Springfield, NE 68059
DATE 06/15/2023
60937
76-578 1049
AMOUNT
PAY * Two Hundred Eighty One And 21/100 Dollars *
$281.21
HORIZON BANK
Springfield, NE 68059
TO THE ORDER OF
WHITNEY DURESKY
12812 WEIR CIRCLE
OMAHA NE 68137
⑈060937⑈ ⑆104905784⑆ 0104812⑈

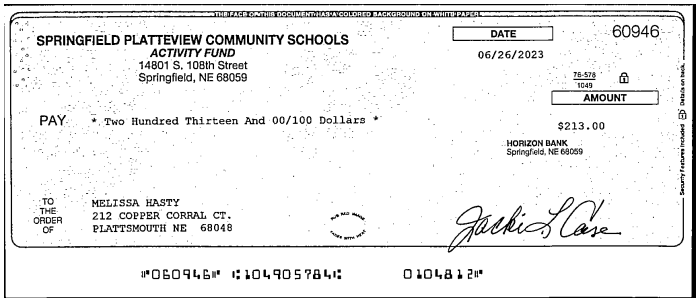
60937 6/27/2023 281.21


SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS
ACTIVITY FUND
14801 S. 108th Street
Springfield, NE 68059
DATE 06/16/2023
60943
76-578 1049
AMOUNT
PAY * One Hundred One And 95/100 Dollars *
$101.95
HORIZON BANK
Springfield, NE 68059
TO THE ORDER OF
SPRINGFIELD ACE HARDWARE
810 PARK DRIVE
SPRINGFIELD NE 68059
⑈060943⑈ ⑆104905784⑆ 0104812⑈

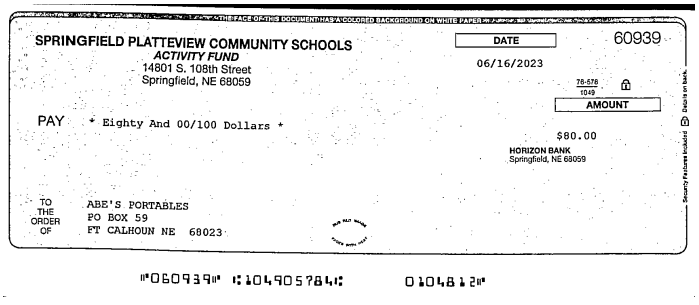
60943 6/23/2023 101.95


SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS
ACTIVITY FUND
14801 S. 108th Street
Springfield, NE 68059
DATE 06/15/2023
60938
76-578 1049
AMOUNT
PAY * Two Thousand Two Hundred Forty And 00/100 Dollars *
$2,240.00
HORIZON BANK
Springfield, NE 68059
TO THE ORDER OF
NSAA
500 CHARLESTON STREET, STE #1
LINCOLN NE 685081119
⑈060938⑈ ⑆104905784⑆ 0104812⑈

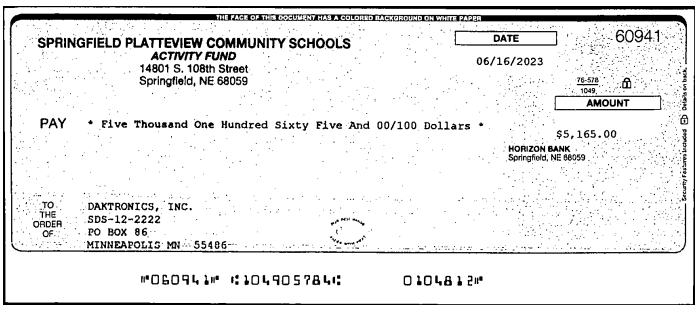
60938 6/26/2023 2240.00


SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS
ACTIVITY FUND
14801 S. 108th Street
Springfield, NE 68059
DATE 06/26/2023
60946
76-578 1049
AMOUNT
PAY * Two Hundred Thirteen And 00/100 Dollars *
$213.00
HORIZON BANK
Springfield, NE 68059
TO THE ORDER OF
MELISSA HASTY
212 COPPER CORRAL CT.
PLATTSMOUTH NE 68048
⑈060946⑈ ⑆104905784⑆ 0104812⑈

60946 6/29/2023 213.00


SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS
ACTIVITY FUND
14801 S. 108th Street
Springfield, NE 68059
DATE 06/16/2023
60939
76-578 1049
AMOUNT
PAY * Eighty And 00/100 Dollars *
$80.00
HORIZON BANK
Springfield, NE 68059
TO THE ORDER OF
ABE'S PORTABLES
PO BOX 59
FT CALHOUN NE 68023
⑈060939⑈ ⑆104905784⑆ 0104812⑈

60939 6/26/2023 80.00


SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS
ACTIVITY FUND
14801 S. 108th Street
Springfield, NE 68059
DATE 06/16/2023
60941
76-578 1049
AMOUNT
PAY * Five Thousand One Hundred Sixty Five And 00/100 Dollars *
$5,165.00
HORIZON BANK
Springfield, NE 68059
TO THE ORDER OF
DAKTRONICS, INC.
SDS-12-2222
PO BOX 86
MINNEAPOLIS MN 55486-
⑈060941⑈ ⑆104905784⑆ 0104812⑈

60941 6/22/2023 5165.00

CHECKS OUTSTANDING			
DATE OR NUMBER	AMOUNT	DATE OR NUMBER	AMOUNT
	TOTAL		

CHECKBOOK RECONCILIATION		
ENTER BALANCE THIS STATEMENT	$	
ADD RECENT DEPOSITS (NOT CREDITED ON THIS STATEMENT)		
	$	
SUBTOTAL	$	
SUBTRACT TOTAL CHECKS OUTSTANDING	$	
BALANCE	$	

BALANCE should agree with your checkbook balance after deducting charges and adding credits not shown in your checkbook but included on this statement as follows:

Interest - Add Overdraft - Deduct Automatic Payment - Deduct Automatic Advance - Add Service Charge - Deduct

If your checkbook and statement do not balance, have you:

☐ Accounted for bank charges? ☐ Verified additions and subtractions in your checkbook? ☐ Compared cancelled checks to check stub? ☐ Compared deposit amounts on statement to your checkbook?

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS

Call us at the telephone number listed on front of statement or write to us at Horizon Bank, PO Box 447, Waverly, NE 68642, as soon as you can, if you think your statement or receipt is wrong or if you need more information about a transfer listed on the statement or receipt. We must hear from you no later than 60 days after we sent the FIRST statement on which the problem or error appeared.

(1) Tell us your name and account number (if any).
(2) Describe the error or transfer you are unsure about, and explain as clearly as you can why you believe it is an error or why you need more information.
(3) Tell us the dollar amount of the suspected error.

If you tell us orally, we may require that you send us your complaint or question in writing within 10 business days.

We will determine whether an error occurred within 10 business days (20 business days if the transfer involved a new account) after we hear from you and will correct any error promptly. If we need more time, however, we may take up to 45 days (90 days if the transfer involved a new account, a point-of-sale transaction, or a foreign-initiated transfer) to investigate your complaint or question. If we decide to do this, we will credit your account within 10 business days (20 business days if the transfer involved a new account) for the amount you think is in error, so that you will have the use of the money during the time it takes us to complete our investigation. If we ask you to put your complaint or question in writing and we do not receive it within 10 business days, we may not credit your account. Your account is considered a new account for the first 30 days after the first deposit is made, unless each of you already has an established account with us before this account is opened.

We will tell you the results within three business days after completing our investigation. If we decide that there was no error, we will send you a written explanation.

You may ask for copies of the documents that we used in our investigation.

YOUR CASH RESERVE ACCOUNT SUMMARY OF RIGHTS IS OUTLINED BELOW

This is a summary of your rights; a full statement of your rights and our responsibilities under the Federal Fair Credit Billing Act will be sent to you both upon request and in response to a billing error notice.

Your Cash Reserve Account is operated in conjunction with your Demand Deposit Account. Any charges for your checking account will be made to the Demand Deposit Account and they will be the same charges as are made for Demand Deposit Accounts not operated in conjunction with Cash Reserve Accounts. The following information thus applies only to loans made to you under your Cash Reserve Account line of credit.

Balance Subject to Interest Rate: We figure the interest charge (for Home Equity Lines of Credit this may be a portion of the finance charge) on your account by applying the periodic rate to the "daily balance" of your account for each day in the billing cycle. To get the "daily balance" we take the beginning balance of your account each day, add any new advances, and subtract any payments or credits and any unpaid interest or other finance charges. This gives us the daily balance. Please contact us at the telephone number listed on the front of this statement if you have further questions on how we compute the finance charge.

You may pay off your Cash Reserve Account loan balance at any time, or make voluntary additional payments. Payments shall be applied, first to any unpaid interest and finance charges, and second the principal loan balance outstanding in your Cash Reserve Account. Periodic statements may be sent to you at the end of each billing cycle showing your Cash Reserve Account loan transactions.

Send payments and inquiries to address shown on front of this statement. Payments must be received by 3:00 p.m. to be credited on that **business** day. Payments received after 3:00 p.m. are credited on the next **business** day.

The following section is for Consumer Cash Reserve and Consumer Home Equity Lines of Credit

What To Do If You Think You Find A Mistake On Your Statement

If you think there is an error on your statement, write to us at:
Horizon Bank
PO Box 447, Waverly, NE 68462

In your letter, give us the following information:

- *Account information:* Your name and account number.
- *Dollar amount:* The dollar amount of the suspected error.
- *Description of Problem:* If you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake.

You must contact us within 60 days after the error appeared on your statement.

You must notify us of any potential errors *in writing* [or electronically]. You may call us, but if you do we are not required to investigate any potential errors and you may have to pay the amount in question.

While we investigate whether or not there has been an error, the following are true:

- We cannot try to collect the amount in question, or report you as delinquent on that amount.
- The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
- While you do not have to pay the amount in question, you are responsible for the remainder of your balance.
- We can apply any unpaid amount against your credit limit.

Your Rights If You Are Dissatisfied With Your Credit Card Purchases
If you are dissatisfied with the goods or services that you have purchased with your credit card, and you have tried in good faith to correct the problem with the merchant, you may have the right not to pay the remaining amount due on the purchase.

To use this right, all of the following must be true:

1. The purchase must have made in your home state or within 100 miles of your current mailing address, and the purchase price must have been more than $50. (Note: Neither of these are necessary if your purchase was based on an advertisement we mailed to you, or if we own the company that sold you the goods or services.)
2. You must have used your credit card for the purchase. Purchases made with cash advances from an ATM or with a check that accesses your credit card account do not qualify.
3. You must not yet have fully paid for the purchase.

If all of the criteria above are met and you are still dissatisfied with the purchase, contact us in writing at:
Horizon Bank
PO Box 447, Waverly, NE 68462

While we investigate, the same rules apply to the disputed amount as discussed above. After we finish our investigation, we will tell you our decision. At that point, if we think you owe an amount and you do not pay we may report you as delinquent.

Batch Description: JUNE 2023 ACTIVITIES REC **Processing Month:** 06/2023
Checking Account: 5 **Student Activity Account**

Check/Reference Number	Description	Date	Amount
	Statement Balance	06/30/2023	301,524.95

Outstanding Checks

Check/Reference Number	Description	Date	Amount
10128	Kaela Heneger	05/26/2022	196.70
48900	THE VOLLEYBALL ACADEMY	01/11/2001	968.00
49240	JOSEPH SMITH	04/27/2021	70.00
49402	CHARISSA WOOD	08/13/2021	45.00
49461	MATTHEW SANJURJO	09/01/2021	60.00
49604	Angela AuBuchon	10/21/2021	109.08
49779	RYAN LEWIS	12/21/2021	35.00
50011	AJ REIMER	03/25/2022	125.00
50135	INTERMOUNTAIN WOOD PRODUCTS	04/28/2022	379.00
50210	ASHLAND-GREENWOOD PUBLIC SCHOOLS	06/10/2022	180.00
50230	JENSEN PUBLISHING	06/28/2022	110.00
60042	CHUCK TAYLOR	09/21/2022	150.00
60171	SALLY BRABEC	10/24/2022	322.00
60413	DARREN CARLSON	12/20/2022	32.98
60517	DERRICK MARSHALL	01/24/2023	84.93
60619	WHITNEY DURESKY	03/02/2023	21.68
60648	ROBERT BARRETT	03/10/2023	140.00
60650	BOB MICHL	03/10/2023	140.00
60651	SEAN WILLIAMS	03/10/2023	140.00
60671	SCOTT FINCHAM	03/23/2023	130.00
60700	RORY VOSS	03/30/2023	65.00
60756	ALAN BEHRENDS	04/21/2023	140.00
60775	STACIE CYR	04/21/2023	30.23
60821	JULIE FJELL	04/26/2023	2,000.00
60828	ASHLAND-GREENWOOD PUBLIC SCHOOLS	04/28/2023	130.00
60854	KAWINTHIDA HAASE	05/10/2023	750.00
60857	FINE ARTS FRIENDS	05/11/2023	230.00
60858	PLATTEVIEW BAND BOOSTERS	05/11/2023	2,055.00
60860	SYAA	05/11/2023	765.00
60874	MELISSA HASTY	05/22/2023	78.12
60875	KENNEDY HEIMES	05/22/2023	40.00
60880	PATTI LAYHER	05/22/2023	37.99
60885	MARY MIDDLETON	05/22/2023	155.26
60897	PLATTEVIEW BAND BOOSTERS	05/23/2023	3,150.00
60906	JASON FRANCOIS	05/26/2023	96.00
60909	LINCOLN NORTHWEST HIGH SCHOOL	05/26/2023	230.00
60913	RALSTON HIGH SCHOOL	05/26/2023	320.00
60933	PLATTEVIEW BAND BOOSTERS	06/12/2023	250.00
60940	CLASSIC SPORTSWEAR & AWARDS	06/16/2023	721.31
60944	TINA THOMAS	06/16/2023	94.73
60945	ACCELERATED GRAPHX	06/26/2023	560.00
60947	LEE G SIMMONS WILDLIFE PARK	06/26/2023	174.00
60948	SIMPLIFASTER	06/29/2023	829.06
60949	RONALD ALEXANDER	06/30/2023	650.00

Outstanding Checks

Check/Reference Number	Description	Date	Amount
60950	AMAZON CAPITAL SERVICES	06/30/2023	562.50
60951	AWARDS UNLIMITED	06/30/2023	33.30
60952	CISHIRTS	06/30/2023	972.63
60953	FASHION CLEANERS	06/30/2023	897.00
60954	HARCO ATHLETIC RECONDITIONING, INC.	06/30/2023	4,567.00
60955	KYLE HENDRICKSON	06/30/2023	65.00
60956	HOLIDAY INN EXPRESS	06/30/2023	155.99
60957	HY-VEE ACCOUNTS RECEIVABLE	06/30/2023	256.25
60958	KAREN JENNINGS	06/30/2023	539.94
60959	MARK MCLAUGHLIN	06/30/2023	429.57
60960	ALEX NIELSEN	06/30/2023	160.56
60961	PLATTSMOUTH HIGH SCHOOL	06/30/2023	250.00
60962	KYLE SEGGERMAN	06/30/2023	140.00
		Total:	26,020.81

Outstanding Deposits and Manual Journal Entries

Check/Reference Number	Description	Date	Amount
	APPLY OVERAGE TO CONCESSIONS FROM 103122	04/30/2023	(30.00)
		Total:	(30.00)

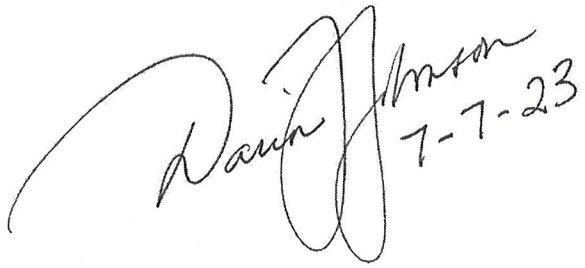
Statement Balance	Outstanding Total	Balance on Books	Cash Account Balance	Difference
301,524.95	(26,050.81)	275,474.14	275,474.14	0.00

Cleared Automatic Payment Total:	9,415.36
Cleared Checks Total:	51,599.11
Cleared Direct Deposit Total:	
Cleared Void Total:	1,397.28
Cleared Cash Receipt Total:	42,290.74
Cleared Manual Journal Entries Total:	
Cleared Sales Journal Total:	

Springfield Platteview Community Schools
07/06/2023 3:51 PM
Account Group: PCJHSACT **PC JR HIGH ACTIVITY**

Activity Fund Balance Report - Summary - Include Encumbrances
06/2023 - 06/2023

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 5440	PC NATIONAL HONOR SOCIETY	813.14	0.00	0.00	0.00	0.00	0.00	813.14
05 704 5465	PC STUDENT COUNCIL	554.12	0.00	0.00	0.00	0.00	0.00	554.12
05 704 5727	PC DESTINATION IMAGINATION	1,912.07	0.00	0.00	0.00	0.00	0.00	1,912.07
05 704 5745	PC LIBRARY	172.74	0.00	0.00	0.00	0.00	0.00	172.74
05 704 5750	PC PRINCIPAL	5,929.94	25.00	3.00	0.00	0.00	0.00	5,907.94
05 704 5755	PC PARENT ADVISORY COUNCIL	1,680.11	0.00	0.00	0.00	0.00	0.00	1,680.11
Account Group Total:	PC JR HIGH ACTIVITY	11,062.12	25.00	3.00	0.00	0.00	0.00	11,040.12



Account Group: WMELEMACT **WM ELEMENTARY ACTIVITY**

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 4465	WM ELEM STUDENT COUNCIL	707.86	877.57	0.00	0.00	0.00	0.00	(169.71)
05 704 4727	WM ELEM DESTINATION IMAGINATION	711.97	697.03	1,500.00	0.00	0.00	0.00	1,514.94
05 704 4745	WM ELEM LIBRARY	2,764.94	0.00	0.00	0.00	0.00	0.00	2,764.94
05 704 4750	WM ELEM PRINCIPAL	5,853.68	795.62	3.00	0.00	0.00	0.00	5,061.06
05 704 4760	WM ELEM POP	148.49	0.00	0.00	0.00	0.00	0.00	148.49
Account Group Total:	WM ELEMENTARY ACTIVITY	10,186.94	2,370.22	1,503.00	0.00	0.00	0.00	9,319.72

Account Group: SPELEMACT **SP ELEMENTARY ACTIVITY**

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 2465	SP ELEM STUDENT COUNCIL	545.25	0.00	0.00	0.00	0.00	0.00	545.25
05 704 2727	SP ELEM DESTINATION IMAGINATION	5,152.82	281.21	0.00	0.00	0.00	0.00	4,871.61
05 704 2745	SP ELEM LIBRARY	3,210.79	0.00	0.00	0.00	0.00	0.00	3,210.79
05 704 2750	SP ELEM PRINCIPAL	1,747.14	0.00	3.00	0.00	0.00	0.00	1,750.14
05 704 2760	SP ELEM POP	240.37	0.00	0.00	0.00	0.00	0.00	240.37
05 704 2775	SP ELEM WALK-A-THON	905.22	0.00	0.00	0.00	0.00	0.00	905.22
Account Group Total:	SP ELEMENTARY ACTIVITY	11,801.59	281.21	3.00	0.00	0.00	0.00	11,523.38

HORIZON BANK

BANK STATEMENT

MEMBER FDIC

402-786-2555 WAVERLY | 402-879-4788 SUPERIOR | 308-345-1744 McCOOK | 402-253-2222 SPRINGFIELD
horizonbankne.com

SPRINGFIELD PLATTEVIEW COMM
PLATTEVIEW EARLY EDUCATION CENTER
14801 S 108TH ST
SPRINGFIELD NE 68059

YOUR ACCOUNT TYPE IS: COMP FREE BUSINESS

CHECKING SUMMARY ..... ACCOUNT 03-491-217 PIECES 3

	WITHDRAWALS	DEPOSITS	BALANCE
PREV STATEMENT BALANCE (05/31/23)			1,503.60
2 DEPOSITS / CREDITS		1,680.00	
INTEREST PAID			
1 CHECKS / DEBITS	234.10		
STATEMENT BALANCE (06/30/23)			2,949.50

AVERAGE COLLECTED BALANCE FOR STATEMENT PERIOD ... 2,782.82

DEPOSITS / CREDITS ..... ACCOUNT 03-491-217

06/02/23	CUSTOMER DEPOSIT	1,645.00
06/22/23	CUSTOMER DEPOSIT	35.00

CHECKS / DEBITS ..... ACCOUNT 03-491-217

06/07	733	234.10	CUSTOMER CHE

DAILY BALANCES ..... ACCOUNT 03-491-217

05/31	1503.60	06/02	3148.60	06/07	2914.50	06/22	2949.50
						06/30	2949.50

NOTICE: SEE REVERSE SIDE FOR IMPORTANT INFORMATION

– CHECKING ACCOUNT DEPOSIT SLIP –

HORIZON BANK Member FDIC
www.horizonbankne.com

Acct No. 3491217
DATE 6-2-23
ACCT. NAME
SIGN FOR CASH BACK *

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

THIS DEPOSIT MADE IN ACCORDANCE WITH CONTRACT ON SIGNATURE CARD AND RULES OF THIS BANK

CURRENCY	280	—	8		
COIN			9		
CHECKS	1365	—	10		
1			11		
2			12		
3			13		
4			14		
5			TOTAL BACK SIDE		
6			TOTAL		
7			LESS CASH BACK *		

TOTAL DEPOSIT $ 1645 —

⑆104905784⑆ 3491217⑈ 120

6/2/2023 1645.00

– CHECKING ACCOUNT DEPOSIT SLIP –

HORIZON BANK Member FDIC
www.horizonbankne.com

Acct No. 3491217
DATE 6-22-23
ACCT. NAME PK
SIGN FOR CASH BACK *

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

THIS DEPOSIT MADE IN ACCORDANCE WITH CONTRACT ON SIGNATURE CARD AND RULES OF THIS BANK

CURRENCY			8		
COIN			9		
CHECKS	35	—	10		
1			11		
2			12		
3			13		
4			14		
5			TOTAL BACK SIDE		
6			TOTAL		
7			LESS CASH BACK *		

TOTAL DEPOSIT $ 35 —

⑆104905784⑆ 3491217⑈ 120

6/22/2023 35.00

PLATTEVIEW EARLY EDUCATION CENTER
ACTIVITY FUND
402-592-1300
14801 S 108TH STREET
SPRINGFIELD, NE 68059

0733
76-1368/1049

5-23 20 23

Pay to the Order of Claire Johnson $ 234.10

Two hundred thirty four + 10/100 DOLLARS

SPRINGFIELD STATE BANK
808 Main Street
Springfield, NE 68059
PH: (402) 253-2222

FOR Food for field trip Becky Elliff

⑆104913682⑆349 1 217⑈ 0733

733 6/7/2023 234.10

Vendor Name	Invoice Description	Amount
GENERAL FUND		
AMAZON CAPITAL SERVICES	SUPPLIES	5,238.80
AWAREITY, INC.	SOFTWARE	1,873.25
BAIRD HOLM ATTORNEYS AT LAW	SERVICE	37.50
BARLA, AMY	SERVICES	800.00
Baugh, Nichole	MILEAGE & EXPENSES	142.65
BLACK HILLS ENERGY	UTILITIES	134.99
BROMM & ASSOCIATES, LLC	SERVICES	15,750.00
CAPITAL BUSINESS SYSTEMS, INC. - PRINTER LEASE	COPIER LEASE	1,956.62
CAPITAL BUSINESS SYSTEMS, INC. - SERVICE PLUS	COPIER	741.70
CENTURYLINK	TELEPHONE	401.81
CHAD'S AUTO REPAIR	SERVICES	2,771.86
CHUCK JOHNSON SERVICES	SERVICES	450.00
CITY OF SPRINGFIELD	UTILITIES	1,114.70
COMFORT INN (NE139)	LODGING	1,319.45
CONSTRUCTION CONTAINERS & EXCAVATING, INC.	FEES	320.25
COX BUSINESS	TELEPHONE	658.14
CROUCH RECREATIONAL DESIGN, INC.	SUPPLIES	6,609.50
CULLIGAN OF OMAHA	SERVICES	35.00
CUMMINS SALES AND SERVICE	SERVICES	364.37
DEMCO	SUPPLIES	1,162.19
DUNSTON, RAINA	MILEAGE	32.68
EDUCATIONAL INNOVATIONS, INC.	SUPPLIES	35.75
EDUCATIONAL SERVICE UNIT NO. 3	SERVICES	51,904.54
EGAN SUPPLY COMPANY	SUPPLIES	598.62
HAYES MECHANICAL, LLC	SERVICES	4,139.36
HENEGER, KAELA	REIMBURSEMENT	3.43
HOME DEPOT CREDIT SERVICES	SUPPLIES	500.53
J.F. AHERN CO.	SERVICES	1,161.00
J.W. PEPPER & SON, INC.	SUPPLIES	212.94
JOSTENS	SUPPLIES	24.90
K5 EVENT PLANNING & FUNDRAISING, LLC	SERVICES	1,500.00
KSB SCHOOL LAW, PC LLO	SERVICES	8,420.00
LAKESHORE LEARNING MATERIALS	SUPPLIES	223.04
LAQUINTA INNS & SUITES- KEARNEY	LODGING	556.00
MACKIN EDUCATIONAL RESOURCES	SUPPLIES	340.09
MANN, DOUG	SUPPLIES	219.98
MARK'S	SUPPLIES	82.00
MCI	TELEPHONE	14.10
METROPOLITAN UTILITIES DIST	UTILITIES	6,137.06
NASCO	SUPPLIES	247.45
NCSA	FEES	475.00
NCTM REGISTRATION SERVICES	FEES	1,725.00
NE ASSOC OF SCHOOL BOARDS	FEES	175.00
NE FUTURE PROBLEM SOLVING PROGRAM	FEES	280.00
NE PUBLIC HEALTH ENVIROMENTAL LABORATORY	SERVICES	15.00
NE STATE FIRE MARSHALL/BOILER DIV	SERVICES	180.00
NE WESLEYAN UNIVERSITY	FEES	287.42
ONE SOURCE	FEES	188.50
OREGON OWL PELLETS	SUPPLIES	180.00
ORKIN	SERVICES	309.98
PERRY,GUTHERY,HAASE & GESSFORD,P.C.,L.L.(	SERVICES	685.73
PHS ACTIVITY ACCOUNT	FUEL	2,914.83
PITSCO EDUCATION, LLC	SUPPLIES	973.94

Vendor Name	Invoice Description	Amount
PRAIRIE MECHANICAL CORPORATION	SERVICES	2,177.00
PRIME SECURED	SERVICES	1,535.00
Robertson, Tony	SUPPLIES	41.94
ROSSER LAWN CARE, INC.	SERVICES	6,195.00
Saunders, Ryan	REIMBURSEMENT	1,000.00
SIMPLIFASTER	SUPPLIES	1,870.94
SLP NOW, LLC	SOFTWARE	996.00
STUDENT TRANSPORTATION OF AMERICA	SERVICES	89,024.16
SUBURBAN NEWSPAPERS, INC	SERVICES	300.53
TEACHER DIRECT	SUPPLIES	1,927.66
TEAMBUILDR, LLC	SOFTWARE	5,760.00
U.S. BANK	SUPPLIES/FEES	3,928.35
ULEMAN ENTERPRISES INC.	SERVICES	281.41
UNO COLLEGE OF EDUCATION	FEES	6,000.00
VERIZON WIRELESS	TELEPHONE	319.44
VERNIER SOFTWARE & TECHNOLOGY	SUPPLIES	2,560.92
WEST MUSIC	SUPPLIES	115.60
ZTRIP NE	SERVICES	89.74
		250,750.34
NUTRITION FUND		
EFUNDS	FEES	34.95
GENERAL PARTS GROUP	SERVICES	681.96
GREATER OMAHA REFRIGERATION	SERVICES	2,160.46
		2,877.37
BUILDING FUND		
A.P.M. ARCHITECTURE, INC.	SERVICES	4,016.35
BOYD JONES CONSTRUCTION, CO.	SERVICES	1,140,781.14
OLSSON	SERVICES	2,840.00
PRIME SECURED	SERVICES	20,445.15
STAPLES ADVANTAGE	FURNITURE	5,599.93
		1,173,682.57

STUDENT & PARENT

HANDBOOK

SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS

23-24 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

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

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. Frank Staskiewicz, Jr.	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 following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Jacci Lucas
Title: Director of Special Services
Address: 765 Main Street, Springfield, NE 68059
Telephone: 402-592-1300
E-mail: jacci.lucas@spcsne.org

For further information on notice of nondiscrimination, visit http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm for the address and phone number of the office that serves your area or call 1-800-421-3481.

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 ofSpringfield 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 temporary illness or severe weather conditions make attendance impossible or impracticable.

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 can be found in district Policy 500: **Compulsory Attendance and Excessive Absenteeism** 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 will be absent for reasons that can be anticipated, such as routine medical appointments and school activities. Parents should make every attempt to schedule medical and other appointments after school hours when possible.

Students are obligated to:
1) Complete all class work in advance for any absence that can be anticipated.
2) Attend school a full day before attending practice or participating in a scheduled student activity except in cases of family emergencies or pre arranged absences.
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) Call 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

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. 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.

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 use cell phones or other electronic devices while at school, so long as they do so safely, responsibly and respectfully and comply with all other school rules while using these devices.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when permitted by law.

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.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (including things like texting, sexting, emailing, etc.) 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.

While on school property, at a school activity, or in a school vehicle, students may not use their cell phones or electronic devices to bully, harass, or intimidate any other person as governed by the student code of conduct.

Students shall be personally and solely responsible for the security of their electronic devices. The district is not responsible for theft, loss or damage of any electronic device, including any calls or downloads.

Students who violate this policy 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 meeting with the parent or guardian to discuss the rule 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.

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.

Closed Campus

The school campus is a closed campus. All students shall remain on the school campus during the hours that school is in session unless released by the building principal or building principal's designee. The building principal or designee will release a student only upon confirming that the student has permission from a parent or an authorized adult. Nothing in this policy shall prevent the school from sending a student home when the student is ill.

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 board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. 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 below.

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, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.

    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 School District's Title IX/504 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 to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:

a) Determine whether the complainant has discussed the matter with the staff member involved.

   1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.

   2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 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 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 involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.

4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.

   a) This appeal must be in writing.

   b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.

   c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.

5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint, 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) business 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 shall be promptly and thoroughly investigated.

d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.

e) There is no appeal from a decision of the board.

6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:

a) Determine whether the complainant has discussed the matter with the superintendent.

1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.

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 be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

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. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

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 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. Complaints filed (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
The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with a student's school performance, or (3) otherwise adversely affects a student's school opportunities. 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 at 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 unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator:: Jacci Lucas at 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 at 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 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.

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. Clothing that is torn, ripped, or cut.
7. Shirts, blouses, or other clothing worn unbuttoned, unzipped, or otherwise unfastened that exposes private area(s) and/or undergarments.
8. "Grubby clothes," those which are purposely torn or bedraggled or threadbare, dirty or disheveled.
9. Costumes and/or those clothes intended only for leisure, entertaining or special occasions.
10. 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.
11. Pants and shorts worn below the waist so as to expose undergarments including pants that drag on the floor.
12. Chains hanging or attached to pants or shorts.
13. Coats during school hours unless the student has permission from a faculty member.
14. Clothing with tears or holes that expose underclothes.
15. Students are prohibited from carrying blankets with them.

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 $1.95, 7-12 is $2.20, and TBD for adults.

Lunch

Lunch prices depend on the federal funding that the program receives. Lunch for K-6 is $3.35. Lunch for 7-12 lunch is $3.55 for students and TBD 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.

If a student has no funds available to pay for a meal, the student will 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.

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, Jacci 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 $10 annually per device. This fee is applicable for one academic school year. The fee should not exceed $30 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
*Non-Repairable or	**$50**	**$350 (full replacement**	Puck (Plug-In)	$10

Destroyed iPads		**cost)**		
Cracked iPad Screen (Remains Usable)	**$25**	**$350 (full replacement cost)**	Puck and Sync Cable	$20
iPads Repairs	covered	**50% of total repair bill**	School Issued Case	$30

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

Parents will have the option to pay the annual fee of $10. MacBooks do not have apple care therefore fees will be applied at the discretion of the district due to the incident.

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 over night 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 instrument.
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- $15, Drawing- $20, Painting -$20, Advanced Art-$25, Pottery-$25, 3D Art -$25
Art and shop classes and special projects, science classes	Appropriate clothing (non specialized attire) Goggles-1 pair provided per year. If lost or damaged, students are required to purchase a new pair.	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged, protective clothing for shop classes; approved protective googles 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-$20, Foods II-$30
Industrial Technology	Fees for general materials	Manufacturing Technology - $120 Year; Production Systems - $65; Technology Systems - $15, Intro to STS- $25, Woods I-$45, Woods II-$85
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 instrument.
Music Theory	Fees for general materials	$25
Photography	Fees for general materials	No more than $50 per year.
Physical Education classes	Appropriate clothing (non	Soft Soled/Tennis shoes and

	specialized attire)	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-$25
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	Required items include athletic undergarments (supporter, bra,

	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.	socks, and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.) Additional required items for particular sports or activities include: Basketball -- No additional, Football -- Mouthpiece, Golf -- Golf bag and clubs, Speech -- Dress attire; copies of research; Track -- No additional, Volleyball -- Volleyball knee pads, Wrestling -- No additional, Cheerleading and Flag Team Squads -- Shoes, approved uniforms (top & skirt; jacket), poms and other accessories
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 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,	Currently no dues required.

	meals and activities	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 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 instrument.

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 assessment 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 report 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) Student 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.

Unless otherwise authorized by board policy or law, students are prohibited from making audio or video recordings 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, unless the recording is made in a manner permitted by the school for members of the public. In such an instance, the students remain subject to the district's appropriate use and student discipline policies. For example, students are not prohibited from making recordings of an athletic event for their personal use similar to a parent or other patron are permitted, subject to other applicable board policy. However, this policy generally prohibits students from using smart-speakers or other devices which actively or passively create or transmit audio or video recordings, including Google Home, Amazon Alexa, Apple HomePod, and AngelSense devices.

An exception will be made to this policy if photographs or video recordings are necessary to accommodate a student's disability or are required by the student's Individualized Education Plan (IEP) or Section 504 Plan.

In no event shall photographs or video 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

Academic Lettering
A student in grades 9-12 is eligible for an academic letter if he/she achieves Honor Roll status in any three of the four quarters in a year.

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.

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 letter grades 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	Advances
PF	Proficient
PG	Progresing
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 7-11 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.

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:

Department	**Number of courses**	**Notes**
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
Electives	17	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 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 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.

Weapons and/or Firearms
Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

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 potential 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;
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;
g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
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 with regard to any long-term suspension, expulsion, or mandatory reassignment.

1. 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 for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;

    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.

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

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 hearing stage.

5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.

6. 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 officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.

7. 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). The school district will provide parents with copies of the relevant statutes upon request.

SECTION FOUR

Title IX Policy

It is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.

1. **Title IX Coordinator**

1.1. **Designation.** The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the "**Title IX Coordinator**." The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).

2. **Definitions.** As used in this policy, the following terms are defined as follows:

2.1. **Actual knowledge** means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

2.2. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

2.3. **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3–5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).

2.4. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

2.5. **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. 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.

2.6. **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

2.6.1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;

2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity;

2.6.3. **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:

2.6.3.1. **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.

2.6.3.1.1. **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.

2.6.3.1.2. **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

2.6.3.1.3. **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

2.6.3.1.4. **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

2.6.3.2. **Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

2.6.3.2.1. **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

2.6.3.2.2. **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent

2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a), which means violence committed by a person—

2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and

2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:

2.6.4.2.1. The length of the relationship.

2.6.4.2.2. The type of relationship.

2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.

2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a), which includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction receiving grant funding and, in the case of victim services, includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who—

2.6.5.1. is a current or former spouse or intimate partner of the victim, or person similarly situated to a spouse of the victim;

2.6.5.2. is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;

2.6.5.3. shares a child in common with the victim; or

2.6.5.4. commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.

2.6.6. **Stalking**, as defined in 34 U.S.C. § 12291(a), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

2.6.6.1. fear for his or her safety or the safety of others; or

2.6.6.2. suffer substantial emotional distress.

2.7. **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

3. Discrimination Not Involving Sexual Harassment.

3.1. **General Prohibition.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.

3.2. **Specific Prohibitions.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:

3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;

3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;

3.2.3. Deny any person any such aid, benefit, or service;

3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;

3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;

3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;

3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

3.3. **Complaint Procedure.** All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district's general complaint procedure, Board Policy 2006.

4. Response to Sexual Harassment

4.1. **Reporting Sexual Harassment.** Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District's Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

4.2. **General Response to Sexual Harassment.** When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this policy "education program or activity" includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district's response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

4.3. **Emergency Removal.** Nothing in this policy precludes the district from removing a respondent from the district's education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district so removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities

Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

4.4. **Administrative Leave.** Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

4.5. **General Response Not Conditioned on Formal Complaint.** With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.

5. **Grievance Process for Formal Complaints of Sexual Harassment**.

5.1. **General Requirements**.

5.1.1. **Equitable Treatment.** The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district's education program or activity. Remedies may include the same individualized services described in subsection 2.7 as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

5.1.2. **Objective Evaluation.** This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.

5.1.3. **Absence of Conflicts of Interest or Bias.** The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias

for or against complainants or respondents generally or an individual complainant or respondent.

5.1.4. **Training.** The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

5.1.4.1. **All District Employees and Board Members**. All district employees and board members will be trained on how to identify and report sexual harassment.

5.1.4.2. **Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators.** The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:

5.1.4.2.1. The definition of sexual harassment in subsection 2.6;

5.1.4.2.2. The scope of the district's education program or activity;

5.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and

5.1.4.2.4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

5.1.4.3. **Decision-Makers.** The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.6.

5.1.4.4. **Investigators.** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.

5.1.5. **Presumption.** It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

5.1.6. **Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

5.1.7. **Range of Possible Sanctions and Remedies.** Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.

5.1.8. **Range of Supportive Measures**. The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.

5.1.9. **Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

5.2. **Notice of Allegations.**

5.2.1. **Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:

5.2.1.1. A copy of this policy.

5.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

5.2.2. **Supplemental Notice.** If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.

5.3. **Dismissal of Formal Complaint.**

5.3.1. The district will investigate the allegations in a formal complaint.

5.3.2. **Mandatory Dismissals.** The district **must** dismiss a formal complaint if the conduct alleged in the formal complaint:

5.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;

5.3.2.2. Did not occur in the district's education program or activity; or

5.3.2.3. Did not occur against a person in the United States.

5.3.3. **Discretionary Dismissals**. The district **may** dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:

5.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;

5.3.3.2. The respondent is no longer enrolled in or employed by the district; or

5.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

5.3.5. Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

5.4. **Consolidation of Formal Complaints.** The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references

in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.

5.5. **Investigation of Formal Complaint.** When investigating a formal complaint and throughout the grievance process, the district will:

5.5.1. Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint;

5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);

5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;

5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;

5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the

proceedings, as long as the restrictions apply equally to both parties;

5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;

5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and

5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

5.6. **Determination Regarding Responsibility**

5.6.1. **Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).

5.6.2. **Exchange of Written Questions.** After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or

witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

5.6.3. **Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:

5.6.3.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;

5.6.3.2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;

5.6.3.3. Findings of fact supporting the determination;

5.6.3.4. Conclusions regarding the application of the district's code of conduct to the facts;

5.6.3.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and

5.6.3.6. The district's procedures and permissible bases for the complainant and respondent to appeal.

5.6.4. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

5.6.5. The Title IX Coordinator is responsible for effective implementation of any remedies.

5.7. **Appeals**. The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

5.7.1. **Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.8.2 below) 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, 34 C.F.R. part, 106, and Title IX.

5.7.2. **Grounds for Appeal.** Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:

5.7.2.1. Procedural irregularity that affected the outcome of the matter;

5.7.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

5.7.2.3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

5.7.3. As to all appeals, the district will:

5.7.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;

5.7.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;

5.7.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3–5.1.4.

5.7.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

5.7.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and

5.7.3.6. Provide the written decision simultaneously to both parties.

5.8. **Informal Resolution.** The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

5.8.1. Provides to the parties a written notice disclosing:

5.8.1.1. The allegations;

5.8.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;

5.8.1.3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and

5.8.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

5.8.2. Obtains the parties' voluntary, written consent to the informal resolution process; and

5.8.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

5.9. **Recordkeeping**.

5.9.1. The district will maintain for a period of seven years records of:

5.9.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;

5.9.1.2. Any appeal and the result therefrom;

5.9.1.3. Any informal resolution and the result therefrom; and

5.9.1.4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.

5.9.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

6. **Superintendent Authorized to Contract.** The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

7. **Access to Classes and Schools**.

7.1. **General Standard.** Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.

7.1.1. **Contact sports in physical education classes.** This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey,

football, basketball, and other sports the purpose or major activity of which involves bodily contact.

7.1.2. **Ability grouping in physical education classes.** This section does not prohibit grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.

7.1.3. **Human sexuality classes.** Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.

7.1.4. **Choruses.** The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.

7.2. **Classes and Extracurricular Activities.** The district may provide nonvocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.

8. **Athletics.** It is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.

8.1. **Separate Teams.** Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.

8.2. **Equal opportunity.** The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.

9. **Certain Different Treatment on the Basis of Sex Permitted.** Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of

sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

10. **Retaliation Prohibited.** Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

10.1. **Specific Circumstances**.

10.1.1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.

10.1.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

11. **Notification of Policy.** The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

12. **Publication of Policy.** The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

13. **Application Outside the United States.** The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

14. **Scope of Policy.** Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

SECTION FIVE

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, Fundraisers or in Competition with the National School Lunch and Breakfast Programs)

a. Except as otherwise allowed by the Nebraska Department of Education (NDE), all foods and beverages sold during the school day as part of a fundraiser or for any other purpose in competition with the National School Lunch and Breakfast Programs must meet the nutrition standards of those programs.

b. Fundraiser food or beverages are NOT exempt from the USDA Smart Snacks in School nutrition standards. Therefore, if food is sold as a fundraiser:

(1) It shall not be sold in competition with school meals in the food service area during the meal service.

(2) It shall not be sold or otherwise made available to students anywhere on school premises during the period beginning one half hour prior to the serving period for breakfast and/or lunch and lasting until one half hour after the serving of breakfast and/or lunch.

(3) The sale of food items during the school day shall meet the USDA Smart Snacks in School nutrition requirements

(4) This restriction does not apply to food sold during non-school 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.)

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
2023-2024

9	New Teacher Workshop
10	All Certified Staff Report
15	All Classified Staff Report
16	First Day of Classes

AUGUST 2023

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2024

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1-2	Winter Break No School
3	Teacher Work Day No School
4	1st Day of 2nd Semester
15	Martin Luther King Day No School

4	Labor Day - No School
29	Teacher In-Service No School

SEPTEMBER 2023

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

FEBRUARY 2024

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

14-15	Early Dismissal 1:25 PT Conferences
16	Comp Day - No School
19	President's Day No School

13	End of 1st Quarter
18-19	Early Dismissal 1:25 PT Conferences
20	Comp Day - No School

OCTOBER 2023

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MARCH 2024

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

8	End of 3rd Quarter
11-15	Spring Break-No School
29	No School

22-24	Thanksgiving Break No School

NOVEMBER 2023

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

APRIL 2024

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1	No School
26	Teacher In-Service No School

18	**NO LATE START** ***Non-Monday Start time***
18-19	Early Dismissal 1:25
20	Early Dismissal 11:25 1/2 Teacher Contract Day End of 1st Semester
21-29	Winter Break No School

DECEMBER 2023

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	**18**	19	20	21	22	23
24	25	26	27	28	29	30
31						

MAY 2024

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	**20**	21	22	23	24	25
26	27	28	29	30	31	

15	Last Day for Seniors
19	Commencement
20	***NO LATE START*** ***Non-Monday start time***
20-21	Early Dismissal 1:25
22	Early Dismissal 11:25 Last Day for Students
23	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	44 Student Days 45 Teacher Days
3rd Qtr	44 Student Days 46 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 2023-24 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)

EMERGENCY INFORMATION:

Student's Name | Parent/Guardian's Name(s)

Mailing Address | Home Phone

Father's Employer | Business Phone

Mother's Employer | Business Phone

Other Person Who May Be Contacted in Case of Emergency | Phone

Choice of Doctor | Phone

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-administrating 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

_____

SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS

2023-24



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. Jacci Lucas, Director of Special Services
Ms. Nichole Baugh, Director of Public and Community Relations
Mr. Frank Staskiewicz, Director of Technology
Mr. Doug Mann, Director of Maintenance

BOARD OF EDUCATION

Mr. Brian Wichman, President
Mr. Kyle Fisher, Vice President
Mrs. Brenda Guenther, Secretary
Mr. Brian Osborn, Treasurer
Mr. Lee Smith, Member
Mrs. Lisa Roseland, 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@spcsne.org 402-339-5052
Mrs. Sarah Svoboda, Counselor - sarah.svoboda@spcsne.org 402-339-5052
Mrs. Tren Svendsen, Office Manager - trendolyn.svendsen@spcsne.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

Twitter: @platteviewcent

Daily Bell Schedule:

Mondays	Late Start	Regular	Tues-Fri	Early Dismissal	1:25 PM
Period	*Times*	*Period*	*Times*	*Period*	*Times*
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
7th Lunch	12:03-12:33	5	11:47-1:01	Advisory	10:55-11:16
8th Lunch	12:46-1:16	7th Lunch	11:43-12:13	5	11:20-12:19
6	1:20-1:59	8th Lunch	12:31-1:01	7th Lunch	11:16-11:46
7	2:03-2:42	6	1:05-1:49	8th 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
Lynam, Jim	Math 8	james.lynam@spcsne.org
Kellsey McMahon	Special Education 8	kellsey.mcmahon@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
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
Thayer, Amy	Media Specialist	amy.thayer@spcsne.org
Kevin Thoendel	Band	kevin.thoendel@spcsne.org
Thomas, Tina	Science 8	tina.thomas@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.

• *Be on time for all classes.* Students who enter a classroom after a lesson has begun are interfering with the rights of others to learn and study. Punctuality is a habit that students must develop if they are to be successful in the world of work. This includes the first period of the day. Be on time for school!

• *Come to class with necessary materials.* A teacher should not have to delay instruction because a student comes to class unprepared. This interferes with the rights of others to learn and study.

• *Complete all in-class and homework assignments and meet all deadlines.* The full responsibility for student learning does not rest solely with the teacher. Educational efforts cannot be effective unless students participate in class and complete all assignments.

• *Obey school rules and school personnel.* No one has the right to interfere with the education of others. Rules are designed to allow a school to meet its obligation to educate students. Students are expected to obey rules and be courteous to everyone who works in our schools.

• *Cooperate with school staff.* Every community depends upon its citizens to uphold the rules by which everyone has agreed to live. Students have the responsibility to provide truthful information when asked by school authorities.

• *Respect the rights and property of others.* Respecting the rights and properties of others and demonstrating personal integrity should guide student behavior at school, on the way to and from school, and school sponsored events. Always be a good neighbor.

• *Respect public property.* Schools are a community investment and resource for young people. People who damage school property will be held responsible.

• *See that school correspondence to parents reaches home.* 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 7-8	iPad Set Up Days, ALL paperwork completed
August 9-15	Teacher Workdays
August 10	7th/8th Orientation and Digital Citizenship
August 16	1st day of School
August 30	School Pictures
September 4	Labor Day NO SCHOOL
September 29	NO SCHOOL - Teacher Professional Development Day
October 13	Mid-Semester
October 18/19	P/T Conferences 2-7:30 PM - Early Dismissal 1:25 PM
October 20	Teacher Comp Day - NO SCHOOL
November 22-24	Thanksgiving Break- NO SCHOOL
December 18 and 19	Early Dismissal 1:25 PM - Semester Finals
December 20	Early Dismissal 11:25 AM - Semester Finals
December 21-Jan 3	Winter Break - NO SCHOOL

Semester 2

January 4	1st day of 2nd Semester
January 15	Martin Luther King Jr. Day- NO SCHOOL
February 14/15	P/T Conferences 2-7:30 PM - Early Dismissal 1:25 PM
February 16	Teacher Comp Day - NO SCHOOL
February 19	President's Day - NO SCHOOL
March 8	Mid-Semester
March 11-15	NO SCHOOL - Spring Break
March 29 and April 1	Holiday Break - Easter
April 26	NO SCHOOL - Teacher Professional Development Day
May 20/21	Early Dismissal 1:25 PM - Semester Finals
May 22	Last Day for Students - Early Dismissal 11:25 AM - Finals
May 23	Teacher Work Day

Visitors

Parents and/or guardians are welcome at Platteview Central Junior High. Please check in at the office before moving about campus. Parents asking to visit a classroom in session are asked to contact the school office one day in advance to help with necessary planning. Students are NOT allowed to bring student visitors to school. Any visitor to 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 and students may not leave school grounds during regular school hours. The campus is also closed during lunch time. Students may leave during lunch time only if a parent signs them out and accompanies them off campus. Exceptions must be approved by the principal.

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 exams are completed, as scheduled.

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, puck, 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, Renaissance Studies, and Family Consumer Science.

7th Grade Course of Study

Subject	***Length of Course***
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
Back in Time I and II	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 if test scores, classroom performance, and teacher recommendation align. Parents, teachers, and administrators may be asked to participate in math course selection to ensure adequate placement.

8th Grade Course of Study

Subject	***Length of Course***
Pre-Algebra	Year
H.S. 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
Hollywood Books (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@spcsne.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. 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, 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)

Back In Time I: 1 Folder, pen/pencil

Back In Time 2: 1 Folder, pen/pencil

Choir: 1 Folder, 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

8th 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. 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: No additional supplies needed

Health: Notebook, pencil, iPad

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

Computer Science: iPad

Choir: 1 folder, 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 or binder

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

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

Watch List MSAP

Students who appear on our Monday Watch List three or more times after the first five weeks of each semester (D's and F's), will be asked to stay for MSAP during the week they are listed on the Watch List. Parents will be notified and asked to make transportation arrangements. Students that participate in athletics or clubs after school will go to MSAP prior to their activity.

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 assigned 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 - Computer Lab

All students at Platteview Central will have an opportunity to utilize our outstanding media center facility. Students will contact the person in charge of the media center to receive the necessary pass. The media center is designed to be used as a resource center for students. When students report to the media center, they should be business-like, possess paper and writing instrument(s), and display appropriate behavior throughout the entire period. Students who violate media center or computer room policies are subject to the loss of media center/ computer room 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 composed 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 Exploratory 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 Winter 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 judged 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 winning small prizes, including Runza Gift Card winners each month.

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. Other.

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 obeys instructions promptly and reports to the various areas assigned for safety. All classrooms have maps on where to go for safety and teachers will lead students to those areas of safety during a severe weather 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 or Saturday School.

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 the following week 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. Television will be notified as early as possible. PLEASE DO NOT CALL THE SCHOOL FOR INFORMATION ON SCHOOL CLOSINGS. If school is open during inclement weather, parents should decide whether or not their children should attend school. We will work with you on an excused absence.

Remote Learning

After three days of school cancellation for snow/severe weather, or any other reason, students will be expected to participate in Remote Learning from home through eLearning or other schoolwork as communicated by the Platteview Central principal.

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 - $3.55; Milk - $0.70; Breakfast - $2.20; 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 $20. 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	$10 per year, per student; $30 maximum per family, per year.
iPad Damage or Lost/Stolen iPad	$50 for severely damaged or broken iPad; $25 for cracked iPad (still usable); $300 for lost or stolen iPad
iPad Puck and Cord	$10 to replace damaged/lost/stolen cord * $10 to replace puck * $20 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

Springfield Elementary
Operations Guide
2023-2024

SPRINGFIELD
ELEMENTARY SCHOOL

Springfield Elementary School
940 Main Street
Springfield, NE 68059
(402) 253-2245

Springfield Platteview Community Schools

Board of Education

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

Administrative Office

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

Dr. Ryan Saunders	Superintendent
Mrs. Nichole Baugh	Director of Public Relations
Mrs. Jacci Lucas	Director of Special Services
Mr. Frank Staskiewicz, Jr.	Director of Technology
Mrs. Heidi Zierott	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

<table>
<tr><td>Monday:
● 9:10 Students enter the building
● 9:20 Tardy bell rings
● 3:20 K-6th Grades dismiss</td><td rowspan="2">Breakfast Served:
● Monday 8:45-9:15
● Tuesday- Friday 7:45-8:15</td></tr>
<tr><td>Tuesday-Friday:
● 8:10 Students enter the building
● 8:20 Tardy bell rings
● 3:15 Start to dismiss bus students
● 3:20 K-6th Grades dismiss</td></tr>
</table>

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.

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). 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 bus to get to the bus lane.

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 afterschool program (drop-in fees would be the responsibility of parents), and developing an alternative dismissal plan.

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.

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

- 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)
- Severe weather
- Medical appointments for the student or for a child whom the student is parenting.
- Death or serious illness of the student's family member
- Attending a funeral, wedding or graduation
- Appearance at court or for other legal matters
- Observance of religious holidays of the student's own faith

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 feels 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 Katrin Bishop at kidscare@spcsne.org.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 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.

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.

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 ($3.35 per meal)
    b. purchase an extra milk ($.70) cash.
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 $(TBA).

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 $1.95. 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 be 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 Wednesday of the month. During this time, Houses work on leadership skills, community service, conflict resolution, and much more.

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. **Picture Days for the 2023-2024 School Year: September 6th, 2023, with retakes on October 19, 2023.** 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.
- distractive 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.

A fee must be paid in order for students to use an iPad from Springfield Platteview Community Schools as part of our 1:1 iPad Initiative. ***The current fee is $10/student or a max $30/family annually. This fee is applicable for one academic school year.***

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

Claims	With Fee	Without Fee
Lost or Stolen iPad	**$300**	$350 (full replacement cost)
Non-Repairable or Destroyed iPads	**$50**	$350 (full replacement cost)
Cracked iPad Screen (Remains Usable)	**$30**	$350 (full replacement cost)
iPads Repairs	covered	50% of total repair bill

Additional Items	Replacement Cost
Sync Cable Only	**$10**
Puck (Plug-In)	**$10**
Puck and Sync Cable	**$20**
School Issued Case (K-3)	**$20**
School Issued Case (4-12)	**$30**

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, 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 south east 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 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 (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 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.

Any unauthorized or inappropriate use of a cellular 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. For 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. For 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 emergancy:

- 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 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 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 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 parent participation. The need for chaperones will be determined on an individual basis. At times chaperones will be asked to meet the students at the field trip location. 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/Guardians are asked to sign a form at the beginning of the school year giving permission for students to participate in field trips throughout the school year. Parents will be notified before each field trip as to the destination, date, and time of the trip. Students 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 equiment 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 Teammembers. Our Safety Patrol Team helps students cross the street safely at 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 Teammembers 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 Wednsdays. It could be one day per week, month, or school year. You are welcome to sign up for a hald 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 and sign up on our WATCH DOGS Sign Up!

A WATCH DOGS information and organzational meeting will be scheduled each fall so you can learn more about being part of our WATCH DOGs team!

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.

LABS
L.A.B.S. stands for Learning and Building Skills. LABS is a program to help students get additional help or get caught up on classroom work. L.A.B.S. was created to give students the opportunity to get help with organization, prioritization, make-up work and homework. We also reteach concepts that have been challenging for students. We meet from 3:25-4:00 p.m. Tuesday, Wednesday, and Thursday.

If a student meets the criteria of having three missing or late assignments in the last week or is earning an "F" or "Beginning" in a subject, the student will be assigned to L.A.B.S. for the next week. This opportunity is ongoing. Students who are currently earning a "D" or "Progressing" may choose to join LABS for extra help.

All of your child's assignments are tracked in Schoology. If you need to verify your student's assignments for the day, you can check Schoology.

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 2023-2024 School Year: October 18th-19th, 2023 (1:50-7:50) February 14th-15th, 2024 (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 addressing your child's learning style and the type, not the name, of the teacher that would benefit your child.
- 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 will 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

Springfield Elementary

Monday-Friday: ● 10:10 Students enter the building ● 10:20 Tardy bell rings ● 3:20 K-6th Grade dismisses	Breakfast Served: ● Monday 9:45-10:15 ● Tuesday-Friday 9:45-10:15

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.

2023-2024 SPCS School Calendar

Springfield Platteview Community Schools
2023-2024

9	New Teacher Workshop
10	All Certified Staff Report
15	All Classified Staff Report
16	First Day of Classes

AUGUST 2023

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2024

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1-2	Winter Break No School
3	Teacher Work Day No School
4	1st Day of 2nd Semester
15	Martin Luther King Day No School

4	Labor Day - No School
29	Teacher In-Service No School

SEPTEMBER 2023

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

FEBRUARY 2024

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

14-15	Early Dismissal 1:25 PT Conferences
16	Comp Day - No School
19	President's Day No School

13	End of 1st Quarter
18-19	Early Dismissal 1:25 PT Conferences
20	Comp Day - No School

OCTOBER 2023

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MARCH 2024

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

8	End of 3rd Quarter
11-15	Spring Break-No School
29	No School

22-24	Thanksgiving Break No School

NOVEMBER 2023

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

APRIL 2024

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1	No School
26	Teacher In-Service No School

18	**NO LATE START** ***Non-Monday Start time***
18-19	Early Dismissal 1:25
20	Early Dismissal 11:25 1/2 Teacher Contract Day End of 1st Semester
21-29	Winter Break No School

DECEMBER 2023

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	**18**	19	20	21	22	23
24	25	26	27	28	29	30
31						

MAY 2024

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	**20**	21	22	23	24	25
26	27	28	29	30	31	

15	Last Day for Seniors
19	Commencement
20	***NO LATE START*** ***Non-Monday start time***
20-21	Early Dismissal 1:25
22	Early Dismissal 11:25 Last Day for Students
23	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	44 Student Days 45 Teacher Days
3rd Qtr	44 Student Days 46 Teacher Days
4th Qtr	45 Student Days 47 Teacher Days
TOTAL	174 Student Days 184 Teacher Days

2023-2024 Preschool Calendar

Will be added once finalized

Springfield Elementary: Recommended and Optional Supply Lists
2023-2024 School Year

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)
- Headphones
- Travel-size hand sanitizer
- Plastic pencil box (8.5 x 5 at the most)

**Optional Supplies
- Box of Kleenex (each semester)
- Large Backpack
- Vinyl Rest Mat (49x21 Quad Fold)
- Clorox Wipes (Lg.)

First Grade

*Recommended Supplies
- Crayons (24)-2
- Scissors Fiskar 5"
- Sharpened No. 2 Pencils (12)
- 3 large Elmers glue sticks
- Pink Bevel Eraser
- Markers 8 count
- School Box
- Spiral Notebooks(1)

** Optional Supplies
- Schoolbag or Backpack
- Corded Headphones
- Box of Kleenex (each semester)
- 1 pack of black EXPO markers
- Hand Sanitizer

Second Grade

*Recommended Supplies
- 2 pkgs. Crayons (24)
- 2 pkgs. Markers
- Sharp Scissors
- 48 - #2 pencils sharpened
- 4 Elmers Glue Sticks
- 2 School Supply Boxes
- 1 Composition Notebook
- 1 Red Pocket folder

**Optional Supplies
- 2 Canisters Disinfectant Wipes
- 2 Boxes of Kleenex
- 1 Box of Magic Erasers
- Headphones/Earbuds
- Colored pencils

Third Grade

*Recommended Supplies
- Crayons (24 ct.) or Colored Pencils
- 1 Scissors (7.5")
- 24 No. 2 Pencils (Sharpened)
- 3 Erasers
- Washable Markers (8 or 10 ct.)
- 4 Elmers Glue Sticks
- 1 Pkg. Wide Rule Loose-leaf Paper
- 1 Plastic Pencil Box
- 3 Pocket Folders
- 2 Spiral Notebooks
- 2 Composition Notebooks

**Optional Supplies
- 2 Boxes of Kleenex, Clorox Wipes, Hand Sanitizer

Fourth Grade

*Recommended Supplies
- Scissors (Fiskar 7.25")
- Crayola Crayons only (24)
- #2 sharpened pencils (20+)
- Pocket folders (4) (no prongs or plastic folders)
- Red correcting pen (1)
- Colored Pencils
- Spiral Notebooks (4)
- Pencil top erasers
- Yellow Highlighters (1)
- Pencil box (no bag)
- Earbuds or headphones
- Black dry erase markers (2)

**Optional Supplies
- Box of Kleenex (each semester)
- Clorox Wipes
- One box of 5 oz. Dixie Cups
- Stylus

Fifth Grade

*Recommended Supplies
- Colored Pencils (12ct)
- Scissors (Fiskar 7")
- Sharpened, #2 pencils (12)
- Elmers 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 (12 count)
- Durable pencil box or bag
- Scissors (high quality like Fiskars 7.25)
- Sharpened pencils (24)
- Elmer's glue sticks (5)
- Colored markers (8)
- 1" 3-ring binder
- Regular black Sharpie
- Pencil top erasers
- 2 differently colored highlighters
- Reusable water bottle

*Optional supplies
- Headphones/ear buds
- Kleenex (1 box per semester)
- Expo markers
- Crayons
- Clorox wipes
- Hand sanitizer

Please do not bring trappers keepers

Revised 5/17/23

Springfield Platteview Community Schools

Westmont Elementary School
Operations Guide
2023-2024

Westmont Elementary School
13210 Glenn Street
Omaha, NE 68138
(402)-895-9602

Springfield Platteview Community Schools

Board of Education

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

Administrative Office

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

Dr. Ryan Saunders	Superintendent
Mrs. Nichole Baugh	Director of Public Relations
Mrs. Jacci Lucas	Director of Special Services
Mr. Frank Staskiewicz, Jr.	Director of Technology
Mrs. Heidi Zierott	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 operations guide. 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,

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

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SCHOOL DAY

Arrival and Dismissal Times

Monday: ● 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: ● 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: ● 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 entrance.. 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 pick up routine for the child. The office will notify the student's teacher. Please do not email staff about departure plans after the day has started. We don't always have time to check email and the information may not get where it needs to go if it is emailed. 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.

Additional Information:

- 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 parking area, 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.

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.

Excused Absences
The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian.
- 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)
- Severe weather
- Medical appointments for the student or for a child whom the student is parenting
- Death or serious illness of the student's family member
- Attending a funeral, wedding or graduation
- Appearance at court or for other legal matters
- Observance of religious holidays of the student's own faith

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 feel 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, Katrin Bishop, at kidscare@spcsne.org.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.

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. See page 33 of this document for the transportation request form.

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 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.

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 and practice good character traits.

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. Student Transportation of America at 402-884-4025.

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.

Lunch & Breakfast 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 ($3.35 per meal)
    b. purchase an extra milk ($.70) cash.
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 $4.00.

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 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.

Westmont Elementary School offers an optional before-school breakfast program. Breakfast is served at 7:45 a.m. each morning. The cost of breakfast is $1.95. 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.

Outdoor Education
Sixth graders have the opportunity to attend our outdoor education program each spring. They have the opportunity to bond with students from Springfield Elementary and meet the Platteview Central staff in attendance. The cost is between $60-$100 per student. Our PTO pays for half of this cost.

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. Pictures will be taken on August 31st and retakes are scheduled for October 12th. 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.

- distractive 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.

A fee must be paid in order for students to use an iPad from Springfield Platteview Community Schools as part of our 1:1 iPad Initiative. ***The current fee is $10/student or max $30/family annually. This fee is applicable for one academic school year.***

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

Claims	**With Fee**	**Without Fee**		**Additional Items**	**Replacement Cost**
Lost or Stolen iPad	**$300**	$350 (full replacement cost)		Sync Cable Only	**$10**
Non-Repairable or Destroyed iPads	**$50**	$350 (full replacement cost)		Puck (Plug-In)	**$10**
Cracked iPad Screen	**$30**	$350		Puck and Sync Cable	**$20**

(Remains Usable)		(full replacement cost)			
iPads Repairs	covered	50% of total repair bill		School Issued Case (K-3)	**$20**
				School Issued Case (4-12)	**$30**

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 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 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 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.

Any unauthorized or inappropriate use of a cellular 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 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 parent participation. The need for chaperones will be determined on an individual basis. At times chaperones will be asked to meet the students at the field trip location. 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/Guardians are asked to sign a form at the beginning of the school year giving permission for students to participate in field trips throughout the school year. Parents will be notified before each field trip as to the destination, date, and time of the trip. Students 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 a 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 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 an alternative recess activity or loss of other privileges, detention and/or other consequences.

Safety Patrol

Our safety patrol personnel 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 in 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, Mrs. Kelli Haynes, at (402) 339-3606 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, Ms. Kathleen Susman, at (402) 895-9602 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.

Learning and Building Skills Time (L.A.B.S.)
Sometimes fifth and sixth grade students get behind in their work or have trouble understanding certain concepts that have been taught in the classroom. L.A.B.S. was created to give students the opportunity to get help with organization, prioritization, make up work and homework. We also reteach concepts that have been challenging for students. We meet from 3:15-3:45 p.m. Monday-Wednesday or during lunch times.

If a student meets the criteria of having three missing or late assignments in the last week or is earning a “D” or “F” in a subject, he or she will be assigned to L.A.B.S. for the next week. This opportunity is ongoing.

All of your child’s assignments are tracked in Schoology. If you need to verify your student’s assignments for the day, you can check Schoology. You will need to communicate with your child to learn their username and password for Schoology. This will allow you to track this information on your own iPad, phone, 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. or 3:15 p.m. - 3:25 p.m. 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 October 18th/19th and February 14th/15th from 2 p.m. - 7 p.m. each night. You will be sent an email from PTC Fast to select a time to sign up for your students’ 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 enterhttps://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 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 regarding 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 addressing your child's learning style and the type, not the name, of the teacher that would benefit your child.
- 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 will 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

Monday-Friday: ● 10:00 Students enter the building ● 10:10 Tardy bell rings ● 3:05 K-1st Grades dismiss ● 3:10 2nd-6th Grades dismiss
Breakfast Served: ● Monday 9:45-10:05 ● Tuesday-Friday 9:45-10:05

Supervision will be on duty at 9:45 when a two hour 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.

2023-2024 SPCS School Calendar

Springfield Platteview Community Schools
2023-2024

9	New Teacher Workshop
10	All Certified Staff Report
15	All Classified Staff Report
16	First Day of Classes

AUGUST 2023

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2024

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1-2	Winter Break No School
3	Teacher Work Day No School
4	1st Day of 2nd Semester
15	Martin Luther King Day No School

4	Labor Day - No School
29	Teacher In-Service No School

SEPTEMBER 2023

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

FEBRUARY 2024

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

14-15	Early Dismissal 1:25 PT Conferences
16	Comp Day - No School
19	President's Day No School

13	End of 1st Quarter
18-19	Early Dismissal 1:25 PT Conferences
20	Comp Day - No School

OCTOBER 2023

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MARCH 2024

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

8	End of 3rd Quarter
11-15	Spring Break-No School
29	No School

22-24	Thanksgiving Break No School

NOVEMBER 2023

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

APRIL 2024

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1	No School
26	Teacher In-Service No School

18	**NO LATE START** ***Non-Monday Start time***
18-19	Early Dismissal 1:25
20	Early Dismissal 11:25 1/2 Teacher Contract Day End of 1st Semester
21-29	Winter Break No School

DECEMBER 2023

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	**18**	19	20	21	22	23
24	25	26	27	28	29	30
31						

MAY 2024

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	**20**	21	22	23	24	25
26	27	28	29	30	31	

15	Last Day for Seniors
19	Commencement
20	***NO LATE START*** ***Non-Monday start time***
20-21	Early Dismissal 1:25
22	Early Dismissal 11:25 Last Day for Students
23	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	44 Student Days 45 Teacher Days
3rd Qtr	44 Student Days 46 Teacher Days
4th Qtr	45 Student Days 47 Teacher Days
TOTAL	174 Student Days 184 Teacher Days

2023-2024 Preschool Calendar

School Supply Lists

WESTMONT ELEMENTARY SCHOOL
SUPPLY LIST FOR THE
2023-2024 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 Classic Color 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 16 oz. Bottle of Hand Sanitizer

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.)
1 Pair of Child Headphones for iPad

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 "Fun" Pocket Folders - of your own choice

****Optional Supplies**
Backpack or Bookbag
1 Pencil Box or Bag
1 Pack of Pencil Top Erasers
1 Pack of Wide Ruled Loose-Leaf Paper
3 Boxes of Kleenex
Clorox Wipes
1 pair of Child Headphones for Ipad

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-Sharpened
4 Pink Erasers
4 Two Pocket Folders (**red, green, blue, yellow)**
1 200 pg. Wide Ruled Composition Notebook
2 Clorox Wipes

****Optional Supplies**
Backpack or Bookbag
5 Dry Erase Markers
4 Boxes of Kleenex
1 Box of Ziploc Sandwich, Snack, Quart, or Gallon Size Bags
1 pair of headphones for iPad
1 Pack Wide Ruled Notebook Paper
1 16 oz. Bottle of Hand Sanitizer

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
5 - Two Pocket Folders (1 yellow, 1 green, 1 blue, 1 red, 1 orange)
1 Composition Notebook
1 pair of Child Headphones for iPad
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
Pencil Top Erasers

FIFTH GRADE

***Recommended Supplies**

Backpack or Bookbag
Notebook Paper (adequate for the year)
5 3-prong Folders with pockets
Markers
1 Scissors
Glue Stick
Crayons or colored pencils
Pencils(adequate for the year)
Erasers
1 Pack of Dry Erase Markers
Headphones/earbuds

****Optional Supplies**

stylus pen
personal pencil sharpener
Clorox wipes

SIXTH GRADE

***Recommended Supplies**

5 - Two Pocket Folders
1 1" 3 ring binder
1 Set of Fine Point Markers
Enough Pencils for the Year
10 Dry Erase Markers
1 Scissors
1 Small Pack of Pencil Top Erasers

****Optional Supplies**

Backpack/Bookbag
Colored Pencils
1 Glue Bottle and 2 Glue Sticks
4 Highlighters
Headphones/earbuds
1 Red Pen
2 Blue Pens
1 Large Eraser
Calculator
1 Box of Crayons
2 Large boxes of Kleenex
Clorox Wipes
*****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

****Optional Supplies**
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**

Transportation Form

Springfield Platteview Community Schools
BUS REQUEST FORM

Student Transportation of America
10201 Sapp Brothers Dr.
Omaha, NE 68138
402-884-4025
Assistant Manager: Chris Iske

Please return this form by August 4, 2023, if utilizing this bus service. IF you are not using the bus service, you may disregard this form. A bus service request form MUST be on file in order for your child to be eligible for bus service. When completed, please return this form to the address above OR your child's school.

Will your child ride the bus TO SCHOOL: YES NO

Will your child ride the bus home FROM SCHOOL: YES NO

Did you use STA bus service last year: YES NO

IF your child rode the bus last year, what route were they on? _____

Student's Name (one form per family)	School	Grade

Parents or Guardians _____

Address _____ City _____

Cell Phone #1 _____ Cell Phone #2 _____

Please specify directions to your location OR if this is a group pick up at one of the elementary schools:

_____

_____

Platteview High School
2023-24 Operations Guide









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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 8-13: **The School Day** (Bell Schedule, Arrival/Dismissal, Closed Campus, Lunch Expectations, Parking Lot Expectations, Personal Items, Student Fees, iPad Damage Fees, MacBook Costs)
Pages 14-29: **Scholastic Achievement** (Curriculum Guide, Class Load, 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 30-36: **Extracurricular Activities** (Definition, Extracurricular Code of Conduct, 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(INSERT LINK TO SPCS)

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.



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.

COLLABORATION ACADEMICS ATHLETICS FINE ARTS

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, Financial
Catherine Dodd, Administrative Assistant
Raina Dunston, Administrative Assistant
Bethany Stewart, Administrative Assistant

Department Chairs
Amie Christiansen, Special Education and Student Services
Jon Comine, Social Sciences
Alex Dostal, Mathematics
Kirsten Ehrke, World Languages
Jim Jennings, Career Education
Nick Crouse, Physical Education and Health
Michael Kersulov, Language Arts
Morgan Kroll, Performing and Visual Arts
Sarah Ortiz, Science



TROJANS

SPCS School Board



Brian Wichman, President
Kyle Fisher, Vice President
Brenda Guenther, Board Secretary
Brian Osborn, Treasurer
Lisa Roseland, Member
Lee Smith, 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, Frank Staskiewicz, Jr.
Director of Public and Community Relations, Nichol Baugh





Springfield Platteview Community Schools
2023-2024

9	New Teacher Workshop
10	All Certified Staff Report
15	All Classified Staff Report
16	First Day of Classes

AUGUST 2023

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2024

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1-2	Winter Break No School
3	Teacher Work Day No School
4	1st Day of 2nd Semester
15	Martin Luther King Day No School

4	Labor Day - No School
29	Teacher In-Service No School

SEPTEMBER 2023

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

FEBRUARY 2024

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

14-15	Early Dismissal 1:25 PT Conferences
16	Comp Day - No School
19	President's Day No School

13	End of 1st Quarter
18-19	Early Dismissal 1:25 PT Conferences
20	Comp Day - No School

OCTOBER 2023

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MARCH 2024

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

8	End of 3rd Quarter
11-15	Spring Break-No School
29	No School

22-24	Thanksgiving Break No School

NOVEMBER 2023

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

APRIL 2024

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1	No School
26	Teacher In-Service No School

18	**NO LATE START** ***Non-Monday Start time***
18-19	Early Dismissal 1:25
20	Early Dismissal 11:25 1/2 Teacher Contract Day End of 1st Semester
21-29	Winter Break No School

DECEMBER 2023

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	**18**	19	20	21	22	23
24	25	26	27	28	29	30
31						

MAY 2024

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	**20**	21	22	23	24	25
26	27	28	29	30	31	

15	Last Day for Seniors
19	Commencement
20	***NO LATE START*** ***Non-Monday start time***
20-21	Early Dismissal 1:25
22	Early Dismissal 11:25 Last Day for Students
23	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	44 Student Days 45 Teacher Days
3rd Qtr	44 Student Days 46 Teacher Days
4th Qtr	45 Student Days 47 Teacher Days
TOTAL	174 Student Days 184 Teacher Days

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
*Advisory	11:22	11:43
Period 5	11:47	1:01
Period 6	1:05	1:49
Period 7	1:53	2:37
Period 8	2:41	3:25

1st Lunch
11:43 - 12:13
2nd Lunch
12:31 - 1:01

TUESDAY • WEDNESDAY • THURSDAY • FRIDAY

MONDAY « LATE SART

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

1st Lunch
12:03 - 12:33
2nd Lunch
12:46 - 1:16

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
Period 6	10:34	11:06
Period 5	11:10	12:12
Period 7	12:16	12:48
Period 8	12:52	1:25

1st Lunch
11:06 - 11:36
2nd Lunch
11:42 - 12:12

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
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

NO LUNCH

11:25 AM • NO LUNCH • 11:25 AM

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.

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 one will be allowed to ride in the back of, or on the outside, of any vehicle.
-All passengers must be properly seated and wearing their seatbelt.
-**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

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.

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
Foundations of Art - $15
Drawing and Painting - $20
Advanced Art, Pottery, 3D Art - $25
Environmental Sustainability - $20

Woods 1 - $4
Woods 2 - $85
Foods 1 - $20
Foods 2 - $30
Material Science 1 & 2 - $25

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

iPad Damage Fees

A fee of $10 provides help in the coverage of expenses incurred if a student's iPad is damaged or lost. There is a $30 limit to this fee per family and the coverage is good for one academic year. Below is the coverage amounts provided:

Claims	With Fee	Without Fee		Additional Items	Replacement Cost
Lost or Stolen iPad	**$300**	$350 (full replacement cost)		Sync Cable Only	**$10**
Non-Repairable or Destroyed iPads	**$50**	$350 (full replacement cost)		Puck (Plug-In)	**$10**
Cracked iPad Screen (Remains Usable)	**$25**	$350 (full replacement cost)		Puck and Sync Cable	**$20**
iPads Repairs	covered	50% of total repair bill		School Issued Case	**$30**

MacBooks are made available to Juniors and Seniors when they are necessary for use in a specific class. Costs for MacBooks are the full value of replacement or repair with a cap of $75 per incident.

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: INSERT LINK TO 23-24 CURR GUIDE

Class Load

Students in grades 9-10 are required to carry a **minimum of seven 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 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 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.

Open Periods

Senior Open Periods:

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

- A minimum of a 2.50 cumulative grade point average during the preceding semester.
- 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 five (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 doing 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, a 10th-12th grade student must meet (and maintain) all of the following qualifications:

- A minimum of a 2.67 cumulative unweighted grade point average (no rounding) during preceding semester.
- No more than 5 tardies the previous semester.
- No discipline referrals resulting in the student being suspended (in-school or out-of-school) the previous semester.
- Must remain in good standing throughout the semester.
- 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 opportunity to regain good standing. 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 requires 49 credits to complete graduation requirements. Listed below are specific credits required from individual departments. An additional 17 elective credits are needed to meet all graduation requirements.

Language Arts (8): To include English 9 (2) **or** Honors English 9 (2), English 10 (2) **or** Honors English 10 (2), English 11 (2) **or** Honors English 11 (AP Literature and Composition) (2), and any (2) classes offered to Seniors (Literature & Communication, Contemporary Literature, World Literature, Multicultural Literature, Intro to British Literature, Intro to American Literature.

Social Science (7): To include US History 9 (1), World History (2), US History (2) **or** *US History 1 (1) and *US History 2 (1), US Government (1) and a Social Science elective (1). ***Both are dual credit courses.***

Mathematics (6): To include math in succession. The typical path of succession is Algebra 1, Geometry and Algebra 2. Students are encouraged to take a fourth year of math. Course depends on the future path of study/career field.

Science (6): To include Biology (2), Chemistry 1 (1), Earth and Space Science (1), Physics 1 (1) and one additional semester of a Science elective (i.e. Chemistry 2,Physics 2, Material Science 1, Material Science 2, Anatomy/Physiology, Chemistry 2). Students pursuing a degree in any science related field at the college or university level are encouraged to take Chemistry 2 and Physics 2 as elective options.

Business (2): College & Career Readiness (1) and Personal Finance (1)

Physical Education (2): Any combination of (2) PE classes.

Health (1): Health (1)

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 due 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 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 3.75 or above, 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.

Merit Roll

This is an academic achievement at PHS for students who have achieved a grade point average of 3.50 or above. This recognition is given only at the end of the semester grading periods.

Academic Lettering

Students who have been named to the Honor Roll for four consecutive semesters may request recognition and an academic letter.

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. In the past, this has been included at Honors Night which occurs before the end of the academic term and therefore changes in the official list might occur after semester final grades are entered.





Extracurricular Activities



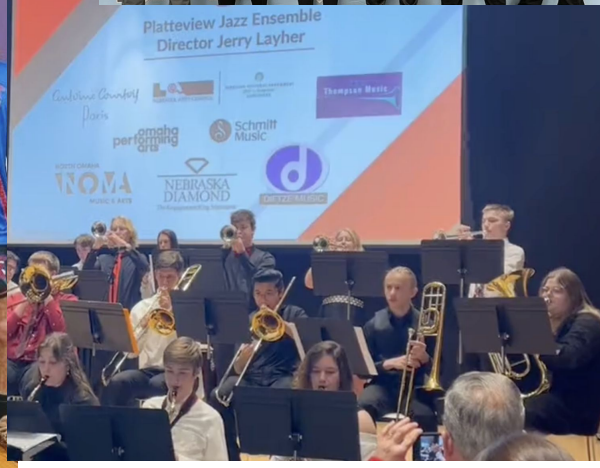












Definition

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.





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.

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 is 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.

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Admission of Students

Students shall be admitted to the school district who are:

- legal residents of the school district or otherwise entitled by Nebraska law to attend the schools of the district tuition-free;
- approved for option enrollment pursuant to policy;
- approved as foreign exchange students pursuant to policy;
- legal residents of a district that has contracted with this district for their educational services;
- statutorily entitled to attend the schools of the district on a part-time basis pursuant to policy; or
- out-of-state students who have been enrolled pursuant to policy.

Students who have been placed in a foster home within the school district are not residents of the district and will not be permitted to enroll unless the district has received a written determination from the Nebraska Department of Health and Human Services that it is in the best interests of the student not to attend his or her district of residence.

Prior to enrolling any student who is a ward of the state of Nebraska or a ward of any court, the district will ask to review a completed copy of the "Education Court Report Form" promulgated by the Nebraska Supreme Court's Commission on Children and Families in the Courts – Education Sub-Committee. If there is no such completed form, district staff will offer assistance to the appropriate responsible individual in securing the information necessary to complete the form as part of the district's enrollment process.

Except in adult education classes or when otherwise required by law, no student who is of 21 years of age or older, or who has earned a high school diploma or its equivalent will be allowed to be enrolled in or continue to attend school in the district.

Students who seek to enroll in the district must comply with each board policy, state statute and regulation that applies to their

situation. Grade level placement will be determined in accordance with district policy.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5002.1
Admission of Students Who Reside Out of the State of Nebraska

Students who reside in a state other than Nebraska must submit an application to enroll in the district at least three weeks prior to the beginning of the semester in which they wish to begin attending the district. Out of state students may not enroll mid-semester.

The administration will review each application and is authorized to admit out-of-state students whose academic history, disciplinary records, prior school community involvement and other relevant factors indicate that they will be successful in this school district. Those who have verified disabilities pursuant to the Individuals with Disabilities in Education Act or section 504 of the Rehabilitation Act will not be excluded from admission based solely on their disability. The administration may reject an out-of-state student when acceptance of the student:

- 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;

- Would require the procurement of new equipment, technology, or furnishings;

- Would cause or require the rearrangement of caseloads for staff and contracted professionals;

- Is reasonably deemed by appropriate school staff to pose a potential risk to the health or safety of students or staff;

- May pose a risk of adversely affecting the quality of educational services being provided to resident students, as determined by appropriate school staff.

The administration's approval or disapproval of an out-of-state student's application is final.

Out-of-state students who are admitted pursuant to this policy must meet the requirements of board policy 5002 and must comply with each board policy, state statute and regulation that applies to their situation. Once admitted, they will be subject to the same disciplinary rules and procedures as resident students. Students must reapply for admission prior to each semester. Re-admission may be denied for students who are not academically and/or behaviorally successful. Once admitted, out-of-state

students' grade level placement will be determined in accordance with district policy.

Out-of-state students are not entitled to transportation or reimbursement for transportation.

Out-of-state students will be charged tuition. The amount of tuition shall be no less than the average cost per pupil as determined by the previous year's financial report. Payment in full is due to the administrative building of the district on or before the first day of classes each semester. The tuition fee may be changed by the board of education prior to any semester with or without notice to the out-of-state student's family or resident school district.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5003
Admission of Part-Time Students

A student may be permitted to enroll on a part-time basis pursuant to this policy and applicable curricular practices when enrollment is appropriate for reasons that include but are not limited to the following: the student attends another education institution on a part-time basis; is enrolled for a limited number of credit hours needed to graduate; has a modified schedule because of a disability or as part of an individualized education plan; or is a student who resides in the school district but attends a private, denominational, or parochial school or a school that elects not to meet accreditation or approval requirements (referred to herein as an exempt school student or an exempt school, respectively).

Application for Enrollment. The parent or guardian of an exempt school student who is of appropriate age to attend school, is a resident of the school district, has not graduated from high school, and has not received a graduate equivalency diploma must meet all of the district's admission requirements and file an application for enrollment on forms provided by the school district by August 1 of the year of enrollment. For second semester high school courses, the application must be filed by December. For students who move into the district mid-semester, the application must be filed within 20 days of moving into the district. The administration shall review the application, determine whether to approve or deny it, notify the parent or guardian, and schedule enrollment at an educationally appropriate time in the building or attendance center of the administration's choice. Enrollment does not carry over from one school year to the next, and the parent or guardian of an exempt school student must apply for enrollment each school year.

Limitations Based on Resources. The enrollment of exempt school students is subject to limitations established by the district for grades, classes, courses, and programs based on the limited resources available to the school district. Full-time students shall be given priority for enrollment in grades, classes, courses, and programs.

The School Board establishes the following guiding principles for enrollment of non-public school students:

1. The primary school for a non-public school student is the student's private, denominational, parochial or home school.
2. Enrollment of a non-public school student in Springfield Platteview Community Schools is allowed for the purpose of providing enhanced educational opportunities not otherwise available to the non-public

school student. It is not to supplant programming of the student's primary school.
3. Non-public school students are not to be given priority over full-time students.
4. Non-public school students are to be enrolled only in programs or courses that are educationally appropriate for the student.
5. Enrollment of non-public school students is not to negatively affect the educational services to be provided to full-time students.

The School Board establishes the following specific policies and procedures for enrollment of non-public school students. In the event the specific policies and procedures require interpretation or do not fully resolve an issue, the above established guiding principles are to be considered.

Placement of Students. Exempt school students shall be placed in courses for which they have adequate preparation and which are determined to be educationally appropriate based on criteria that include, but are not limited to the student's age, achievement test scores, academic record, evaluation by school personnel and any other standards used by the district for the placement of students. Maximum Enrollment. Students may not enroll in more than 2 middle school or high school courses during any one semester. Elementary students may not enroll in programming of greater than 90 minutes of instruction each day.

Grades and Academic Honors. Exempt school students shall receive grades, report cards, and transcripts, but shall not be eligible to graduate, receive a diploma or qualify for class ranking unless they meet all district requirements for such including earning a sufficient number of credit hours and semesters of attendance.

Applicability of School Rules. Exempt school students are subject to all rules and standards of the board of education and administration as set forth in policy, handbooks or other communications, as well as the rules and directives of the building administration and teaching personnel. They must remain on the school campus during scheduled classes but must leave the school campus when not engaged in a course or course-related activity unless the course or course-activity requires their presence or the building principal approves their presence. Students who violate school policies, rules, or directives shall be subject to disciplinary procedures up to and including suspension and expulsion.

Extracurricular Sports and Activities. Students who are enrolled in a private, denominational or parochial school may not participate in

extracurricular sports and activities sponsored by the public school district if they participate in extracurricular sports and activities offered by the private, denominational or parochial school. Exempt school students may participate in extracurricular sports and activities if they are enrolled in at least 20 credit hours per semester, with at least 5 credit hours of enrollment in the public school district. All part-time students must also meet all other eligibility requirements set by the board, administration and coach/sponsor prior to participating and for continued participation in the sport or activity. This includes all eligibility and other requirements of the Nebraska School Activities Association and any other governing bodies for the activity.

Transportation. Part-time school students are not entitled to transportation or reimbursement for transportation to and from the school for class attendance purposes, unless required by law. Eligible part-time students are entitled to transportation to and from practices and extracurricular events to the same extent as the school district's full-time students, but part-time students must arrange their own transportation and arrive timely to the designated pick-up point for such transportation.

Option Enrollment. Students may not enroll on a part-time basis pursuant to the school's option enrollment program.

Adopted on: _____
Revised on: _____
Reviewed on: _____

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 shall mean 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 shall mean 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 shall mean the school district that a student chooses to attend other than his or her resident school district.

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 diagnosed 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 may approve late applications to option into the district under the following conditions:

i. When the resident district has released the student;

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;

b. 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.

10. 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 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 of Option Students

The board of education does not provide transportation services or mileage reimbursement for option-enrolled students unless previously approved by the board of education, or otherwise required by law.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5006
Foreign Exchange Students

The school district may accept a foreign exchange student on a non-tuition basis if the student is sponsored by an organized exchange program that is acceptable to the board of education, approved for enrollment, and resides with a host family that lives within district boundaries. The district limits approved foreign exchange students to two each school year.

A foreign student is not entitled to tuition-free schooling in the school district merely because he or she resides with a family within the district. The host family and/or sponsoring exchange program must file an application with the administration to enroll the student. In reviewing the application, the administration will consider the following factors:

- whether the student possesses a sufficient command of the English language;
- whether an appropriate program is available;
- whether the student meets the general admission requirements for the school; and
- such other factors as are relevant to the admission of the student.

Foreign exchange students who are accepted and enrolled will be subject to all policies and regulations governing the conduct and behavior of resident students.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5007
Enrollment of Expelled Students

The administration shall not enroll any student during the term of any known expulsion of the student from any public school in any state unless the board of education has approved the enrollment by a vote of a majority of the members of the board. The district shall not enroll any student during the known term of any expulsion of the student from a private school for an offense for which expulsion is authorized for a public school student unless the board has approved the enrollment by a vote of a majority of the members of the board. This policy does not require the board to take a vote on the enrollment application of any such student.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5008
Pregnant or Parenting Students

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.

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: _____

5009
Adult Education

The board authorizes the administration to design and implement adult education as appropriate to the needs of the community and the programs of the district. The specific courses offered and expenditures necessitated by the adult education program will be approved by the board on an ad hoc basis.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5010
Immunizations

1. General Rule

a. Each student wishing to enroll in the school district must be immunized as required by state law and the rules and regulations promulgated by the Nebraska Department of Health and Human Services in effect at the time of the student's enrollment.

b. The district is not responsible for the cost of such immunizations.

c. Any student who does not comply with this policy shall not be permitted to continue attending school.

d. The immunization records for the students enrolled will be maintained in the district's electronic record system and the district nurse shall share that information with the school's threat assessment and crisis teams as appropriate.

2. Exceptions

a. Provisional Enrollment

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

b. Immunization shall not be required if the student's parent or guardian submits one of the following to the superintendent of schools:

i. A statement signed by a medical professional stating that the required immunization would be injurious to the health and well-being of the student or any member of the student's household; or

ii. An affidavit signed by the student or a legally authorized representative of the student, stating that the immunization conflicts with the student's sincerely held religious beliefs.

c. 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.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5011
Physical Examination and Visual Evaluation of Students

I. Physical Examination

The following students shall provide evidence of a physical examination by a qualified healthcare provider:

- all incoming students in the beginner grade;
- students in seventh grade; and
- all out-of-state transfer students.

Evidence of a physical examination must be dated no more than six months prior to entrance

II. Visual Evaluation for Students

The following students shall provide evidence of a vision evaluation by a qualified vision health care provider:

- all incoming students in the beginner grade and
- all out-of-state transfer students

The health care provider must test the student for amblyopia, strabismus and internal and external eye health, with testing sufficient to determine visual acuity. Evidence of a visual evaluation must be dated no more than six months prior to entrance.

Parents or guardians who wish to receive information regarding free or reduced-cost visual evaluations may contact Kids Connection at (877)-NEB-KIDS or the Nebraska Optometric Association at (800) 766-4466.

III. Objection to Examination

Any parent(s) or guardian(s) who object to a physical and/or vision examination and evaluation must submit a signed and dated refusal form to the school.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5012
Testing and Assessment Program

I. Basic Testing and Assessment Program

The school district will use a basic testing and assessment program to evaluate the outcome of the educational program and to provide information needed in working with individuals. The program will be supplemented by such individual and supplementary tests as the needs of the educational program and the district indicate. The superintendent and designees will coordinate the program from Kindergarten through twelfth grade to provide continuity. Teachers are prohibited from engaging in any behavior that adversely affects the validity of test scores as a measure of student achievement. Teachers should consult with relevant board policies and district protocols assessment administration and security.

II. Accountability Reporting

Annually at a board of education's meeting, the superintendent of schools shall provide an annual written report as required by NDE Rule 10. The report shall be presented to the board and made available to the public. The report must contain the elements required by Rule 10, including but not limited to: student academic performance as reported to NDE (demographics, achievement, educational input characteristics, as defined in section 005.02 of Rule 10); school system demographics; school improvement goals and progress; and financial information about the school district. Building level results will be reported only to appropriate staff for review, goal setting, and intervention as needed.

This report shall not include any individual test scores or assessment, but individual student test scores or assessment results will be reported to the student's parents or legal guardian(s). If the school has fewer than ten students in the grades being reported, or if reporting would allow for the identification of students because they all had comparable scores, no public reports of student performance are provided for those grades.

A comprehensive evaluation of the district shall be conducted at least once every five years using instruments and guides approved by NDE.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5014
Homeless Students

1. General Policy. The District will provide tuition free education for homeless children and youth who are in the district and accord them the educational rights and legal protections provided by state and federal law. Homeless children and youth shall not be stigmatized or segregated on the basis of their status as homeless and shall have access to the same services offered to other students. It is the intent of this policy to remove barriers to the enrollment and retention of homeless children and youth in the District.

2. Homeless Liaison. The District's homeless liaison is Special Services Director, Jacci Lucas. Students in homeless situations who require assistance should contact the liaison at 402-592-1300 or in person at our District office at 765 Main Street. The liaison's responsibilities include:

a. Ensuring homeless children and youth are identified through coordination with the Nebraska Department of Education, community groups, and other school personnel;
b. Receiving training regarding state and federal law governing homeless children and youth;
c. Ensuring homeless children and youth and their families are referred to appropriate health care, housing, and other relevant service providers and programs available in the community;
d. Assisting other District personnel to work with homeless children and youth and their families on regular attendance, participation in programs and activities of the District, and completing academic work to meet academic standards of the District;
e. Assisting homeless children and youth and working with other District employees to prepare for and improve college readiness, including assistance with applications, selection, financial aid, and status verification for purposes of the Free Application for Federal Student Aid; and
f. Carrying out other aspects of this policy.

3. Definitions

a. "Homeless children and youth" means individuals who lack a fixed, regular, and adequate nighttime residence and includes:

i. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;

ii. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

iii. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

iv. Migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

b. The term "homeless" or "homeless individual" does not include any individual imprisoned or otherwise detained by an act of Congress or by state law.

c. "Child" and "youth" refers to persons who, if they were children of residents of the District, would be entitled to a free education.

d. The term "unaccompanied youth" shall mean a homeless child or youth not in the physical custody of a parent or guardian.

e. "School of origin" means the school that the child or youth attended when permanently housed, or the school in which the child or youth was last enrolled.

4. **School Stability and Enrollment.** Generally, the District presumes that keeping a homeless child or youth in their school of origin is in the child's best interest unless it is contrary to a request of the child's parent, guardian, or in the case of an unaccompanied youth, the youth. The District will also consider factors including, but not limited to: the impact of mobility on achievement, education, health, and safety of the child.

5. **Strategies to Address Enrollment Delays.** In order to address enrollment delays resulting from homelessness, the school district shall immediately enroll homeless students even if they are unable to produce

records normally required for enrollment such as immunization and medical records, residency documents, birth certificates, school records, or other documentation, or guardianship documents. The school district shall immediately contact the school last attended by the student to obtain academic and other records. The school district's homeless liaison shall assist in obtaining necessary immunizations, or immunization or medical records.

6. **Transportation.** Transportation shall be provided to homeless students to the extent required by law and comparable to that provided to students who are not homeless. At the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison), transportation shall be provided to and from the school of origin as follows:

    a. If the homeless child or youth continues to live in the area served by the school district, the child's or youth's transportation to and from the school of origin shall be provided or arranged by the school district.

    b. If the homeless child's or youth's living arrangements in the area served by the school district terminate and the child or youth, though continuing his or her education in the school district, begins living in an area served by another school district, the school district and the new school district in which the homeless child or youth is living shall negotiate to agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school district. If the districts are unable to agree, the responsibility and cost for transportation shall be shared equally.

7. **Records**. The District will maintain and respond to requests for enrollment records for homeless children or youth consistent with its record policies and state and federal record laws. Any information about a homeless child's or youth's living situation shall be treated as a confidential education record and shall not be deemed directory information.

8. **Dispute Process.** If a dispute arises over school selection or enrollment in a school:

    a. The child or youth shall be admitted immediately to the school in which enrollment is sought, pending resolution of the dispute;

b. The child, youth, parent, or guardian shall be referred to the district's homeless liaison who shall carry out the dispute resolution process within (30) thirty calendar days after receiving notice of the dispute;

c. The parent or guardian of the child or youth or, in the case of an unaccompanied youth, the youth, shall be provided with a written explanation of the school's decision regarding school selection or enrollment, including the rights of the parent, guardian, or unaccompanied youth to appeal the decision within (30) thirty calendar days of the time such complaint or dispute is brought.

d. In the case of an unaccompanied youth, the homeless liaison shall ensure that the youth is immediately enrolled in the school in which enrollment is sought pending resolution of the dispute.

9. Appeal Process

a. **Nebraska Department of Education.** If the Complainant is not satisfied with the written decision of the District after the dispute resolution process, the Complainant may appeal the decision of the District to the Commissioner of the Nebraska Department of Education within (30) thirty calendar days of receipt of the decision from the District, pursuant to Nebraska Department of Education Rule 19.

b. **State Board of Education**. If the Complainant is not satisfied with the decision of the Commissioner, the Complainant may file a Petition with the State Board of Education within (30) thirty calendar days of the receipt of the decision of the Commissioner pursuant to Nebraska Department of Education Rule 19.

Adopted on: _____
Reviewed on: _____
Revised on: _____

5015
Protection of Pupil Rights

The Board of Education respects the rights of parents and their children, and has adopted this policy in consultation with parents to comply with the federal Protection of Pupil Rights Amendment (PPRA).

1. Surveys

a. Surveys Created by a Third Party

i. This section applies to every survey:

(1) that is created by a person or entity other than a district staff member or student;

(2) regardless of whether the student answering the questions can be identified; and

(3) regardless of the subject matter of the questions

ii. Parents have the right to inspect any survey created by a third party before that survey is distributed to their student.

b. Surveys Requesting Particular Sensitive Information

i. Sensitive information shall include:

(1) Political affiliations or beliefs of the student or the student's parent(s);

(2) Mental or psychological problems of the student or the student's family;

(3) Sexual behavior or attitudes;

(4) Illegal, anti-social, self-incriminating, or demeaning behavior;

(5) Critical appraisals of other individuals with whom respondents have close family relationships;

(6) Legally recognized privileged or analogous relationships, such as those of lawyers; physicians, and ministers;

(7) Religious practices, affiliations, or beliefs of the student or student's parent(s); or

(8) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.

ii. No student shall be required to submit to a survey, analysis, or evaluation that requests sensitive information.

iii. If a survey requesting sensitive information is funded, in whole or in part, by a program administered by the U.S. Department of Education, the school district must obtain the written consent of a student's parent(s) before the student participates in the survey.

iv. School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey (created by any person or entity, including the district) containing any sensitive information.

v. Parents have the right to inspect any survey which requests sensitive information before that survey is distributed to their student.

c. Survey Inspection Requests

i. School officials shall inform parents of their right to inspect surveys requesting sensitive information before the surveys are distributed to any student.

ii. All survey inspection requests must be in writing to the building principal and delivered to the building principal prior to the date on which the survey is scheduled to be administered to the students.

iii. The principal shall respond to survey inspection requests without delay.

2. Invasive Physical Examinations

a. The term "invasive physical examination" means:

i. any medical examination that involves the exposure of private body parts; or

ii. any act during such examination that includes incision, insertion, or injection into the body; and

iii. does not include a hearing, vision, or scoliosis screening.

b. Parents may refuse to allow their student to participate in any non-emergency, invasive physical examination or screening that is:

i. required as a condition of attendance;

ii. administered by the school and scheduled by the school in advance; and

iii. not necessary to protect the immediate health and safety of the student, or of other students.

c. This policy does not apply to any physical examination or screening that:

i. is permitted or required by an applicable state law, including physical examinations or screenings that are permitted without parental notification;
ii. is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 *et seq*.)
iii. is otherwise authorized by Board policy.

3. Collection of Personal Information from Students for Marketing

a. The term "personal information" means individually identifiable information including:
i. student's and parent(s)' first and last name;
ii. home or other physical address;
iii. telephone number; and/or
iv. social security number.

b. No school official or staff member shall administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or for selling that information.

c. This policy does not apply to the collection, disclosure or use of personal information for the exclusive purpose of providing educational services to students, such as the following:
i. post-secondary education recruitment;
ii. military recruitment;
iii. tests and assessments to provide cognitive, evaluative, diagnostic or achievement information about students; and/or
iv. student recognition programs.

4. Inspection of Instructional Material

a. Definition
i. The term "instructional materials" means instructional content that is provided to a student regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet).
ii. The term does not include academic tests or academic assessments.

b. Parents may inspect, upon their request, any instructional material used as part of their child's education curriculum.

c. Curriculum inspection requests must be made to the building principal in writing.

d. Building principals shall respond to inspection requests within a reasonable amount of time.

5. Notification of Rights and Procedures

a. The superintendent shall notify parents of:

i. this policy and its availability upon request from the office of the district;

ii. how to opt their child out of participation in activities as provided for in this policy;

iii. the approximate dates during the school year when a survey requesting personal information is scheduled or expected to be scheduled; and

iv. how to request access to any survey or other material described in this policy.

b. This notification shall be given to parents as least annually, at the beginning of the school year and within a reasonable period after any substantive change in this policy.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5016
Student Records

The school district shall manage student records and reports as is necessary for effective administration and in compliance with law. In general "student records" shall not include transitory communications such as e-mail, text messages, handwritten communication between school and home, and the like, and these items will not generally be maintained by the district. "Student records" also shall not include any records created and maintained by the district's law enforcement unit for a law enforcement purpose.

For purposes of the district's compliance with state and federal law, the district "maintains" student records which are printed and kept in the student's physical file or which school district staff have intentionally saved within the official school district digital student information system that specifically identifies the student for whom those records are maintained. The school district may also use learning management systems, which deliver and manage instructional content. The school district maintains student records within its student information system but not in its learning management system. The official school district student information system is PowerSchool.

Each building principal will assign responsibilities for the preparation and maintenance of records and will ensure compliance with the applicable federal and state laws, regulations, and record retention schedules regarding their storage and use in the building. No "student record" or record required to be retained by the Nebraska Secretary of State's Record Retention Schedules applicable to the district will be destroyed unless it is first saved in a retrievable, digital format. This includes only records required to be kept by the applicable Retention Schedules and "student records" as defined by state and federal law, and this policy does not prohibit the district from following its record expungement procedures for all other records.

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. A school official may access, maintain, and use education records containing personally identifiable information (PII) when he or she has a legitimate educational interest in such. "School official" includes any agent, volunteer, or contractor performing an institutional service or function for which the school would otherwise use its own employees and who is under the school district's direct control with respect to their access to, maintenance of, and

use of PII from student records. For example, a school official may include, but would not be 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.

All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent or upon issuance of a valid court order.

The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law. This includes sharing 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.

Each year, the school district will notify parents and guardians of their rights

under this policy and the Family Educational Rights and Privacy Act.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5017
Routine Directory Information

The school district shall disclose the following as routine directory information pertaining to any past, present or future student who is, has been, or will be regularly enrolled in the district.

- 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 or 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.

Upon request, the district will provide military recruiters and institutions of higher education with the names, addresses, and telephone numbers of high school students unless a student's parents have notified the district in writing that they do not want this information disclosed without their prior written 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.

Within 30 days prior to or following the commencement of each school year and, for a new student who enrolls after the commencement of a school year, within 30 days following such enrollment, the district will notify parents and guardians each year of their rights under this policy and the Family Educational Rights and Privacy Act. Parents will be given an opportunity to prevent the release of this directory information by filing a written objection with the district.

When a student reaches 18 years of age, the permission or consent required of and the rights accorded to the parents or guardians of such student under this policy shall only be required of and accorded to such student. Within 30 days prior to or following the commencement of each school year and, for a new student who enrolls after the commencement of a school year, within 30 days following such enrollment, each school district shall notify each student who is at least 18 years of age or who will reach 18 years of age during such school year of (1) the option to make a written request to the school district that routine directory information for such student not be released in response to a request made by a military recruiter without such student's written consent and (2) that any such request made previously by a parent or guardian for such student expires upon the student reaching 18 years of age.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5019
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, either through communication from the school or through parental access to the district's student information system. 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, electronic communication, telephone calls, by personal contact or other appropriate method. 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. By providing the school district with their telephone number(s), parents agree to receive notifications from the school district's automatic notification system.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5020
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 unambiguously prohibits access to the records or child by either parent. 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.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5022
Investigations, Arrests, and Other Student Contact by Law Enforcement and Health and Human Services

The school district and its administrators and staff desire to maintain a positive working relationship with law enforcement officers and other representatives of governmental bodies in the discharge of their duties. However, this desire must be balanced against other equally important factors such as a student's legal rights, ensuring that a student's time spent in school is for education, and acknowledging that the school stands *in loco parentis* to the students.

"Law enforcement officer" means police officers, county sheriffs, state patrolmen, Health and Human Service workers, Child Protective Services workers, Office of Juvenile Services workers, probation officers, U.S. Immigration and Customs Enforcement (ICE) agents, Federal Bureau of Investigations agents, or any other government investigatory workers.

"Parent" means the biological or adoptive mother or father, guardian, responsible relative, or any other person who has claimed legal or actual charge or control of the student pursuant to Nebraska law or Title 92 Nebraska Administrative Code Chapter 19.

Law enforcement officers are encouraged whenever possible to talk to a student away from the school before or after school hours so as to cause as little disruption as possible to the student's education.

Law enforcement officers may be called to the school at the request of school administration, or they may initiate contact with the school for their own purposes. Contact between the school and law enforcement officers on matters involving students shall be made through the office of the superintendent or building principal and the law enforcement officer. All reasonable attempts should be made to avoid embarrassing the student before his or her teachers and peers, and to avoid disrupting the student's and school's education program. Any questioning by law enforcement officers that is permitted should be conducted in a private room or area where confidentiality can be maintained. This should be an area removed from observation by or contact with other pupils and school personnel.

School staff shall promptly notify the superintendent when a student is questioned, arrested, or removed from school grounds by law enforcement officers.

School Related Criminal Activity

This section applies to alleged or suspected criminal activity that 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.

Law enforcement officers will be allowed to contact and question students at school regarding school related criminal activity as provided below.

The building principal must be notified before a student may be questioned in school or taken from a classroom by law enforcement. The building principal should request identification of the officers, their affiliation with the identified law enforcement agency, and whether their purpose is to interview, interrogate, or take custody of the student.

The building principal will make reasonable attempts to contact a student's parent for their consent and/or presence before the student is interviewed. In the event that a parent cannot be contacted after reasonable attempts, the student will be questioned only if the law enforcement officer identifies emergency circumstances requiring immediate questioning. A building principal or designee shall be present for such questioning solely to further school purposes or avoid duplication of the investigative process. The student will be brought to a private room and the contact will be made out of sight of others as much as practicable.

If the student is suspected of criminal activity, it is the responsibility of the law enforcement officer to advise a student of his or her rights against self-incrimination.

The building principal shall document steps taken to notify parents, summarize the law enforcement activities, identify the actions taken by the District on behalf of the student, and any further contacts with law enforcement officer.

Non-School Related Criminal Activity

Law enforcement officials may not question students at school unless parental consent is obtained or the law enforcement authorities have a warrant or court order.

Taking a Student into Custody

Law enforcement officers seeking custody of a student must contact the superintendent or building principal. The principal will request the arresting law enforcement officer to provide a copy of the arrest warrant, written parental consent, court order, or other document giving authority to take the student into legal custody. If there is no document presented, the principal should obtain the officer's name, badge number identifying the law enforcement agency, date, time, the reason for the arrest, and the place to which the student is reportedly being taken. Whenever practicable, the arrest or release of the student should be conducted in a location and in a manner that minimizes observation by others.

When a law enforcement officer removes a student from the school, the building principal will take immediate steps to notify the parent about the student's removal and the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse.

Child Abuse and Neglect

When law enforcement officers seek to investigate reports of alleged child neglect or abuse regarding a student, the building principal shall obtain a proper identification from the authorities or officials. If a student interview is conducted on school grounds, the building principal or designee and such other school personnel as appropriate shall observe the interview.

If the law enforcement officer decides to remove the student from school, school officials shall provide the law enforcement authorities with the address and telephone number of the student's parent or guardian. The principal or other school official shall, as a condition of releasing the student to the law enforcement officer, require the officer to sign a statement certifying that the child is being removed from school premises because he or she is believed to be the victim of child abuse and that the officer understands and will comply with the legal requirements of Neb. Rev. Stat. § 79-294.

Student Records

Student records will be shared with law enforcement officers only as allowed by state and federal law.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5023
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 supports 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 make arrangements 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 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.

Parents must complete emergency information 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.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5024
Medication of Students

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:

1. **Prescription medication**

    a. Parents/guardians must provide a physician's written authorization for the administration of the medication.

    b. Parents/guardians must provide their own written permission for the administration of the medication.

    c. 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.

2. **Non-prescription medication**

    a. Parents/guardians must provide written permission for the administration of the medication

    b. The medication must be brought to the school in the manufacturer’s container.

    c. 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.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5025
Student Insurance

The school district is not an insurer of student safety, and parents are encouraged to secure insurance covering their students' healthcare needs, including catastrophic coverage for injuries which may be sustained while participating in athletics or other extracurricular activities. The school district may disseminate information about insurance plans available for purchase by parents for their students from third party vendors.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5028
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.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5030
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.

A copy of this policy shall be included in the student handbook.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5031
Student Appearance

Any manner of dress, hair style, make up, cleanliness, or personal appearance that constitutes a threat to the safety, health, welfare, or morals of the student or others; violates any statute; interferes with the education process, or school officials can reasonably predict will interfere with the education process; or causes or may cause excessive maintenance problems in the school, may be grounds for corrective or disciplinary action. The superintendent or designee may institute specific dress code regulations in any school consistent with board policy.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5032
Closed Campus

The school campus is a closed campus. All students shall remain on the school campus during the hours that school is in session unless released by the building principal or building principal's designee. The building principal or designee will release a student only upon confirming that the student has permission from a parent or an authorized adult. Nothing in this policy shall prevent the school from sending a student home when the student is ill.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5033
Student Driving and Parking

Students who drive to school are required to park their vehicles and leave them unoccupied until it is time to drive home. Follow the speed limit as posted. Students may not drive or have access to their vehicles during the school day without the express permission of their building principal or the superintendent of schools.

Students are to park appropriately and in the assigned areas on school property. Student parking shall not be permitted in bus loading zones. When the buses are loading or unloading, all vehicles must stop and wait for the loading or unloading process to be completed.

By driving a vehicle to school and parking on school grounds, students consent to having that vehicle searched by school officials if school officials have reasonable suspicion that such a search will reveal a violation of school rules.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5034
Handbooks

The student handbook is an extension of these policies and has the force and effect of board policy when approved by the board of education.

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.

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

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

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;
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;
    g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
    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: _____

5036
Lockers

Lockers are the property of the school district and students are permitted to use them without charge. 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.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5037
Student Internet and Computer Access

Students are expected to use computers 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/mp4 sharing systems.
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 forge electronic mail messages or web pages.

II. **Enforcement**

A. 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.

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

A. 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.

B. 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.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5039
Fundraising Activities

All fundraising activities shall require authorization by an administrator.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5040
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.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5041
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.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5042
Bulletin Boards

Bulletin boards and other electronic publishing spaces of the district may be provided for the use of students and student organizations for purposes of notifications related to student activities and student groups. The following general limitations apply to all posting or publishing:

1. All postings must be approved by the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.

2. All postings must identify the student or the student organization posting or publishing the notice.

3. Published material may be removed after a reasonable time.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5043
School-Sponsored Publications

School-sponsored student publications and electronic media productions are part of the school district's instructional program. The board of education supports the development of student communication skills through school-sponsored newspapers, annuals, magazines, and electronic media including computer, video and digital productions.

Student publications and productions must conform to all good scholastic and professional journalistic standards. The board delegates to the superintendent of schools the right to prohibit dissemination of any school-sponsored publication or media production that does not conform to these standards, or which the superintendent or designee deems inappropriate for the school environment.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5044
Safe Pupil Transportation Plan
and
Pupil Transportation Vehicle Driver Satisfactory Driving Criteria

It is the goal of the school district to provide safe, comfortable and reliable transportation for bus-riding school children.

1. Emergency Procedures

a) Mechanical breakdown

In the event of a mechanical breakdown, the driver will:

1) Stop the vehicle in a safe location

2) Keep passengers in the vehicle, if it is safe to do so

3) Take steps to warn motorists, by activating hazard lights and placing emergency triangles

4) Radio or call for assistance

b) Injuries/Medical Emergencies

If a student is seriously injured or suffers from a medical emergency, the driver will stop the vehicle at the first safe opportunity. The driver will provide emergency medical assistance in accordance with the driver's first aid training. The driver will notify the school district of the emergency using the radio or other communication equipment. The district will then summon emergency medical services by immediately calling 911 and notify administrative personnel.

c) Severe Weather

1) Tornadoes.

If the driver determines that there is likelihood that a tornado will hit the vehicle, and there is not an escape route available or time to drive to a safe location, the driver will evacuate the vehicle, taking only the first aid kit. The driver will take the students to the basement of a nearby building or to the nearest depression or ditch upwind (toward the storm) of the vehicle far enough away from the vehicle so that it will not roll over on the students. The driver should instruct students to cover their heads with their arms. If the students are wearing coats or jackets, they can be used to provide additional protection for their heads and bodies. If there is no time

to evacuate the students after stopping the vehicle, the driver should have the students remain in their seats and assume a protective position with their heads below window level.

2) Winter Weather

If the school district or driver determines that a trip is too dangerous to drive due to winter weather conditions, the district will cancel the trip.

Parents should ensure that students are appropriately dressed for winter conditions.

3) Floods or Standing Water

It is generally appropriate to drive through a small or regular amount of water that has accumulated from a normal or typical rainfall. However, drivers should not drive through water on the road if: the water is moving or has a current; there is dangerous debris in the water; the driver cannot determine the depth of the water or there is a known dip in the road which would create a deeper section of water; or if there is any other water condition that the driver determines is unsafe to drive through.

d) Weapons, Hazardous Materials and Dangerous Contraband

If a driver discovers that a passenger may have a weapon, hazardous materials or other dangerous contraband on the vehicle, he or she should remain calm and call for assistance. The driver should not inform passengers of the presence of the weapon or other contraband.

e) Unattended Items on or Near Pupil Transportation Vehicle

The driver shall check for unattended items on or near the vehicle as part of the exterior and interior pre-trip inspections. If circumstances make an item suspicious (because it is out of context, makes a noise, has visible wires, placement was witnessed, was hidden, has unidentified powders or putty-like substances, etc.), the driver shall not inspect, move, or otherwise touch the item. School staff will evacuate the area, then immediately report the item to the staff member's direct supervisor, a principal, or the superintendent. If the unattended item is not suspicious (it has the characteristics of lost or

misplaced property or of discarded trash, etc.), the driver may examine the item more closely. This may include looking inside the item, attempting to identify the owner, reviewing security camera footage, or talking to those nearby, and then taking appropriate action.

f) Terroristic Threat

If a driver receives a terroristic threat that he or she deems credible, he or she will notify the school district of the threat using the radio or other communication equipment. After consulting with school officials, the driver will determine whether the threat requires evacuation of the bus. The school will promptly notify the authorities of the threat.

For purposes of this policy, a terroristic threat is a threat to commit any crime of violence or to burn or damage property with the purpose of terrorizing another or of causing the evacuation of the bus or in reckless disregard of causing such terror or inconvenience

g) Emergency Incident Reports

Drivers will provide written documentation of any of the emergency events specified in this policy by completing the incident form attached hereto. This documentation must be submitted to the school administration within 24 hours of the event.

2. Drop-off

Drivers will drop students off at a location pre-determined through communication between the school district and parents/guardians. In the event the drop-off location is uncertain or appears to be unsafe, the driver will communicate with school staff in the building to seek additional guidance.

In no event will a driver drop a student off in a location which in the reasonable judgment of the driver appears to be unsafe. Drivers who believe the drop-off location to be unsafe shall release students directly into the custody of a parent/guardian or shall return students to their school building.

3. Evacuation of Students With Disabilities

The transportation supervisor, in consultation with bus drivers and members of the administrative team, shall develop a written emergency evacuation plan for each bus route. The plan shall

include an assessment of each student's ability to evacuate himself or herself as well as his or her ability to assist others. Disabled students should practice their evacuation skills as required of their non-disabled peers if possible during evacuation drills. Students or other individuals who will be assisting disabled students evacuate during emergencies should practice this skill during evacuation drills. Drivers or students who will be assisting with the evacuation process should be familiar with any equipment on the bus that would aid in the actual evacuation.

4. Student Behavior on School Vehicles

Riding school vehicles is a privilege, not a right. 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.

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) 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.

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:

1) Note home to parents

2) Suspension of bus riding privileges

3) Exclusion from extracurricular activities

4) In-school suspension

5) Short term or long term suspension from school

6) Expulsion

These consequences are not progressive or all inclusive, and school officials have discretion to impose 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.

5. Functional Capacity of the Driver

The superintendent or designee shall confirm a pupil transportation driver's functional capacity and ability to conduct the daily tasks and emergency evacuations required of such a driver by:

- Observing the driver complete the required daily tasks and emergency evacuations;
- Observing, questioning, and/or directing the driver to perform tasks in a manner that measures the basic visual, cognitive, and physical abilities to complete the required daily tasks and emergency evacuation; or
- Directing the driver to complete a functional capacity evaluation or assessment conducted by a qualified professional.

The superintendent or designee will remove the driver from duties as a pupil transportation driver if he or she determines that a pupil transportation driver is not functionally capable or able to conduct the daily tasks and emergency evacuations required of such a driver.

6. Satisfactory Driving Criteria.

The superintendent or designee shall annually review every pupil transportation vehicle driver's Nebraska Department of Motor Vehicles driving record before such a driver operates a pupil transportation vehicle.

Individuals who have been convicted of any of the following or who meet any of the following conditions will not be allowed to serve as a pupil vehicle transportation driver:

- If the citation or conviction occurred at any time:
  - Motor vehicle homicide; or
  - Driving under the influence – 3rd or subsequent offense.
- If the citation or conviction occurred within the last 10 years:
  - Driving under the influence of drugs or alcohol;

- Refusal to submit to a chemical test;
- Failure to render aid in accident the driver was involved in;
- Speeding 15 miles per hour or more above the posted speed limit;
- Reckless driving (willful or otherwise);
- Careless driving;
- Negligent driving;
- Leaving the scene of an accident; or
- Failure to yield to a pedestrian with bodily injury to the pedestrian.

- If the driver has accumulated 5 points or more under an operator's license point system within the last 4 years.

The superintendent designee has the discretion to prohibit school personnel from driving a school vehicle for a citation or arrest for the above offenses or any other offense or reason. The superintendent or designee will make the final determination about the ability of an individual to serve as a pupil vehicle transportation driver.

Pupil vehicle transportation drivers must inform the superintendent or designee of any citation or conviction related to their driving within 24 hours of its occurrence or at the beginning of the next school day, whichever is earlier.

7. Emergency Evacuation Drill Procedures for Students Who Ride in Small Vehicles.

For purposes of this policy, "small vehicle" shall have the same meaning as in Rule 91 from the Nebraska Department of Education.

In a small vehicle accident or emergency situation, the driver must use his other best judgment to decide what action shall be taken. The primary responsibility is pupil safety. In an emergency it may be necessary that the vehicle be evacuated.

Students who are transported in a Small Vehicle shall be instructed in safe riding practices and participate in emergency evacuation drills at least twice during each school year. These drills shall be conducted in an appropriate location.

Drills shall be conducted to address each of the following reasons that an emergency evacuation may be required:

- The vehicle is on fire, in danger of catching fire, or is close to an existing fire or highly combustible material. Passengers shall be evacuated at least 100 feet or more upwind from the vehicle.
- The vehicle is stopped at an unsafe location and unable to move. The driver shall use his or her judgment regarding the need to evacuate and the distance of the evacuation.
- The vehicle's final stopping position: is in the path of any train or adjacent to railroad tracks; could change and increase danger; or is such that there is danger of collision. The driver shall evacuate the vehicle and use his or her judgment regarding the distance of the evacuation.

The safety of students is of utmost importance and must be given first consideration. Absent extenuating circumstance, the driver will place the transmission in park, activate the hazard warning lights, set the emergency brake, turn the ignition off, and remove the ignition key prior to evacuation.

If possible, students should exit the vehicle on the side away from any roadway.

During an evacuation, students should generally be led to a safe place at least 100 feet off the road in the direction of oncoming traffic. If there is a risk from spilled hazardous materials, lead the students upwind of the vehicle at least 300 feet.

After evacuation, the driver should address any injured students and call 911, law enforcement, or other authorities or service providers as the situation dictates. The driver shall then promptly inform the school district about the emergency situation.

Drivers shall not leave the scene until appropriate transportation arrangements have been made for all students and he/she has been instructed by a member of the administrative team that he/she may leave.

The school may select, train, and prepare students to assist in evacuation in the event that the driver is incapacitated or

otherwise unable to direct the evacuation. Such training can include, but need not be limited to, turning off ignition switches; setting emergency brakes; summoning help; using windows for evacuation in emergencies; setting flags and reflectors or reflective triangles; directing the evacuation; and training with evacuation equipment.

Evacuation of Students with Disabilities

Drivers should assess each student's ability to evacuate himself or herself from a Small Vehicle as well as his or her ability to assist others. Disabled students should practice their evacuation skills as required of their non-disabled peers if possible during evacuation drills. Students or other individuals who will be assisting disabled students evacuate during emergencies should practice this skill during evacuation drills. Drivers or students who will be assisting with the evacuation process should be familiar with any specialized equipment in the vehicle and used by disabled students that would aid in the actual evacuation.

Emergency Equipment. Emergency equipment may include first aid kits, fire extinguishers, reflectors, flags, vehicle hazard lights, and other similar equipment. Drivers and students (as appropriate) should be made familiar with the purpose and use of this equipment during drills.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5046
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.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5048
Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (ANAPHYLAXIS)

School employees will comply with the requirements of Title 92, Nebraska Administrative Code, Chapter 59, and "Protocol: Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)". The district shall procure and maintain the equipment and medication necessary to implement the protocol.

The superintendent shall obtain the required signature(s) of one or more physicians licensed to practice medicine in Nebraska on the form entitled "Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)" ("Protocol"). The superintendent shall publish this policy and Protocol in each employee handbook.

The superintendent shall arrange to have a qualified medical person train employees, and for training updates as necessary.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5049
Firearms and Weapons

Weapons. No student 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. No visitor under the age of 18 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; or

2. Firearms that may lawfully be possessed by a person who is receiving instruction at the school under the immediate supervision of an adult instructor;

3. 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;

4. Firearms contained within a private vehicle ***operated by a nonstudent adult*** that are not loaded ***and*** are encased or are in a locked firearm rack that is on a motor vehicle; or

5. A handgun carried as a concealed handgun by a nonstudent adult 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, except as prohibited by federal law.

   Definition of Encased. The term "encased" means enclosed in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied, or otherwise fastened with no part of the firearm exposed.

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

1. The firearm or weapon has been brought to school grounds or to an activity or event off school grounds for some educational purpose;

2. The person bringing the firearm or weapon has requested and received the prior approval of both the instructor and the building principal to do so; and

3. All arrangements to use and store the firearm or weapon safely while it is on school premises have been agreed to and carried out.

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. Administrative and teaching personnel are statutorily authorized, without a warrant, to confiscate any firearm possessed in violation of this policy. By statute, 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 or weapon to school.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5050
Reporting Related to Exempt (Home) Schools

Students in Nebraska may choose to be educated at an exempt (home) school that meets the requirements of statute and the Nebraska Department of Education.

Pursuant to state law, the school district's administration will inform the appropriate agency of the names of all students who are school age and known not to be in attendance at a public, private, parochial or denominational school that has met the requirements for legal operation prescribed in statute and the rules of the Nebraska Department of Education.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5052
School Wellness Policy

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, Fundraisers or in Competition with the National School Lunch and Breakfast Programs)

a. Except as otherwise allowed by the Nebraska Department of Education (NDE), all foods and beverages sold during the school day as part of a fundraiser or for any other purpose in competition with the National School Lunch and Breakfast Programs must meet the nutrition standards of those programs.

b. Fundraiser food or beverages are NOT exempt from the USDA Smart Snacks in School nutrition standards. Therefore, if food is sold as a fundraiser:

(1) It shall not be sold in competition with school meals in the food service area during the meal service.

(2) It shall not be sold or otherwise made available to students anywhere on school premises during the period beginning one half hour prior to the serving period for breakfast and/or lunch and lasting until one half hour after the serving of breakfast and/or lunch.

(3) The sale of food items during the school day shall meet the USDA Smart Snacks in School nutrition requirements

(4) This restriction does not apply to food sold during non-school 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.)

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.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5053
Self-Management of Diabetes or Asthma/Anaphylaxis

Upon receiving the written request of a student's parent or guardian and the written medical authorization described in the applicable provisions below, , 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 (referred to herein as "medical condition").

A student with diabetes must obtain written authorization to self-manage from the student's physician. The plan for a student with diabetes will (a) identify the health care services the student may receive at school, (b) evaluate the student's understanding of and ability to self-manage his or her medical condition, (c) permit regular monitoring of the student's self-management by an appropriately credentialed health care professional, and (d) be signed by the student's parent or guardian and the physician responsible for the student's medical condition.

A student with asthma or anaphylaxis must obtain written authorization to self-manage from the student's physician or from the health care professional who prescribed the medication for treatment of the student's condition. The plan for a student with asthma or anaphylaxis will (a) identify the health care services the student may receive at school, (b) evaluate the student's understanding of and ability to self-manage his or her medical condition, (c) permit regular monitoring of the student's self-management by an appropriately credentialed health care professional, (d) include the name, purpose, and dosage of the prescription asthma or anaphylaxis medication prescribed for such student, (e) include procedures for storage and access to backup supplies of such prescription asthma or anaphylaxis medication, and (f) be signed by the student's parent or guardian and the physician or other health care professional responsible for the student's medical condition.

The plan will permit the students to self-manage his or her medical condition in any part of the school or on school grounds during any school-related activity, or in a private location. The parent or guardian of a student for whom such a medical management plan has been developed shall sign a statement acknowledging that (a) the school and its employees and agents are not liable for any injury or death arising from a student's self-management of his or her medical condition and (b) the parent or guardian will indemnify and hold harmless the school district and its employees and agents against any claim arising from a student's self-management of his or her medical condition. The student's parent or guardian will be personally responsible for any and all costs associated with

any injury to school personnel or another student resulting from the a student's misuse of necessary medical supplies.

The district may prohibit a student who is self-managing his or her diabetic condition from possessing medical supplies for self-management and may establish other necessary and appropriate restrictions or conditions when the district determines that the student has endangered himself, herself, or others through misuse or threatened misuse of such medical supplies. The district will promptly notify the parent or guardian of any such prohibition, restriction, or condition.

The district may impose disciplinary consequences on a student with asthma or anaphylaxis who uses his or her prescription asthma or anaphylaxis medication other than prescribed. These disciplinary consequences shall not include limitations on the student's access to necessary medication. The district will promptly notify the parent or guardian of any disciplinary action imposed.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5055
Enrollment in Kindergarten

A child must reach the age of five on or before July 31st of the calendar year to be enrolled in kindergarten. The school district will enroll a child who will reach the age of five between August 1st and October 15th of the year of enrollment if the parent or guardian requests such enrollment and provides an affidavit stating:

> (a) the child attended kindergarten in another jurisdiction in the current school year; or
> (b) the family anticipates relocating to another jurisdiction that would allow admission within the current year; or
> (c) the child has demonstrated through recognized assessment procedures approved by the board that he or she is capable of performing the work of kindergarten

The recognized assessment procedure(s) approved by the board are the Wechsler Individual Achievement Test- Fourth Edition (WIAT-4), Wechsler Preschool and Primary Scale of Intelligence- Fourth Edition (WPPSI-IV), Behavior Assessment System for Children- Third Edition (BASC-3).

The board delegates to the Director of Special Services responsibility for determining whether the conditions of this policy have been met. In order to enroll in kindergarten early, students must meet all components of the following: achieve a score at or above the 95th percentile in all areas assessed on the WIAT-4 and the WPSSI-IV, and achieve a score within the average range on all subscales of the BASC-3.

Each year, the district will have a Kindergarten Enrollment and Assessment Period ("Assessment Period"). Parents or guardians whose child is a legal resident of the district wishing to enroll pursuant to this policy must complete all requirements for enrollment no later than the end of the Assessment Period. The date, time, and location of the Assessment Period will be made available annually.

Parents or guardians of students who become legal residents of the district after the Assessment Period, and thus were unable to participate in the Assessment Period, must contact the Director of Special Services about registering and/or scheduling a time for assessment.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5056
Free Expression by Students

The board of education recognizes that students do not shed their constitutional rights at the schoolhouse gate. However, the board of education is responsible for balancing those rights against its responsibility to provide a program of education for students in this district. The board is authorized to preserve order so that the system may function properly.

Students may not engage in any expressive conduct that causes a material and substantial disruption to the educational program; that is lewd, obscene, profane, defamatory, threatening or contains "fighting words;" that advocates the use of substances that are illegal to minors; that incites violence or constitutes a "true threat;" or that urges the violation of law or school rules. Violators will be disciplined in accordance with law and board policy.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5059
Emergency Medical Treatment

If a child becomes ill or is injured while at school or while being supervised by a member of the school district's staff, the staff member shall take reasonable steps to render assistance and, when appropriate, summon medical assistance. Staff will notify a student's parent or guardian when a student needs medical attention.

The school district is not qualified under law to comply with directives to physicians limiting medical treatment and will not accept such directives. School district staff members will not honor "do not resuscitate/do not intubate" (DNR/DNI) orders, requests for transport to particular medical facilities, and any similar requests. Parents/Guardians must arrange for all such requests with rescue squad and medical providers directly.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5062
Lice and Nits

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.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5064
Supplement, Not Supplant

The district will use Title I, Title II, Title IV, and any other funds subject to Supplement, Not Supplant requirements as required by law. The district will use said funds to Supplement, Not Supplant, state and local funds that would, in the absence of such funds, be spent on Title programs. The district will ensure that Title funds will not be used to provide services which otherwise take the place of public education services that are to be provided to all students.

The district maintains records of the professional development provided at the district level that is funded with Title funds. The Superintendent will ensure that professional development is aligned with the needs of the district's Title programs. Title professional development will not duplicate that which the district provides for non-Title purposes which, in the absence of Title funds, would be provided to all staff.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5065
Bed Bugs

Students found to have bed bugs will be removed from the classroom and inspected by the school nurse/health office staff. Any bugs found should be removed and collected for identification. If an active bed bug is discovered, the student's parent(s) or guardian(s) will be notified, and prompt, proper treatment will be required. Any other students residing in the same household or otherwise at risk of infection should be inspected as soon as possible after the initial diagnosis.

The student will be excluded from school on the day of the diagnosis and will continue to be excluded from school until the parent(s) or guardian(s) have confirmed that successful treatment has occurred.

If bed bugs are found in a classroom or elsewhere in the building, the school will notify parent(s) and guardian(s) of all students so that the students' clothing and other belongings may be inspected before bringing them into the home. The school will not be closed due to a bed bug presence. If pest management is necessary, it will be provided to affected areas of the school.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5066
Early Graduation

General Policy. Students most effectively obtain the skills and experience necessary to graduate from high school by completing grades 9 through 12 over the course of 4 years. Unless otherwise permitted by Board policy or other applicable law, students must finish all 4 grade levels in order to graduate.

Requirements for Early Graduation. In unique circumstances, the Board may waive the four-year attendance requirement for high school graduation, provided that the student has met the requirements of this policy.

Students may graduate from Platteview High School in seven semesters provided they have met the following requirements:

1. Proof that the student will meet all academic requirements necessary to graduate on or before the proposed graduation date;
2. Earned 49 units of credit.
3. A grade of D or higher must be maintained in all courses used to fulfill graduation requirements.
4. A student must have an application regarding the approval or denial of their child's application.
5. Parents will receive written notification regarding the approval or denial of their child's application.
6. Seniors wishing to change graduation plans and remain in school the second semester shall:
    a. have a meeting with a counselor together with the parents/guardians.
    b. sign a statement that they will comply with the attendance requirement for the second semester.
    c. carry a minimum of 5 units.
7. In extremely rare instances, and in the best interest of the student and the school, it may occur that graduation at the end of six (6) semesters is desirable. In such cases there will be no compromise on the units required for this to occur. The principal, counselors, and student and parent or legal guardian will meet to review the individual case and the Superintendent would render a decision based on their recommendation. The decision is final and is not subject to review. The request for this extreme early graduation must be made by January 1 of the year in which they anticipate graduation

The student may submit any additional materials which support the student's efforts to graduate early. Such materials may include, but are not

required to include: letters of support from staff and community members; proof of admission in a postsecondary program; and/or any other materials which the student believes to support the student's application.

Miscellaneous

1. Early graduation terminates the student's relationship with the regular school program. The Nebraska School Activities Association prohibits any early graduate from competing in any interscholastic activity sponsored by the NSAA.
2. Early graduates will be considered graduates of the district at the time the Board confers such status upon them. Therefore, early graduates will no longer be considered members of the student body and will forfeit those rights and privileges accorded such students.
3. Early graduates are welcome to attend the Junior/Senior Prom.
4. Early graduates may participate in the annual spring Commencement program.
5. Early graduates become ineligible to participate in co-curricular activities which include cheerleading and drill team.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5067
Student Assistance Team or Comparable Problem Solving Team

Pursuant to the Rules of the Nebraska Department of Education, the school district uses a general education student assistance team ("SAT") or a comparable problem solving team ("Team"). The SAT or Team will use and document problem-solving and intervention strategies to assist teachers in the provision of general education and to meet the needs of students who may be struggling in the general curriculum or who are struggling to comply with the student code of conduct or to meet acceptable behavioral and social norms.

If the SAT or Team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation shall be completed. The referral shall comply with the requirements of the Rules of the Nebraska Department of Education.

All teaching staff must:

1) Support the SAT or Team process by appropriately referring students who may benefit from the SAT or Team process; and

2) Faithfully and consistently implementing the intervention strategies recommended by the SAT or Team.

The failure to support the SAT or Team process is a serious matter and may constitute just cause for terminating or canceling a teacher's employment.

Adopted on: _____
Revised on: _____
Reviewed on: _____

6001
School Organization

The school district shall be organized under a system whereby PreK - 6th grade shall be designated the elementary school, grades 7 through 8 shall be designated the junior high, and grades 9 through 12 shall be designated the high school.

Adopted on: _____
Revised on: _____
Reviewed on: _____

6002
School Calendar

The superintendent shall propose the calendar for each school year. The board will approve and/or amend the proposed calendar. The calendar shall provide for sufficient instructional time to meet or exceed the requirements of state statutes and regulations, and should provide time for staff orientation, in-service and curriculum work.

Adopted on: _____
Revised on: _____
Reviewed on: _____

6003
Instructional Program

1. The minimum number of instructional hours in the school year will be 1,080 for grades 9 through 12, 1,032 for grades 1 through 8, and 400 for kindergarten, exclusive of lunchtime.

2. The district may establish special programs for individual students that may deviate from these requirements. All special programs must either be adopted pursuant to applicable law or approved by the superintendent in advance. Prior to the district's commencement of a specialized program, the district will provide the student's parents or guardians with notice of the program.

3. The board, acting with the advice of the administration and certificated staff, will adopt a curriculum and procure textbooks and materials to support that curriculum. The administration and certificated staff will design instructional strategies and assessments to implement the curriculum.

4. To the extent possible, practice for, travel to, and participation in activities sponsored by the Nebraska School Activities Association and the Nebraska Department of Education will be scheduled outside of instructional time. Individual student absences because of illness or family-centered activities will be governed by district attendance policies.

5. The board intends to strike a sensible balance between the time spent on academics and time spent on extra-curricular activities, acknowledging that both work and play are important in each student's total development and education.

Adopted on: _____
Revised on: _____
Reviewed on: _____

6004
Curriculum Development

The board of education jealously guards its right, prerogative, and discretion to exercise local control of the curriculum development of the district to the greatest extent permitted by state and federal law, and has no intention of ceding such right, prerogative, or discretion.

The superintendent or his/her designee shall be responsible for providing and directing system-wide planning for curriculum, instruction, assessment and staff development.

The curriculum shall be standards-driven and accountability-based. The district's academic content standards shall be those required by the Nebraska State Board of Education in the subject areas of reading and writing (language arts), mathematics, and science only. The curriculum shall be articulated to include all programs and grade levels offered within the district, K-12 and, if applicable, shall include a preschool program. The curriculum shall reflect the comprehensive plan of the school district. All professional staff members are responsible for implementing the curriculum.

The superintendent or his/her designee will present this curriculum to the board for approval or modification.

The superintendent shall be responsible for establishing curriculum guides to articulate and coordinate the written curriculum, and to provide consistency of the written curriculum from one level of the district to the next. Curriculum guides shall provide for the development of the school district's curriculum and shall set academic standards, identify essential educational outcome criteria, and provide for the implementation, monitoring and evaluation of student learning.

Teachers are responsible for following the curriculum guides and teaching the written curriculum. Principals are responsible for monitoring the curriculum and evaluating teachers to ensure that they are teaching in compliance with the curriculum guides and written curriculum. The superintendent and his/her designee shall ensure that principals monitor the curriculum and evaluate teachers.

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.

Department	**Number of courses**	**Notes**
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
Electives	17	General Electives

Adopted on: _____
Revised on: _____

Reviewed on: _____

6006
Commencement Ceremony

The district shall conduct a commencement ceremony for members of the senior class at the end of the school year. Participation in the ceremony is a privilege, not a right, and the superintendent or his/her designee may prohibit students who have violated conduct rules from participating in the ceremony as a consequence for the misconduct.

Only those students who have completed all graduation requirements (i.e., completed the required coursework or achieved the goals set in the student's individual education plan) or who have received a certificate of attendance will be allowed to participate in commencement.

Adopted on: _____
Revised on: _____
Reviewed on: _____

6007
Senior Recognition

The school district will recognize the outstanding academic achievement of its graduating seniors in the following areas:

- Top 10 percent according to the student grade point average
- Current Member of National Honor Society
- Completion of Distinguished Diploma

Adopted on: _____
Revised on: _____
Reviewed on: _____

6008
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.

Adopted on: _____
Revised on: _____
Reviewed on: _____

6009
Grade Placement and Academic Credits of Transfer Students

Subject to a determination on grade placement based on the criteria set forth below, a student transferring from an accredited school generally will be placed at the grade level that is comparable to the placement in the school from which the student is transferring. Temporary placement may be made until a student's records are received to verify the placement.

Elementary Level Students

The appropriate level of placement for elementary level students may be determined by, but not limited to, consideration of the following information:

- Chronological age
- Previous public school or private school experience
- Diagnostic test data
- Achievement test data
- Criterion-referenced test data

Secondary Level Students

The appropriate level of placement for secondary students may be determined by, but not limited to, consideration of the following information:

- Chronological age
- Previous public school or private school experience and transcript
- Standardized achievement test data
- Criterion-referenced test data
- Final examination test data
- Diagnostic test data

The district will accept credits toward graduation that were awarded by an accredited school district and which, in the professional judgment of the administrative team, are sufficiently rigorous and comparable to the district's offered courses of study. A student transferring into the school district in grades 9-12 will be responsible for meeting all graduation requirement to be awarded a diploma from the district.

Students who transfer from an exempt (home) school and/or a non-accredited school may be awarded credits to be counted toward high school graduation requirements at the discretion of the building principal or designee in consultation with the superintendent of schools or designee. The principal will consider all of the factors listed above and will also consider the student's performance on the district's internal benchmark tests.

The district administration, in conjunction with the building principal, will determine the appropriate grade level/credit status of a student transferring from a foreign country.

Adopted on: _____
Revised on: _____
Reviewed on: _____

6010
Special Education

All children with verified disabilities who are eligible for special education services are entitled to a free appropriate public education and an equal opportunity for education according to their needs. The district will follow state and federal law as well as the rules and protocols created by the Nebraska Department of Education and the United States Department of Education in identifying, evaluating, verifying and serving students who may be entitled to rehabilitation or special education services.

The school district shall provide special education and rehabilitative services only to children with verified disabilities and qualifying conditions.

Adopted on: _____
Revised on: _____
Reviewed on: _____

6011
Fire Instruction and Prevention

The school district will provide regular periods of instruction in fire danger and fire prevention, and will observe State Fire Day.

Adopted on: _____
Revised on: _____
Reviewed on: _____

6012
Flag Display and Patriotic Observances

The district shall display the flags of the United States of America and the State of Nebraska prominently on the grounds of every school building each day that school is in session.

Each building principal shall be responsible for the care and display of the flags at his/her assigned building, and shall adhere to the rules and customs pertaining to the use and display of the flags as set forth in the United States Code.

Each day, at the time designated by the building administrator, staff shall ensure that students in grades PreK-12 will be led in the recitation of the Pledge of Allegiance in the presence of the flag of the United States of America Pupil participation in the recitation of pledge shall be voluntary. Pupils who elect not to participate shall sit or stand silently and must respect the rights of those students choosing to participate.

Adopted on: _____
Revised on: _____
Reviewed on: _____

6013
Teaching Controversial Issues

The ability to discuss, listen, and dissent are essential elements of responsible citizenship. The school district encourages students to develop skills in analyzing issues, respecting the opinion of others, distinguishing between fact and opinion, considering all pertinent factors in reaching decisions, and arriving at group decisions.

Teachers may teach or lead discussions about controversial issues if they comply with the criteria contained in this policy. Controversial issues may be questions, subjects, or problems which can create a difference of opinion. They can include issues which may have political, social, environmental, or personal impacts on pupils and/or the wider community: locally, nationally or internationally. Often they have no easy answer, in part, because solutions may be based on an individual's personal values and beliefs.

1. The issues discussed must be relevant to the curriculum and be part of a planned educational program.

2. Students must have free access to appropriate materials and information for analysis and evaluation of the issues.

3. The teacher must encourage students to consider and discuss a variety of viewpoints.

4. The topic and materials used must be within the range, knowledge, maturity, and competence of the students.

5. The teacher must inform parents and the building principal before discussing sensitive or controversial issues.

6. The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.

7. Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda of any kind through any classroom or a school device. However, a teacher shall not be

prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

Teachers who are unsure of their obligations under this policy must confer with their principal prior to discussing controversial issues in the classroom.

Adopted on: _____
Revised on: _____
Reviewed on: _____

6014
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.

Adopted on: _____
Revised on: _____
Reviewed on: _____

6015
Summer School

The school district may conduct a summer school program to provide additional educational opportunities for students who need remedial instruction and/or to enrich students' educational experiences. Students who successfully complete classes offered through the district's summer school program will earn credit toward high school graduation. Students will not be allowed to substitute a summer-school grade for a failing grade earned during the regular school year. If a student retakes a failing course and successfully completes the course, the original grade stands and the retake course is entered on the transcript as a second course.

Adopted on: _____
Revised on: _____
Reviewed on: _____

6016
Homebound and Off-Campus Instruction

The school district may provide a student with instruction in his or her home or other off-campus location under the following circumstances:

- if the student's IEP or 504 team determines that homebound instruction is appropriate;

- if the student is physically or mentally ill or injured and unable to attend regular classes and the superintendent or his/her designee had determined that a program of off-campus instruction is appropriate, after conferring with the student's parents, teacher(s) and/or physician; or

- under other circumstances which the superintendent deems to be appropriate.

Homebound and off-campus instruction may include a variety of in-person and distance learning services, as determined appropriate by the superintendent or relevant educational team. The superintendent or relevant educational team shall periodically review individual off-campus instructional programs and shall only continue them as long as they are educationally appropriate.

Adopted on: _____
Revised on: _____
Reviewed on: _____

6017
Homework

Homework consists of assignments made by teachers that students must complete during non-class time. Homework is intended to ensure student learning of certain concepts and/or skills found in the written and taught curriculum.

Teachers are encouraged to assign homework and must use their professional judgment in determining the length, difficulty, and student readiness to proceed with homework assignments.

Adopted on: _____
Revised on: _____
Reviewed on: _____

6018
Grades

The school will report student grades and/or academic progress to parents at least four times per year. The superintendent or his/her designee shall develop and implement student grading guidelines to be used by teachers. The objective of grading guidelines shall be to quantify and report the academic achievement of each student.

Adopted on: _____
Revised on: _____
Reviewed on: _____

6020
Multicultural Education

In every curriculum area and at all grades, the school district will provide programs which foster and develop an appreciation and understanding of the racial, ethnic, and cultural heritage of all students. These programs will allow students to explore the history and contributions made by various ethnic groups and will emphasize human relations, sensitivity toward all races, and the rich diversity of the population of the United States. The district's multicultural education curriculum will be consistent with the district's responsibility under state law to ensure that youth are given the opportunity to become competent, responsible, patriotic, and civil citizens. The district's civics curriculum and multicultural curriculum will work together to make students fully aware of the liberties, opportunities, and advantages we possess and the sacrifices and struggles through whose efforts these benefits were gained.

Philosophy, Mission, and Program Goals. The school district respects and appreciates cultural diversity and seeks to promote the understanding of unique cultural and ethnic heritage. The district will promote the development of a culturally responsible and responsive curriculum. The school district's program will explore the attitudes, skills, and knowledge necessary to function in various cultures.

District Guides, Frameworks, or Standards. Appropriate district staff and/or committee(s) will review the school district curriculum guides, frameworks, or standards to determine that they appropriately incorporate multicultural education.

Selecting Appropriate Instructional Materials. Appropriate school district staff and/or committee(s) will review instructional materials and make a recommendation regarding those that are appropriate for the school district's multicultural education program.

Providing Staff Development. Appropriate school district staff and/or committee(s) will review the staff development provided for administrators, teachers, and support staff to determine that it includes appropriate multicultural education that is consistent with school district and program goals.

Periodic Assessment. Appropriate school district staff and/or committee(s) will periodically review the school district's multicultural

education program by reviewing the criteria in this policy to assess whether the school district is adequately and appropriately incorporating multicultural education in all curriculum areas in all grades.

Annual Status Report. The superintendent will provide the board with a report on the status of the school district's multicultural education program annually.

Adopted on: _____
Revised on: _____
Reviewed on: _____

6021
District Criteria for Selecting Evaluators to be Used for Special Education Evaluation and Verification and Independent Educational Evaluations

The following criteria shall be used for selecting evaluators according to 92 Nebraska Administrative Code 51-006.07B:

1. Those in-state service agencies that have approved rates for the current year established by the Nebraska Department of Education. A list of service agencies with approved rates, including state agencies, individual providers, and in-state providers may be found at https://www.education.ne.gov/sped/service-agencies/.

2. Those Nebraska providers located within 100 miles of the building of the district where the child attends when driving by ordinary public roadways.

3. Evaluations must consider the educational, health, or other student records of the student provided by the district. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records unless disclosure is already authorized by state and federal law.

4. Evaluations must be provided to the district, including all educational, health, student, or other records created as part of or relied upon to complete the evaluation. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records unless disclosure is already authorized by state and federal law.

5. Evaluations must be conducted by a provider that is authorized, available, and willing to discuss, confer, or otherwise cooperate with the district regarding the evaluation, its results, or any other information related to the evaluation. Such cooperation may include reasonable participation in, or the submission of additional reports or information to, an IEP, MDT, or SAT team. Evaluators must make available to the district any documents or records created in relation to the evaluation, including evaluation and assessment protocols and responses, when the district determines in its sole discretion that such documentation is necessary in order to permit meaningful parental participation. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records or information unless disclosure is already authorized by state and federal law.

6. Evaluations must be sufficiently comprehensive for the evaluator to submit to the district a report that specifically details whether the student should be

considered eligible for special education and related services, the nature of special education and related services recommended to accommodate the student's suspected disability, and the particular facts or findings underlying the evaluator's conclusions. This report must be submitted to the district within 45 days after the conclusion of the evaluation.

7. Evaluations must meet the then-current state standards for reliability, research-based processes, and educational or professional best practices.

8. Reimbursement to any evaluator chosen in conformance with this policy shall not exceed the cost that would be charged by the school district's contracted providers for the same or substantially similar evaluation.

All special education evaluations, including those independently obtained at the district's expense, must be obtained in a manner consistent with the criteria set forth above, unless state or federal law requires waiver of one or more criteria in order to accommodate unique circumstances.

Adopted on: _____
Revised on: _____
Reviewed on: _____

6025
Student Cell Phone and Other Electronic Devices

Students may use cell phones or other electronic devices while at school, so long as they do so safely, responsibly and respectfully and comply with all other school rules while using these devices.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when permitted by law.

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.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (including things like texting, sexting, emailing, etc.) 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.

While on school property, at a school activity, or in a school vehicle, students may not use their cell phones or electronic devices to bully, harass, or intimidate any other person as governed by the student code of conduct.

Students shall be personally and solely responsible for the security of their electronic devices. The district is not responsible for theft, loss or damage of any electronic device, including any calls or downloads.

Students who violate this policy 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 meeting with the parent or guardian to discuss the rule 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.

Adopted on: _____
Revised on: _____
Reviewed on: _____

6026
Emergency Dismissal

The superintendent or his/her designee is responsible for determining when school and/or extracurricular activities should be canceled or dismissed due to severe weather or other emergency conditions. Coaches and/or sponsors may not conduct practices on days that school is canceled without first securing the superintendent's specific permission.

Adopted on: _____
Revised on: _____
Reviewed on: _____

6027
Field Trips

The board encourages instructional staff to incorporate field trips into the curriculum. These trips should normally be conducted during the school day.

1. General Conditions

All trips must be pre-approved by the teacher's building principal. Out-of-state and overnight trips require pre-approval by the board. The superintendent and principals will develop guidelines for approval of trips and communicate those guidelines to teaching staff.

2. Parental Permission

Each student must submit a signed parental permission slip prior to being allowed to attend a field trip. A new permission slip must be submitted for each trip. Caregivers, as that term is defined in the Nebraska Strengthening Families Act, shall be permitted to sign parental permission slips.

3. Supervision

Sponsoring teachers must ensure that students are adequately supervised and chaperoned by a responsible adult at all times during field trips. Whether paid staff or volunteers, chaperones are prohibited from drinking alcoholic beverages of any kind at any time during any field trip. All chaperones must be at least 21 years of age. Any chaperone who drives students must possess a valid driver's license. Chaperones who drive students in private vehicles must possess adequate insurance coverage. Chaperones do not have any property right in or to a chaperone assignment. The school district may deny or terminate a chaperone assignment for any reason that is not unconstitutional or unlawful. The superintendent's decision shall be final.

4. Student Conduct

Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

Adopted on: _____
Revised on: _____
Reviewed on: _____

6028
The Extracurricular Activities Program

1. General Purpose

a. The extracurricular program includes non curricular activities which are sponsored by the school district. These activities include sports, speech, plays, Future Farmers of America, Future Business Leaders of America, music performance groups and other activities which are sponsored by the school.

b. Extracurricular activities are an important part of the total school experience, but are secondary to the academic program and must be kept in that perspective.

c. Extracurricular activities ***do not*** include:

i. co-curricular activities such as band and choir, in which students must participate as part of the requirements for enrollment in and receiving a grade for a particular course.

ii. student-initiated, non-curriculum related student groups which are permitted to hold meetings and events on school premises. These groups are not school-sponsored and are not governed by this policy or other policies and rules governing extracurricular groups.

2. Governance

a. All extracurricular activities shall be under the exclusive governance and control of the school district. This control includes, but is not be limited to, the formation, naming, structure, operation, financing, and discontinuance of all extracurricular activities. Extracurricular activities shall not have any separate or individual existence, status, rights, or authority.

b. Students and sponsors will be governed by all board's policies and administrative rules including the policy on field trips when traveling for extracurricular activities.

3. Student Eligibility

a. Students are encouraged to participate in extracurricular activities. Participation shall be open to and limited to all students who are currently enrolled in the school district on a voluntary basis.

b. Extracurricular activities may establish academic or course enrollment qualifications for participation if such qualifications are necessarily related to the purposes of the activity.

c. Standards for scholastic eligibility for students wishing to participate in extracurricular activities shall be set by the administration and shall be consistent with at least the minimum standards provided by the NSAA.

d. All students in grades 7-12 who participate in athletics must have a physical examination by a qualified health care provider at the student's expense.

e. Students who wish to participate in extracurricular activities must abide by the student code of conduct, the extracurricular code of conduct and any additional rules set by the activity sponsor.

f. Students are not eligible to participate in any extracurricular activity until they and their parents/guardians have signed the student handbook and extracurricular handbook receipt and acknowledgement.

4. Sponsors

a. Each extracurricular activity must have a sponsor who is a member of the district's certificated staff or a selected community member who is qualified by virtue of education, training, experience, or special interest to serve as the sponsor.

b. The superintendent or his/her designee will assign activity sponsors. Payment to sponsors will be negotiated with the sponsor based on the terms of any applicable collective bargaining agreement, the sponsor's training and experience and any other lawful criteria. Sponsors serve in their capacity as a sponsor at the will of the superintendent, who is specifically empowered to remove an activity sponsor in the

superintendent's sole discretion.

c. Sponsors shall be required to: develop materials, activities, and a budget; promote membership and participation; communicate with the principal or designee, staff, students, and parents; schedule meeting dates and locations; plan meaningful experiences; supervise students during activities; evaluate and make recommendations; and submit a year-end report to the principal or designee.

5. **Fundraising Activities**

All fundraising activities shall require authorization by a member of the school district administration and shall be subject to all other school policies. All money raised by these activities shall be governed by Policy 3005.

Adopted on: _____
Revised on: _____
Reviewed on: _____

6029
Activity Trips

Students must travel to and from all activities in the transportation provided by the school. A student may travel home from an activity with his/her parent or guardian if the activity sponsor has personally released the student to the parents' custody. Students who misbehave while on an activity trip may be subject to disciplinary consequences set forth in the board's student discipline policy. In addition to any other disciplinary consequences imposed, students who misbehave while on school-sponsored trips may be prohibited from attending future trips.

Students must comply with the board's policies on field trips as well as the student code of conduct, the extracurricular code, and all directives of a sponsor or chaperone while on activity trip.

Adopted on: _____
Revised on: _____
Reviewed on: _____

6030

Public Appearances of School Groups

The reputation of the school district is enhanced when student groups appear at public non-school functions. Therefore, the board encourages student groups to appear at public events, subject to the following requirements:

1. Activity sponsors must secure the permission of their building principal before booking a student group at a public event.

2. Sponsors are discouraged from booking student groups to perform on more than one school night (Sunday-Thursday) per week.

3. Student groups may not perform at a political rally without permission from the superintendent and prior notice to parents.

4. The policies and rules that apply to field trips also apply to student group appearances in public.

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.

Opportunity to Request a Hearing. The student's parent(s) or guardian(s) may submit an oral request for a hearing on the proposed extension of the exclusion within two school days of receiving the initial notice. If the initial request for a hearing is oral, they shall confirm the request in writing.

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. If the parent(s) or guardian(s) request a hearing, the superintendent shall appoint a hearing examiner upon receiving a request for a hearing. The hearing examiner may be any person who did not bring charges against the student, is not to be a witness at the hearing, and has no involvement in the charge.

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 five school days after the school district receives the initial oral or written request; 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.

Sworn or Affirmed Testimony. The principal or his or her designee shall present evidence supporting the recommended extension of the exclusion. 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: _____

6032
Constitution Day Education

Each year on September 17, designated as Constitution Day, the school district will conduct a program designed to highlight the historic and continuing importance of the United States Constitution. When September 17 falls on a Saturday, Sunday, or holiday, the district will provide this program during the preceding or following week.

The program shall be implemented within the guidelines of the U.S. Department of Education and in accordance with any other applicable laws and/or regulations.

Adopted on: _____
Revised on: _____
Reviewed on: _____

6033
Restraint and Seclusion of Students

Restraint and seclusion, as defined below, are behavioral interventions. The use of such behavioral interventions must be in accordance with this policy. The following interventions do not constitute seclusion and restraint, and are not governed by this policy: voice control, limited to loud, firm commands; time-limited ignoring of specific behaviors; brief physical prompts to interrupt or prevent a specific behavior; physical interventions which a student's health care provider has indicated are medically necessary for the treatment or protection of the individual; or other similar interventions.

Definitions

Physical restraint refers to a personal restriction that immobilizes or reduces the ability of a student to move his or her torso, arms, legs, or head freely. The term physical restraint does not include a physical escort. Physical escort means a temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student who is acting out to walk to a safe location. Physical restraint does not include incidental touching that comes along with movement inside a classroom, lunch line, or other areas of the school building where maintaining order is required.

Mechanical restraint refers to the use of any device or equipment to restrict a student's freedom of movement. The term does not include devices implemented by trained school personnel, or utilized by a student that have been prescribed by an appropriate medical or related services professional and are used for the specific and approved purposes for which such devices were designed, such as:

- Adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports;
- Vehicle safety restraints when used as intended during the transport of a student in a moving vehicle;
- Restraints for medical immobilization; or
- Orthopedically prescribed devices that permit a student to participate in activities without risk of harm.

Chemical restraint refers to the administration of medication for the purpose of restraint, but does not include the administration of medication in accordance with the directions and prescription of a physician with the consent of the student's parent or guardian.

Seclusion refers to the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. It does not include a timeout, which is a behavior management technique that is part of an approved program, involves the monitored separation of the student in a non-locked setting, and is implemented for the purpose of calming.

Use of Restraint and Seclusion

The use of chemical restraint is strictly prohibited. The use of any seclusion or restraint intervention for punitive or disciplinary purposes is strictly prohibited. Similarly, the use of any technique that constitutes corporal punishment, which is the infliction of bodily pain as a penalty for disapproved behavior, is strictly prohibited. Seclusion and/or restraint shall not be used for the convenience of staff or as a substitute for an educational program. When restraint or seclusion is used to respond to the danger of harm posed by a student's behavior, the intervention shall be discontinued as soon as the danger of harm has dissipated.

The use of mechanical restraint is strictly prohibited. The use of physical restraint and seclusion is permitted in a manner consistent with this policy as reasonably necessary where the student's behavior risks causing physical harm to self or others.

Procedures

No technique shall restrict a student's breathing, deprive a student of basic needs, or unnecessarily expose a student to physical pain or discomfort.

Seclusion shall not be used for students who are severely self-injurious or suicidal. When seclusion is utilized as permitted by this policy, the following procedures shall be followed:

- The student shall be monitored by an adult in close proximity who is able to regularly observe the student;
- The confining space shall be approved for such use, unless the use of such a space is impossible or impracticable under the circumstances;
- The confining space shall be appropriately lighted, ventilated, and heated or cooled; *and*
- The confining space shall be free from objects that unreasonably expose the student or others to harm.

If a pattern of behavior emerges that requires or is anticipated to require the use of restraint and/or seclusion for the student, the appropriate educators and/or team members shall review what assessments, evaluations, supports, services, programs, or placements are appropriate in light of the student's needs and circumstances.

Recording and Reporting

Each incident of restraint or seclusion must be recorded and reported as required by the building administrators.

Training

All staff members shall be provided notice of this policy and will be trained on its contents. The Superintendent or his or her designee will identify school staff members likely to implement the restraint or seclusion interventions authorized by this policy and arrange for those individuals to receive appropriate training on the appropriate implementation of such interventions and the use of other behavioral supports and interventions.

Adopted on: _____
Revised on: _____
Reviewed on: _____

6034
Concussion Awareness

The Nebraska Unicameral has found that concussions are one of the "most commonly reported injuries in children and adolescents who participate in sports and recreational activities and that the risk of catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed."

The School District will:

a. Require all coaches and trainers to complete one of the following on-line courses on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury:

    - Heads UP Concussions in Youth Sports
    - Concussion in Sports—What You Need to Know
    - Sports Safety International
    - ConcussionWise
    - ACTive™Athletic Concussion Training for Coaches; and

b. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:
    1 The signs and symptoms of a concussion;
    2 The risks posed by sustaining a concussion; and
    3 The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

A student who participates on a school athletic team must be removed from a practice or game when he/she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school. The student will not be permitted to participate in any school supervised team athletic activities involving physical exertion, including practices or games, until the student:

a. has been evaluated by a licensed health care professional;

b. has received written and signed clearance to resume participation in athletic activities from the licensed health care professional; and

c. has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity, the parent or guardian of the student will be notified by the school of:

a. the date and approximate time of the injury suffered by the student,

b. the signs and symptoms of a concussion or brain injury that were observed, and

c. any actions taken to treat the student.

The school district will not provide for the presence of a licensed health care professional at any practice or game.

School officials shall deem the signature of an individual who represents that he/she is a licensed health care professional on a written clearance to resume participation that is provided to the school to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school will not take any additional or independent steps to verify the individual's qualifications.

Students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered. The school's "return to learn protocol" shall be the guidance provided by the Nebraska Department of Education entitled "Bridging the Gap from Concussion to the Classroom," and accompanying materials and future supplements. Nothing in this policy or the referenced protocol shall entitle a student who has sustained a concussion to an individualized plan under Section 504 of the Rehabilitation Act, although staff will refer students who have sustained a concussion for evaluation under Section 504 as appropriate.

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. Beginning in 2019-20, 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 must occur within the first 30 days of the 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;
- Be implemented during regular school hours in addition to regularly scheduled reading instruction unless otherwise agreed to by a parent or guardian; and
- Make available a summer reading program each summer for any student who has been enrolled in grade one or higher 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 may be offered online.

The supplemental reading intervention program may also include:

- Reading intervention techniques that are based on scientific research and best practices;
- Diagnostic assessments to frequently monitor student progress throughout the school year and adjust instruction 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 individual reading improvement plan 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.

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. 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 if there is no principal assigned to the building. The request must include the following

1. Name of the book, material, or resource;
2. The author, publisher, and supplier of the material;
3. The physical medium (*i.e.*, book, magazine, video, game, digital subscription, etc.);
4. The cost of the material;
5. The materials have been reviewed and may include the following information summarized:
    a. A summary of the content of the material, including how it supports age-appropriate learning objectives, enriches the

curriculum, and/or supports student development and learning;

b. The material's accolades, such as presence on best seller lists, awards won, and recommendations from professional library journals and organizations with a focus on K-12 school library materials; and
c. Whether any of the content in the material represents a perspective that may not be universal, such as a political, religious, or social perspective for which disagreement or differences of opinion exist. The summary should include a description of these items.

The building principal or superintendent will review the library material request and inform the requester whether the material will be accepted or denied. 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.

The superintendent will review the request 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 5 materials 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: _____
Revised on: _____
Reviewed on: _____

6038
Artificial Intelligence

As used in this policy, artificial intelligence tools ("AI Tools") mean machine-based resources that use computer science, algorithms, large language models, and/or machine learning to perform tasks, answer questions, collect information, and respond to human-directed tasks, queries, and objectives. AI Tools include, but are not necessarily limited to, commercially-available resources like ChaptGPT, Google Bard, and other chatbots.

The board recognizes that among other resources, when properly used, AI Tools may provide valuable source information to students and teachers in relation to the district's academic curriculum and assignments. Student use of AI Tools should focus on using such tools as a resource and for background material, rather than using the AI Tools to complete the assignment. Therefore, AI Tools may only be used by students in accordance with the following requirements:

1. Unless an individual teacher affirmatively communicates to students that AI Tools may be used for a specific assignment, then AI Tools may not be used. Individual teachers will decide for each individual assignment the extent to which students may use AI Tools for such assignment. Teachers are encouraged to make such a decision in advance of students being given the individual assignment in question.

2. Teachers will communicate to all students responsible for completing an assignment the extent to which such students may use AI Tools in connection with such assignment. Teachers will endeavor to include in such communications examples of permissible and impermissible uses of AI Tools.

3. If a student uses any AI Tools in connection with a school assignment, the student must comply with the following:

    a. The student must explicitly disclose to the teacher in writing that the student used an AI Tool and the specific AI Tool used.

    b. In any student work (whether hard copy, electronic, digital, or otherwise), the student shall give proper attribution to the AI Tool(s) used to the same extent that students are expected to give proper attribution to other sources of information such as books, texts, encyclopedias, secondary sources, and other traditional media. Such attribution may include, but is not

necessarily limited to, accurate quotations, citations, footnotes, endnotes, and/or bibliography entries.

c. In no instance may the output from one or more AI Tools be copied and placed within a student's work as if the student wrote such section himself or herself. For example and not limitation, students may not outsource the organization or the writing of any written work to any AI Tool.

4. A student's failure to meet the requirements stated in this policy will constitute a violation of the district's prohibitions against cheating plagiarism and/or academic dishonesty, including but not necessarily limited to such prohibitions stated in the Student Operations Guide, which violation will subject the student to discipline up to and including expulsion.

5. The student requirements stated above are the minimum requirements for any student assignment. An individual teacher may impose more stringent requirements for any specific academic assignment or coursework.

Adopted on: _____
Revised on: _____
Reviewed on: _____

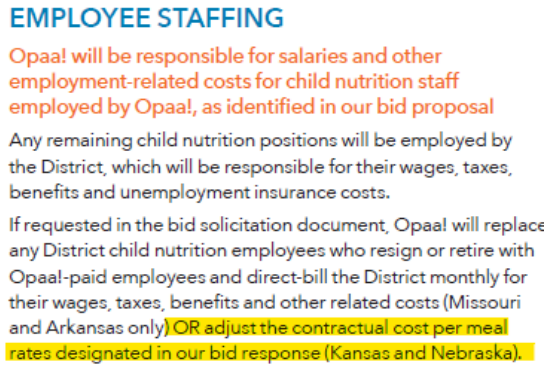
ADDENDUM
OPAA! Proposal for
Springfield Platteview Community Schools
June 05, 2023

1. **Page 32 of the RFP – not included in the Opaa! proposal.**

   The FSMC shall: *a. Provide the SFA the education/work experience demonstrating the Food Service Director meets the USDA hiring standards prior to employment (Attachment 3); b. Provide the SFA with a schedule of employee positions, including the Food Service Director, assigned locations, salaries, and hours to be worked as part of the proposal.* In addition, on page 11 of RFP *– ii. Submit a résumé or listing of qualifications for the proposed resident Food Service Director candidates.*

OPAA! response: Current Director has high school diploma and 20 years of relevant food service experience. Resume will be sent to district. Meets the USDA Professional standards as of May 2019. Any future Director that is hired will meet the minimum hiring standards and will be approved by the SFA before job offer. Food service preparation sites are listed on a pdf document and will be emailed to the district.

2. **Springfield Platteview Community Schools is concerned with the terminology on page 63 of the Opaa! proposal under Employee Staffing section: adjust contractual cost per meal rates designated in our bid response.**



EMPLOYEE STAFFING

Opaa! will be responsible for salaries and other employment-related costs for child nutrition staff employed by Opaa!, as identified in our bid proposal

Any remaining child nutrition positions will be employed by the District, which will be responsible for their wages, taxes, benefits and unemployment insurance costs.

If requested in the bid solicitation document, Opaa! will replace any District child nutrition employees who resign or retire with Opaa!-paid employees and direct-bill the District monthly for their wages, taxes, benefits and other related costs (Missouri and Arkansas only) OR adjust the contractual cost per meal rates designated in our bid response (Kansas and Nebraska).

Springfield Platteview Community Schools will not agree to any additional fee increases beyond what is outlined in the RFP solicitation as that would not be in the best interest of the district or the students. Springfield Platteview Community Schools clarifies this is a one-year contract with the option of four yearly renewals. The Fixed Price per Meal Fees and the Meal Equivalent Fee can only be adjusted by CPI index as stated in the original solicitation. No other

fee increases will be allowed. The below from page 38 of the Springfield Platteview Community Schools RFP:

b. The Fixed Price per Meal Fees and Meal Equivalent Fees may be increased on an annual basis based on changes in the Food Away From Home series of the Consumer Price Index for All Urban Consumers during the month period (May-May) of the previous year, published by the Bureau of Labor Statistics of the Department of Labor: https://www.bls.gov/
   i. Such increases shall be effective on a prospective basis for each annual renewal date of this Contract and will be allowed only if approved in advance by the SFA.
   ii. Such percentage change will be provided by NDE.
   iii. No other fee increases will be allowed.
   iv. Renewal year contracts are contingent upon fulfillment of all contract provisions.
   v. All contract renewals shall be for a period of one year upon mutual agreement between the SFA and FSMC. Renewal contracts cannot be effective prior to the final approval date by NDE and signed by both parties.

c. No payment will be made to the FSMC for meals that:
   i. are spoiled or unwholesome at the time of delivery.
   ii. do not meet detailed specifications as developed by the SFA for each food component in the meal pattern; or
   iii. do not otherwise meet the requirements of this Contract.

OPAA! response: The statement relates to the labor model in the RFP. Springfield-Platteview does not have any district paid staff on Chart 1 A: Labor Worksheet SFA. This is an if-then statement. The district did not request the transition of any employees and there are no SFA employees that may leave the district and need to be replaced. We do not have an additional rate for the transition of employees included in our bid and no additional costs will be applied to the fixed fee.

3. **We are seeking clarification on "N/A" in the Guarantee section of the proposal. N/A is not a dollar value. See below from the RFP:**

12. Guarantee

To Be Completed by FSMC:

The FSMC guarantees the Non-Profit Food Service Account balance will have a gain of $ N/A during the 2023-2024 school year. All additional subsequent renewals shall include the same guarantee.

a. The FSMC's guarantee MUST NOT be contingent upon multi-year contract duration.
b. The balance in the Non-Profit School Food Service Account as of July 1st of the initial year of the contract excluding all unpaid costs incurred in the previous school year will be used as the starting amount to determine if the annual guarantee is met in the initial year of the FSMC Contract. The balance as of July 1st, excluding all unpaid costs incurred in the preceding school year, will be used for subsequent yearly renewals.
c. The SFA and FSMC shall cooperate to ensure that the SFA's Food Service Program is operated in accordance with the SFA's Food Service Budget.
d. In the event the FSMC's operation of the SFA's Food Service Program results in a lesser amount than the guarantee, the FSMC must pay the difference to the SFA. This amount must be paid to the SFA, to be deposited in the food service account within thirty (30) days of the end of the annual contract.

13. The SFA shall not be responsible for any expenditure incurred by the FSMC before execution of this Contract and approval by NDE.

THIS CHART IS REQUIRED TO BE COMPLETED BY THE FSMC:		
Meal Type	**Fee Per Meal**	
NSLP Fixed Price Per Meal Fee	Breakfast:	$ 2.8040
	Lunch:	$ 5.6080
	Afterschool Snack:	$ 1.0750
Preschool CACFP Meal Pattern	Breakfast:	$ 2.8040
	Lunch:	$ 5.6080
	AM/PM Snack (non-reimbursable)	$ 1.0750
SFSP Fixed Price Per Meal Fee	Breakfast:	$ 2.9442
	Lunch:	$ 5.8884
	Snack:	$ 1.1288
	Supper:	$ 5.8884
Seamless Summer Option Meal Fee	Breakfast:	$ 2.9442
	Lunch:	$ 5.8884
	Snack:	$ 1.1288
	Supper:	$ 5.8884
CACFP Fixed Price Per Meal Fee	Breakfast:	$ 2.8040
	Lunch:	$ 5.6080
	Supper:	$ 5.6080
	Snack:	$ 1.1288
Special Milk Program	Price per Carton:	$ 0.5000
Non-Reimbursable Milk Break	Price per Carton:	$ 0.5000
Meal Equivalent Fee for Non-Reimbursable Sales: ala carte, ineligible student meals, extra milk at mealtime, paid adult meals.		$ 5.6080
Meal Equivalent Factor		**$4.46**
SFA's Vended Meals	Breakfast:	$ 2.8040
	Lunch:	$ 5.6080
	Supper:	$ 5.6080
	Snack:	$ 1.0750
Guarantee (SY 2023-2024 and each subsequent renewal)		$ N/A
Contract Value (SY 2023-2024)		$ 633,904

Should the amount of the guarantee be zero? The FSMC is to explain how a, b, c, and d in #12. Guarantee of the RFP will be adhered to.

OPAA! response: We will change the guaranteed amount of gain to the non-profit food service account to be $0.00 and resubmit.

a. **The guarantee of $0.00 gain is for the 23-24 school year. It does not guarantee that there will not be a loss.**
b. **From the starting balance for the 23-24 school year, the guaranteed increase to the food service account will be $0.00.**
c. **FSMC will cooperate with SFA in the operation of the district's food service program.**
d. **The FSMC is not guaranteeing any gain to the food service program. There would be no payment to the SFA for an operating loss in 23-24.**

4. **Please include a list of similar operations and locations with contact information where the FSMC is operating food service programs. This list should include all accounts and just not NE. Include the number of meal and meal equivalents served daily for each type of meal service program. List of any SFAs that have failed to renew their contracts with the FSMC within the last three years and their contact names/phone numbers.**

OPAA! response: Contact list will be sent to the district.

5. **The SFA wants to ensure that all charges and credits on the monthly FSMC invoice are supported by documentation to substantiate each charge and credit as stated in the RFP**

11. All charges submitted on invoice will have supporting documentation to substantiate such charge.

OPAA! response: Monthly invoices will be supported by signed copies of the district's point of sale reports and FSMC participation reports. The district and FSMC reports will be balanced prior to billing and can be verified before payment is processed. Credits for commodities will be applied to each bill and be supported by a statement with commodities received in the calendar month.

6. **The SFA notes participation at both lunch and breakfast are low. Opaa! projected budget proposal for SY 23-24 has 564 student lunches daily out 1062 students who could eat lunch (using average daily attendance in April). This equates to 53% participation at lunch. For breakfast Opaa! has 120 student breakfasts daily out of the 1061 students who could eat**

breakfast. This equates to 11%. What specific plans does Opaa! have for increasing participation at both breakfast and lunch?

OPAA! response:

Breakfast plan:

1. **Involve students in menu decisions and conduct monthly feedback sessions to improve menu variety.**
2. **Partner with district on 2nd chance breakfast for HS and JH**
3. **Increase breakfast marketing on school social media and improved signage.**
4. **Establish a monthly breakfast special and invite parents, grandparents, and siblings. Gravy with Grandparents, Pancakes with Pop, Muffins with Mom, etc.**

Lunch Plan:

1. **Monthly menu advisory meetings with student groups from all grade levels.**
2. **Quarterly surveys of students and staff for feedback on menu, service, and future programs.**
3. **Add Coffee Bar, Smoothies, and Yogurt Parfait to the High School breakfast menu.**
4. **Introduce a monthly special menu item to all grade levels with marketing plan.**
5. **Roll out a new menu program with new phone application, website and marketing plan.**

The FSMC shall operate in accordance with all applicable program laws and regulations.

Signed: _____ _____

Food Service Management Company Representative Date

Acceptance of Contract Renewal Agreement

Signed: _____ _____

School Food Authority Representative Date

Appendix I: CERTIFICATION REGARDING LOBBYING

Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts Exceeding $100,000 in Federal Funds

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by Section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress any Board Member, officer, or employee of the School District in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of congress, or any Board Member, officer, or employee of the School District in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding $100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

OPAA Food Management, Inc.

16401 Swingley Ridge Rd, Suite 600

Chesterfield, MO. 63017

Name/Address of Organization (FSMC)

John Catalano, VP Finance/Accounting

Name/Title of Submitting Official

Signature

March 28, 2023

Date

Appendix J: INDEPENDENT PRICE DETERMINATION CERTIFICATE

Both the School Food Authority (SFA) and the Food Service Management Company shall execute this Independent Price Determination Certificate.

OPAA Food Management, Inc.

Name of Food Service Management Company

Name of School Food Authority

A. By submission of this offer, the FSMC certifies, and in the case of a joint offer, each party thereto certifies as to its own organization, that in connection with this procurement:

   1. The prices in this offer have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other FSMC or with any competitor.

   2. Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed to the FSMC and will not knowingly be disclosed by the FSMC prior to opening in the case of an advertised procurement or prior to award in the case of a negotiated procurement, directly or indirectly to any other FSMC for the purpose of restricting competition.

   3. No attempt has been made or will be made by the FSMC to induce any person or firm to submit or not submit an offer for the purpose of restricting competition.

B. Each person signing this offer on behalf of the FSMC certifies that:

   1. He or she is the person in the FSMC's organization responsible within the organization for the decision as to the prices being offered herein and has not participated, and will not participate, in any action contrary to A.1 through A.3 above; or

   2. He or she is not the person in other FSMC's organization responsible within the organization for the decision as to the prices being offered herein, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate in any action contrary to A.1 through A.3 above, and as their agent does hereby certify; and he or she has not participated, and will not participate, in any action contrary to A.1 through A.3 above.

To the best of my knowledge, this FSMC, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any government agency and have not in the last three years been convicted of or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

Signature of Food Service Management Company's Representative

VP Finance/Accour

Title

March 28, 2023

Date Authorized

In accepting this offer, the SFA certifies that no representative of the SFA has taken any action that may have jeopardized the independence of the offer referred above.

Signature of School Food Authority's Representative

Title

Date Authorized

NOTE: Accepting a FSMC offer does not constitute award of the contract

IV. AGREEMENT

Offeror certifies the FSMC shall operate in accordance with all applicable state and federal regulations.

Offeror certifies all terms and conditions within the Proposal shall be considered a part of this Contract as if incorporated therein.

This Contract shall be in effect for one year and may be renewed by mutual agreement for up to four additional one-year periods.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be signed by their duly authorized representatives.

SCHOOL FOOD AUTHORITY:	**FOOD SERVICE MANAGEMENT COMPANY:**
_____	_____
Name of SFA	Name of FSMC
_____	_____
Signature of Authorized Representative	Signature of Authorized Representative
_____	_____
Typed Name of Authorized Representative	Name of Authorized Representative
_____	_____
Title	Title
_____	_____
Date Signed	Date Signed

Do not sign this until the contract has been approved by NDE – Nutrition Services.

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 $10 annually per device. This fee is applicable for one academic school year. The fee should not exceed $30 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
*Non-Repairable or Destroyed iPads	**$50**	**$350 (full replacement cost)**	Puck (Plug-In)	$10
Cracked iPad Screen (Remains Usable)	**$25**	**$350 (full replacement cost)**	Puck and Sync Cable	$20
iPads Repairs	covered	**50% of total repair bill**	School Issued Case	$30

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

Parents will have the option to pay the annual fee of $10. MacBooks do not have apple care therefore fees will be applied at the discretion of the district due to the incident.

6. 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 over night 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 instrument.
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- $15, Drawing- $20, Painting -$20, Advanced Art-$25, Pottery-$25, 3D Art -$25
Art and shop classes and special projects, science classes	Appropriate clothing (non specialized attire) Goggles-1 pair provided per year. If lost or damaged, students are required to purchase a new pair.	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged, protective clothing for shop classes; approved protective googles for science classes.
Business Classes	Workbooks	$25
College entrance tests and preparatio		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-$20, Foods II-$30

Industrial Technology	Fees for general materials	Manufacturing Technology - $120 Year; Production Systems - $65; Technology Systems - $15, Intro to STS- $25, Woods I-$45, Woods II-$85
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 instrument.
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-$25
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 athletic undergarments (supporter, bra, socks, and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.) Additional required items for particular sports or activities include: Basketball -- No additional, Football -- Mouthpiece, Golf -- Golf bag and clubs, Speech -- Dress attire; copies of research;

		Track -- No additional, Volleyball -- Volleyball knee pads, Wrestling -- No additional, Cheerleading and Flag Team Squads -- Shoes, approved uniforms (top & skirt; jacket), poms and other accessories
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 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 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 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 instrument.

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 $1.95
  - Reduced Price $.30
- Breakfast Program – Grades 7-12
  - Regular Price $2.20
  - Reduced Price $.30
- Lunch Program – Grades K-6
  - Regular Price $3.35
  - Reduced Price $.40
- Lunch Program – Grades 7-12
  - Regular Price $3.55
  - 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: _____
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: _____
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: _____
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: _____
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 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 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 illnesses, family events, routine medical appointments are simply "absences."

4. 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 may lose credit in any given course due to absences. Students may appeal that loss of credit to his/her building principal.

When students are absent from school, district staff will respond as follows:

First Stage Response to Absences

1. A member of building staff will contact 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, 10, and 15 days of school 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. A student who has 5 days of absence shall have a letter, phone call, or email sent to their parent(s)/guardian(s) notifying them of the attendance policy and the student's status.
4. A student who has 9 days of absence per year shall have a letter sent to their parent(s)/guardian(s) notifying them of the attendance policy and the student's status.
5. A student who is absent 15 or more days per year shall have a letter sent to their parent(s)/guardian(s) notifying them that he/she may be defined as having a record of excused absences.
6. 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 attendance plan will be developed to reduce barriers and improve attendance. If the 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. The collaborative attendance plan shall consider, but not be limited to:
    i. The physical, mental, or behavioral health of the child
    ii. Educational counseling
    iii. Educational evaluation

iv. Referral to community agencies for economic reasons
v. Family or individual counseling
vi. Assisting the family in working with other community services
vii. Referral to restorative justice practices or services

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: _____

Future Planning
July, 2023

7/24/23	Board Work Session 7:00 PM having one?
8/09/23	New Teacher Workshop
8/10/23	All Certified Staff Report
8/14/23	(Location - PHS) Site Committee Meeting 6:00 PM Finance Committee 6:30 PM Regular Board Meeting 7:00 PM
8/15/23	All Classified Staff Report
8/16/23	First day of classes for students
8/26/23	Homecoming Dance
8/28/23	Board Work Session 7:00 PM
9/4/23	Labor Day - No School
9/11/23	Policy Committee Meeting 6:00 PM Finance Committee 6:30 PM Regular Board Meeting 7:00 PM