

# Springfield Platteview Community Schools

Elementary Student & Parent Handbook  
2017-2018



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



**SPRINGFIELD**  
**ELEMENTARY SCHOOL**

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

**Springfield Platteview Community Schools**

**Board of Education**

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Brenda Sherman, Vice President  
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**Elementary Schools**

**Springfield Elementary**

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13210 Glenn Street  
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108<sup>th</sup> & Platteview Road  
Springfield, NE 68059  
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108<sup>th</sup> & Platteview Road  
Springfield, NE 68059  
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Ron Alexander, administration  
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/Activities Director

# Springfield Platteview Community Schools

## Mission Statement

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

21<sup>st</sup> century skills and behaviors are defined as follows:

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

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

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

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

# TABLE OF CONTENTS

## SCHOOL DAY

Arrival and Dismissal Times  
Attendance  
Before and After-School Care  
Birthday Treats/Prizes/Invitations  
Controlled Access Entry  
Dismissal and Pick Up of Students  
Lost and Found  
Lunch Procedures  
School Breakfast Program  
e-Funds Lunch Account  
Physical Education

## SAFETY

Abuse and Neglect Reporting Procedures  
Behaviors That Lead to Success  
Bicycles, Skateboards, Rollerblades, and Scooters  
Bullying  
Copyright and Fair Use Policy  
Custodial/Non-Custodial Parents  
Field Trips  
Fire, Intruder, and Tornado Drills  
Nuisance Items  
Playground  
Student Appearance  
Student Rights, Conduct, Rules & Regulations and Responsibilities  
Technology & Network Use Guidelines  
Textbook and Material Fines  
Weather Guidelines:

## SUPPORT SERVICES

Allergies  
Child Find Notice  
Counseling Services  
Gifts  
Health, Accidents, Illnesses, and Medications  
Pets at School  
Smoke-Free Environment  
Change of Address, Phone Numbers, Work, etc.  
Communicating Student Progress  
Homework

## **TABLE OF CONTENTS cont.**

Make-up Work

Parent Concern Procedure

Parent/Teacher Conferences

Parent-Teacher Organizations

School News

Student Placement

Student Use of Telephone

Visitors

Weather Emergencies

### District and Federal Regulations/Notices

Accreditation

Annual Notice of the Family Educational Rights and Privacy Act

Asbestos Notification

Consent/Opt-Out for Specific Activities

Directory Information

Entrance Age

Administrative Procedures

Title IX and the Rehabilitation Act Compliance

Use of School Facilities

Withdrawals

Board Responsibilities

Prohibited Student Conduct

Emergency Exclusion

2016-2017 School Calendar

2016-2017 Pre-school Calendar

School Fees

Supply List

# **SCHOOL DAY**

## **Arrival and Dismissal Times**

<b>Westmont Elementary</b>	<b>Springfield Elementary</b>
Monday: <ul style="list-style-type: none"><li>● 9:00 Students enter the building</li><li>● 9:10 Tardy bell rings</li><li>● 3:05 Kindergarten dismiss</li><li>● 3:10 1st-6th Grade dismiss</li></ul>	Monday: <ul style="list-style-type: none"><li>● 9:10 Students enter the building</li><li>● 9:20 Tardy bell rings</li><li>● 3:15 Kindergarten dismiss</li><li>● 3:20 1st-6th Grade dismiss</li></ul>
Tuesday-Friday: <ul style="list-style-type: none"><li>● 8:00 Students enter the building</li><li>● 8:10 Tardy bell rings</li><li>● 3:05 Kindergarten dismiss</li><li>● 3:10 1st-6th Grade dismiss</li></ul>	Tuesday-Friday: <ul style="list-style-type: none"><li>● 8:10 Students enter the building</li><li>● 8:20 Tardy bell rings</li><li>● 3:15 Kindergarten dismiss</li><li>● 3:20 1st-6th Grade dismiss</li></ul>
Breakfast Served: <ul style="list-style-type: none"><li>● Monday 8:45-9:05</li><li>● Tuesday- Friday 7:45-8:05</li></ul>	Breakfast Served: <ul style="list-style-type: none"><li>● Monday 8:45-9:15</li><li>● Tuesday- Friday 7:45-8:15</li></ul>

We would appreciate your cooperation on this arrival time. 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.

### **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.

Parents and guardians are asked to call the school office by 9:00 a.m. if a student will be absent. 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.

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 notified after 5 tardies and if deemed necessary a conference may be requested after 10 tardies. We hope that by keeping you informed, we can work together to help your child get to school on time.

### **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 and Westmont Elementary Schools. If you are interested

in the program and have additional questions, please contact Kids Care program director Angela Simpson at [kidscare@springfieldplatteview.org](mailto:kidscare@springfieldplatteview.org) or 402-657-8125.

### **Birthday Treats/Prizes/Invitations**

Bringing birthday treats or prizes is optional for parents/students. All foods offered on the school campus needs to meet or exceed the USDA Smart Snacks in School nutrition standards. This includes school lunches and treats brought in or sent to school by parents or guardians. All treats and prizes must be approved by 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 the invitations or phone parents unless you are inviting the whole class (all the boys or all the girls is also 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.

### **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 day. To enter any of the buildings, visitors will have to identify themselves to a secretary or other designated staff member who will have to grant them access. Once inside, all visitors must adhere to the following procedure: Upon entering the building, all parents and visitors are asked to sign in at the office and wear a visitor badge.

### **Dismissal and Pick Up of Students**

Students should go directly home or to a school sanctioned activity after dismissal. Students should not play on school grounds after school unless supervised by a parent. Please talk with you child(ren) about their dismissal plans prior to leaving for school. Parents should call the office before 2:30 p.m. if there is a change in pick up routine for the child. The office will notify the child'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. 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.

Westmont Elementary (additional procedures)

- Parents have a few options for pick up and drop off. Parents can use the car lane in the front loop, park in one of the designated parking spots in the front loop, or pick a designated location on Richland Drive where students can walk out to your 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.

#### Springfield Elementary (additional procedures)

- The drive in front of the school has two lanes. Parking is limited in the narrow drive and only allowed on the north side of the drive. The south lane is designated as a drive through for loading and unloading students. This lane needs to remain open with traffic moving.
- 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. To ease traffic congestion directly in front of the school, parents may elect to meet their child(ren) at a designated location off school grounds. Please do not stop on Main Street to load or unload children. The safety of the children is our primary concern.
- At the end of the days school busses will be parked on the far east side of the private drive loading students.

#### 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. **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 Procedures

All foods offered on the school campus will 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 hot lunch at school or bring a cold lunch.

1. If a child wants a hot lunch he/she may:
  - a. bring cash or check (\$2.75 per meal)
  - b. deposit money in e-Funds Account
  - c. purchase an extra milk (\$.55) cash or use e-Funds account.
2. If using the e-Funds account system, please check regularly to be sure adequate money is in the account. Each child will receive a note to bring home and the parents will receive an e-mail when accounts grow close to negative or become negative.
3. Parents may apply for free or reduced cost (\$.40) lunch for their child. Applications are available online at [springfieldplatteview.org](http://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.)

4. 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. An adult lunch costs \$3.20.

If you are planning to join us for lunch you are welcome to order a 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. 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 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.

### **School Breakfast Program**

Westmont and Springfield Elementary Schools offer an optional before school breakfast program. Breakfast is served at 7:45 a.m. each morning. Cost of breakfast is \$1.60. Children of families whose income falls within federal guidelines may eat breakfast at a cost of \$.40 (reduced) or free.

### **e-Funds Lunch Account**

e-Funds is the name of our cafeteria cash register system. With the e-Funds cash register system a student will deposit money in their account which is accessed by a four digit number on a keypad. If your child is returning to our school or been in another SPCS school, they will have the same number as last year. It is very important your child learn their number so they can enter it on the keypad the first day of school. Money in the e-Funds account at the end of the school year will roll over into the next year.

### **Physical Education**

Students should wear tennis shoes for participation in physical education classes. Students are not allowed to wear anything that may cause injury to themselves or to their classmates. All students will be expected to participate in physical education classes. A written note from the child's physician should be provided in order to excuse a child from participating in physical education classes.

## **SAFETY**

### **Abuse and Neglect Reporting Procedures**

Nebraska Child Abuse Reporting Law, State Statute 28-711, includes the following: When any physician, medical institution, nurse, school employee, social worker, or any other person has reasonable cause to believe that a child or an incompetent or disabled person has been subjected to conditions or circumstances which reasonably would result in abuse or neglect, he or she shall report such incident or cause a report to be made to the proper law enforcement agency or to the department. Such report may be made orally by telephone, with the caller giving his or her name

and address, and shall be followed by a written report, and to the extent available all contain the address of the person or persons having custody of the abused or neglected person, the nature and extent of the abuse or neglect, or the conditions and circumstances which would reasonably result in such abuse or neglect, and evidence of previous abuse or neglect including the nature and extent, and other information which, in the opinion of the person, may be helpful in establishing the cause of such abuse or neglect and the identity of the perpetrators.

### **Arrival and Dismissal 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 proper crosswalks.
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. If students are transported by motor vehicle to school, we suggest that you follow the procedure outlined below:
  - a. Instruct your child to enter and leave your vehicle from the curb side. 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 the parking lot.

### **Behaviors That Lead to Success**

Behaviors that lead to success tell us what we can do to become good school citizens. These rules are written to keep us safe in our schools and protect the rights of all students.

Students who are responsible:

- A. Follow directions given by any school staff member. They speak to and treat school staff respectfully.
- B. Solve problems peacefully. They do not fight, threaten, "Put down" others, or force others to do what they don't want to do.
- C. Respect the property of others. They do not take or break things that belong to the school or others.
- D. Care about how others feel. They do not hurt or try to hurt others.
- E. Treat others fairly. They do not bully or force a student to give them money or valuables.
- F. Help keep the school a safe place. They do not bring weapons, or items that resemble weapons, of any kind to school.
- G. Care about themselves. They follow the laws and do not have, sell or use tobacco, alcohol, inhalants, other drugs or any imitations of these.
- H. Know that it is important to be in school every day. They are not truant.
- I. Arrive at school on time. They are not tardy.
- J. Use language that is respectful of all people. They do not use offensive gestures, profanity, or "put down" people because of their race, religion, gender or ethnic background.

- K. Act in a way that makes others feel comfortable at school. They follow the rules of public decency.
- L. Help make school a good place to learn. They do not repeatedly break the rules of the classroom, playground, lunchroom and school.
- M. Are good citizens. They follow the laws of our state and nation.
- N. Dress properly for school. They do not wear clothing that is unsafe, that offends or that distracts the learning of others.
- O. Help keep buses safe for everyone. They follow school bus rules. All school rules apply while students are being transported to and from school or a school activity.
- P. Respect their own bodies and the privacy of others. They do not touch others inappropriately.

## **Springfield Platteview Elementary Rules**

### **• BE SAFE • BE RESPONSIBLE • BE RESPECTFUL**

#### **Be Safe**

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

#### **Be Responsible**

Follow 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.

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. 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, and Scooters**

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 must be walked on and off the school grounds on the sidewalks. Bicycles 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.

## **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 code of conduct policies and procedures outlined within this handbook.

**Bullying Defined:** Bullying is an unwanted act committed by someone trying to exert power over another person by repeatedly and intentionally harming or intimidating that person either emotionally or physically. It involves a real or perceived power imbalance. Bullying is more than rude behavior or poor social skills. Bullying can include: making threats, spreading rumors, attacking someone physically or verbally, or excluding someone on purpose.

## **Copyright and Fair Use Policy**

It is the intent of the SPCS to adhere to the provisions of the U.S. Copyright Law (Title 17). All students and staff are prohibited from copying or transmitting materials not specifically allowed by fair use, copyright law, licenses or contractual agreements or permission. The SPCS disapproves of unauthorized duplication in any form. Anyone who willfully disregards copyright policy is in violation and assumes all responsibility.

## **Custodial/Non-Custodial Parents**

It is a goal of SPCS to foster and facilitate parental information about, and involvement in, the education of their children. Divorced and separated parents maintain all parental rights with their children unless altered by a court order.

If parental rights have been changed, the school administration must have access to a copy of the court order stipulating those changes. School officials will follow the directives stated in the order and in other such directives regarding access to the child as provided by the parent having legal custody. With regard to visiting children during school hours, attempts will be made to accommodate both parents. However, in cases of concern and dispute between parents, the court order will be followed. Parents are asked to resolve issues of child visitation at school outside of the school setting.

Occasionally, information will be mailed using the parent name and address provided at the time of enrollment. If a non-custodial parent or parent with joint custody wants information from school, please notify the office.

## **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 expanded the school district's safety program to include what is called the Standard Response Protocol. The premise is simple. There are now four specific actions that can be performed during a critical incident: Lockout (secure the perimeter), Lockdown (locks, lights, out of sight), Evacuate (to the announced location) and Shelter (using announced type and method). By standardizing the vocabulary, all stakeholders can understand the response and status of an event. For students, this provides continuity of expectations and actions throughout their educational career. For teachers, this becomes a simpler process to train and drill. For first responders, the common vocabulary and protocols establish a greater predictability that persists through the duration of an incident. Parents and community members can easily understand the practices and can reinforce the protocol.

### **Field Trips**

Field trips provide students with opportunities to learn about our community and more in-depth about an area of study. School buses are primarily used to transport students on field trips. 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.

### **Fire, Intruder, and Tornado Drills**

All schools have periodic drills so students know what to do in case of emergency, fire, or tornado in order to be safe. The safety of students is a top priority. All schools cooperate with the local authorities to make sure the most effective safety procedures are followed.

### **Nuisance Items**

Because schools are not equipped to handle the security of personal items of value, items such as hand-held computer games, sporting equipment, sporting apparel, electronic devices, trading cards, toys, etc., are not to be brought to school. 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.

If parents want students to have cell phones for after school communication, the cell phone must be turned off during the school day. Any use of a cell phone during the day, including a ringing cell phone, will be cause for a teacher to store the phone in the office. We discourage students from bringing ipads or other electronic devices to school. If brought it is the student's responsibility to secure and must be turned off during the school day.

Knives, or any other item that might be considered 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. Student's personal belongings can be searched if there is reasonable suspicion of evidence of a rule or criminal violation.

## **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.

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.)

## **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 which 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 disruptive item removed.

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

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

The following are examples of attire that are not considered appropriate. Such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

- Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or would encourage "horse-play," or that exhibits beer, alcohol, tobacco, illegal drugs, obscene or lewd words or images that carry double meanings.
- Headwear including hats, caps, bandannas, and scarves (except during designated times).
- 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.

### **Student Rights, Conduct, Rules & Regulations and Responsibilities**

The SPCS has established rights and responsibilities of students. The rights and responsibilities are designed to assure that students have the best opportunity possible to learn in a safe, clean environment without disruption. Please review the rights and responsibilities with your child.

These responsibilities, rights, rules and standards apply to behavior within the school building and school grounds whether curricular or extra-curricular activity. They also apply to any school function or event whether on or off 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/her designee, or at a school-sponsored activity.

The following is an elementary school version of the rights and responsibilities of students. It is written to help students understand responsible behavior. Students who are not responsible and break these rules may have a consequence which could range from a simple time-out or loss of recess to a possible in school or out of school suspension. Our staff will focus on building problem solving skills with students, communication with parents and helping students grow in their ability to interact with others appropriately.

### **Technology & Network Use Guidelines**

At the beginning of each year, parent/guardians will receive agreement form(s) that address technology networking usage. These forms must be signed and returned prior to students using any school issued technology.

### **Textbook and Material Fines**

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

## **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. 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.



### **Child Find Notice**

The Early Development Network (EDN) serves children ages birth through two years of age who qualify for special education services according to Nebraska State Guidelines (Rule 52). Services are provided at no cost to the family, are provided in the child's natural environment (e.g. home, childcare) and are confidential. Childcare and preschool providers can make a referral to EDN, but the parent ultimately has to consent to proceed with any screenings or evaluations. Early interventionists use a coaching model to build the capacity of the caregiver and enhance the child's developmental learning opportunities in their natural environment. These learning opportunities and strategies are designed to be a natural part of the child's daily routine.

If a child is between the ages of three and five, the family can contact their local school district directly to inquire about supports and services. All Nebraska school districts are obligated to provide services beginning at birth for children who meet eligibility criteria and demonstrate a need for early intervention. To make a referral call 1-800-593-3198. Also, the local EDN's number is 402-597-4936. To make a referral specifically for a family in the Springfield Platteview Community School District, please call Anita Belsky at 402-592-1300.

### **Counseling Services**

SPCS is proud to be able to offer elementary counseling service. 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.

### **Gifts**

Giving gifts by children to school personnel is not encouraged.

### **Health, Accidents, Illnesses, and Medications**

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

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

The school district provides a school nurse who has various hours in each of the schools. She is, however, on call to any building at any time during school hours.

If over the counter (OTC) medication is needed at school, please provide a written consent form signed by parent/guardian for the medication with detailed directions for administering with a

start and stop date. If you would like to have OTC medication left at school for the year, please have a physician send a prescription for that medication. All medication must be in the original bottle and properly labeled.

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

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

### **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.

### **Smoke-Free Environment**

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

## **Home/School Communication**

### **Change of Address, Phone Numbers, Work, etc.**

Parents are requested to notify the school secretary by updating the online Parent Web, whenever there is an address, a home telephone or work telephone number change. Also, please report any change in emergency numbers. This information is vital for the safety and well-being of your child if an emergency occurs. It is imperative that the school be able to contact you in case of emergency or illness. Parents are now able and encouraged to update this information online throughout the year on Parent Web. The Parent Web link found on our district website [www.springfieldplatteview.org](http://www.springfieldplatteview.org).

### **Communicating Student Progress**

Report cards and progress reports will be sent home throughout 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. 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.

At the beginning of the year, classroom teachers will send home homework expectations appropriate to the age of the students.

### **Make-up Work**

We appreciate parent/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 completion of work. Students receive a minimum one day for each day missed to complete make-up work.

Please call the school in the morning to request homework to be picked up after school.

### **Parent Concern Procedure**

If parents have a concern regarding a situation in their child's school, as outlined by Board of Education policy, they should first contact the student's teacher to discuss the problem and possible solutions. Teachers are available for telephone calls between 7:55 a.m. - 8:05 a.m. and 3:15 p.m. - 3:25 p.m. If the matter cannot be resolved, the parent should then request a conference with the building 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 first semester and once during second semester. Conferences are opportunities for parents and teachers to discuss progress, strengths, and areas for improvement in each child. Please note, we will only be able to provide one conference time per child. Having both parents or guardians present at the same conference ensures that each of you hear the same information at the same time. Multiple conferences for non custodial family members is strongly discouraged, unless a court order prohibits parent contact. Parents are encouraged at anytime to contact their child's teacher(s) in the event of questions or concerns about their child's progress.

## **Parent-Teacher Organizations**

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

## **School News**

Announcements are published in the school Newsletter and Website. To access the website enter <http://springfieldplatteviewcs.schoolinsites.com/>, click on Schools and Westmont/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 official Twitter account and Facebook Page. The links to these accounts are on the websites. In order to receive information via Notify Me parents need to register through the school website by clicking the Notify Me tab on each building website. Special announcements may be sent home as needed through Notify Me or hard copy with your child. 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:

- Gender Ratio
- 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 the message 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 school. Arranging individual instructional visits should be arranged with and are at the discretion of the administration. All visitors will check in at the main entrance. Office staff will issue a nametag to assure other building staff the permission has been given by the office. Children not enrolled at Westmont/Springfield may visit school during lunch period when accompanied by an adult.

### **Weather Emergencies**

The decision to close schools due to extreme weather is made as early as possible by the Superintendent of Schools. All weather related announcements concerning the cancellations of school, late starts, early dismissals, as well as emergency closings, are made on local television and radio stations. Notification will also be sent out to parents who are registered to receive Notify Me notices. 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.

## **District and Federal Regulations/Notices**

### **Accreditation**

All elementary schools in SPCS (Springfield and Westmont) are fully accredited by the Nebraska State Department of Education. In addition, the schools are also AdvancEd accredited. This accreditation process assures that the schools programs and operations are reviewed on an annual basis and will continually strive to improve the quality of education.

### **Annual Notice of the Family Educational Rights and Privacy Act**

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

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school administration (or appropriate school official) a written request that identifies the record(s) they wish to inspect.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the SPCS to amend a record that they believe is inaccurate or misleading. They should write the school administration , clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the District decides not to amend the

record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student by the superintendent or designee when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task such as an attorney, auditor, medical consultant, or a therapist; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting in another school official in performing his or her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request the SPCS discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by SPCS, District 46, Sarpy County, Nebraska, to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

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

Upon request, the SPCS may disclose directory information about former students.

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

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

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

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

### **Asbestos Notification**

IEA, Inc. has been retained by the SPCS to review and prepare an asbestos management plan identifying the presence of asbestos, if any, within any of the school district buildings. The intent of these inspections is to comply with the requirements of the Environmental Protection Agency's (EPA's) Asbestos Hazard Emergency Response Act (AHERA). The district will conduct periodic surveillance of all asbestos materials on an annual basis. The periodic surveillance has been conducted to provide continuous assessment to assure safety conscious

management of any asbestos materials in all buildings. The detailed plan and updated information for each building, or for the entire district, is open to public review and is located in the office of each building. If you have any questions, please contact the Superintendent at (402) 592-1300.

### **Consent/Opt-Out for Specific Activities**

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

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

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

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

### **Directory Information**

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

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that



manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent. **[Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]**

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

- Student’s name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date & Place of Birth
- Major field of study
- Date of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student’s SSN, in whole or in part, cannot be used for this purpose.)

### **Entrance Age**

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

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

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

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

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

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

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

Evaluation components will include:

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

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

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

- A norm-referenced, standardized, diagnostic tool which measures a child's basic academic skills including phonemic awareness and early number concepts
- Child must score at or above the 95<sup>th</sup> percentile/standard score of 125 or greater in all areas assessed

Behavior Assessment System for Children-Second Edition (BASC-2)

- A norm-referenced, standardized, rating scale completed by a child's parent, and, if applicable, a preschool teacher
- Child must score within the average range on all subscales

#### Administrative Procedures

- Parents/guardians seeking early kindergarten entrance for their child must submit the completed consent form, a copy of the child's birth certificate, and appropriate fee by July 15<sup>th</sup>. The academic testing fee is \$25. If they pass that assessment, the cognitive assessment is given and the fee is \$50. The a behavioral assessment may be administered following those and comes with a \$25 fee. Evaluations will be completed prior to the first day of the upcoming school year. Results will be discussed with parents/guardians, and a decision will be made to accept or decline the early entrance application based upon assessment results.
- An evaluation report documenting results and the eligibility decision shall be written by the school psychologist. This report will be provided to the parents/guardians and become part of the child's school records.

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

### **Title IX and the Rehabilitation Act Compliance**

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

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

### **Use of School Facilities**

Permission for the use of school facilities and equipment must be obtained from the administration. An application for use of the school facilities form must be completed and submitted to the building administration for approval. This contract must be signed for acceptance of responsibility for use of school facilities and liability in case of injury or damage to school property. A proof of liability insurance must be provided at the time of application. The school's daily educational and athletic programs shall always have priority, in terms of granting permission.

### **Withdrawals**

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

### **Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. 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.

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](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 I 400 Independence Avenue, SW  
Washington, D.C. 20250-9410
  2. Fax: (202) 690-7442; or
  3. Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)
- This institution is an equal opportunity provider.

### **Zero Lunch Balance Protocol**

Step 1: Every day the child is told by the cashier if they have a zero or negative balance. They are also told to bring money the next day.

Step 2: E-mails and letters are sent to parents with a balance below \$5.00.

Step 3: Once a week negative balance letters go out to each school to be sent home with the child.

Step 4: A list of negative balance accounts are sent to each school weekly. If the family balance is -15.00 or more a call from the school office is made to each family. At this time, the question is asked if the family is in need of a free or reduced lunch application.

Step 5: After the family has been contacted at least 3 times by phone from the school office, the school administration will be asked to get involved if the balance is more than -30.00.

When a family is negative the students will be allowed to buy one breakfast and one lunch a day. No extras will be allowed to be purchased.

### **Board Responsibilities**

The Board of Education may establish written policies governing student conduct in its schools.

The Board may also extend Emergency Exclusion days beyond the five prescribed by LB503.

The building administrators, additionally, may establish building rules and regulations consistent and within the framework of Board policies.

### **Prohibited Student Conduct**

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

- 1) The use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
- 2) Willfully causing or attempting to cause damage to private or school property.
- 3) Stealing or attempting to steal private or school property.
- 4) Causing or attempting to cause physical injury to a school employee or to any student. (Snowball throwing is included.)
- 5) Threatening or intimidating any student with the intent of obtaining money or anything of value from a student.
- 6) Possessing, handling, or transmitting any object that is generally considered a weapon.

- 7) Engaging in the unlawful possession, selling, using, or dispensing of alcoholic beverages, smoking, chewing tobacco, narcotics, drugs, or controlled substances.
- 8) Truancy or failure to attend assigned classes or activities.
- 9) The repeated violation of any school rule which interferes with the purpose of the school.
- 10) Insubordination, defined as the willful refusal of a reasonable request or the voicing of disrespect to those in authority.
- 11) The use of profanity or obscene language, or the possession and/or distribution of obscene printed material while on school premises.
- 12) Engaging in any other activity forbidden by the laws of the State of Nebraska which constitutes a danger to other students or interferes with the school program.

### **Emergency Exclusion**

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

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

### **Terms Defined**

- 1) Short Term Suspension - Excluded from attendance in school up to 5 days.
- 2) Long Term Suspension – Excluded from attendance in school from 6 to 19 days.
- 3) Expulsion – Excluded from attendance in all schools for a period not to exceed the remainder of the semester in which it took effect.
- 4) Mandatory Reassignment - The involuntary transfer of a student to another school within the district for disciplinary action.

The following documents will be added for the individual schools:

# 2017-2018 School Calendar

## Springfield Platteview Community Schools 2017-2018

Color Code		July							January								
	No School	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	1-5	Break
	No School for Students															8	First Day Students 1st Day of 2nd Semester 1-hour late start
	1 Hour Late Start	2	3	4	5	6	7	8	7	8	9	10	11	12	13	15	Martin Luther King Day No School
	Early Dismissal	9	10	11	12	13	14	15	14	15	16	17	18	19	20		
	Regular School Day	16	17	18	19	20	21	22	21	22	23	24	25	26	27		
		23	24	25	26	27	28	29	28	29	30	31					
		30	31														
8	New Teacher Workshop	August							February								
9-11	All Certified Staff Report	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	14-15	Early Dismissal PT Conf
14	All Staff Report			1	2	3	4	5					1	2	3	16	No School Comp Day - No Classes
15	First Day of Classes	6	7	8	9	10	11	12	4	5	6	7	8	9	10	19	President's Day No School
		13	14	15	16	17	18	19	11	12	13	14	15	16	17		
		20	21	22	23	24	25	26	18	19	20	21	22	23	24		
		27	28	29	30	31			25	26	27	28					
		September							March								
4	Labor Day - No School	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	26-30	No School
25	Teacher In-Service No Classes						1	2					1	2	3		
		3	4	5	6	7	8	9	4	5	6	7	8	9	10		
		10	11	12	13	14	15	16	11	12	13	14	15	16	17		
		17	18	19	20	21	22	23	18	19	20	21	22	23	24		
		24	25	26	27	28	29	30	25	26	27	28	29	30	31		
20	End of Quarter 1	October							April								
23	1st Day of 2nd Quarter 1 Hour Late Start	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	2	No School
25-26	Early Dismissal PT Conf	1	2	3	4	5	6	7	1	2	3	4	5	6	7	20	Teacher In-Service No Classes
27	No School Comp Day - No Classes	8	9	10	11	12	13	14	8	9	10	11	12	13	14		
		15	16	17	18	19	20	21	15	16	17	18	19	20	21		
		22	23	24	25	26	27	28	22	23	24	25	26	27	28		
		29	30	31					29	30							
		November							May								
22	Early Dismissal 1/2 Teacher Contract Day	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	16	Last Day for Seniors
23-24	Thanksgiving - No School						1	2			1	2	3	4	5	20	Commencement
		5	6	7	8	9	10	11	6	7	8	9	10	11	12	22-24	Early Dismissal - Finals
		12	13	14	15	16	17	18	13	14	15	16	17	18	19	24	Last Day of School
		19	20	21	22	23	24	25	20	21	22	23	24	25	26	25	Teacher Work Day
		26	27	28	29	30			27	28	29	30	31				
		December							June							1st Qtr	47 Student Days 53 Teacher Days
20-22	Semester Finals Early Dismissal	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	2nd Qtr	42 Student Days 42 Teacher Days
22	1/2 Teacher Contract Day						1	2						1	2	3rd Qtr	42 Student Days 43 Teacher Days
25-29	Break	3	4	5	6	7	8	9	3	4	5	6	7	8	9	4th Qtr	47 Student Days 49 Teacher Days
		10	11	12	13	14	15	16	10	11	12	13	14	15	16	<b>Total</b>	178 Student Days 186 Teacher Contract Days
		17	18	19	20	21	22	23	17	18	19	20	21	22	23		
		24	25	26	27	28	29	30	24	25	26	27	28	29	30		
		31															

## 2017-2018 Pre-school Calendar

## 2017-2018 Student Fees

Article 5  
 Students  
 2017-18 Student Fees  
 Springfield Platteview Community Schools  
 Appendix to Policy 5416

Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
<b>Elementary Schools</b>		
Physical Education classes	Appropriate clothing (non-specialized attire)	Soft Soled/Tennis shoes and socks, running shorts, T-shirt
4th Grade (Music Class)	Recorder	\$10
Elementary/JH Students	Yearbook	The book is optional (Appx. \$25)
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
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 \$60 for Tier 2 per year for use of school owned instrument.
Music-Optional Honor Choir	Coordinating group attire	Special shirts (Appx. \$8-15)
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.
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.). 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.
Picture Packets	Optional - Pictures are still taken for use in school yearbook.	Students purchase packets as desired and pay directly to photo company.
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
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge).	Ten cents (.10) per page when charges apply.
School Meals		Lunch—\$2.75 elementary; Breakfast \$1.60 elementary; Milk - \$0.55; Prices are maximums based on one meal per day, and will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.



Article 5  
 Students  
 2016-17 Student Fees  
 Springfield Platteview Community Schools  
 Appendix to Policy 5416

Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
<b>Secondary Program</b>		
Physical Education classes	Appropriate clothing (non-specialized attire)	Soft Soled/Tennis shoes and socks, running shorts, T-shirt
Art Fees	Fee for materials	Advanced Art, Commercial Design, Painting - \$20 Semester; Drawing - \$8 Semester; Independent Art - \$10 Semester; Three Dimensional Art - \$25
Art and shop classes and special projects, science classes	Appropriate clothing (non-specialized attire) Goggles-1 pair provided per year. If lost or damaged, students are required to purchase a new pair.	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged, protective clothing for shop classes; approved protective goggles for science classes.
Music-Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student. Instrument Rental Fee is \$45 for Tier 1 and \$75 for Tier 2 per year for use of school owned instrument.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	Necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Classroom Projects, i.e., Industrial Technology, Family and Consumer Science	Project Cost (Which may be a fee charged)	Student pays cost that is beyond the standard project provided by the school.
Advanced math or science classes	Specialized calculators	Some calculators will be available at school. If lost or damaged, a replacement fee will be assessed at a rate paid by the school. Students are encouraged but not required to purchase such equipment for their personal use.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge).	Ten cents (.10) per page when charges apply.
School Meals		Lunch--\$2.95; Breakfast \$1.85; Milk - \$0.55; Prices are maximums based on one meal per day, and will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Post-secondary education classes	Tuition and fees for college courses taken for credit.	Postsecondary education costs are a maximum of \$500 per class.
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.
Yearbooks - Optional	School Book	Yearbooks are published and made available for purchase every year. Cost is generally about \$75.

Article 5  
 Students  
 2016-17 Student Fees  
 Springfield Platteview Community Schools  
 Appendix to Policy 5416

College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved.
Summer school courses	Classes offered during the summer, or at night, if any	Drivers education class: \$330; other classes \$50 to \$200 per class; none for free-reduced lunch students
Locker usage	Use of school padlock	\$5.00 fee if damaged or not returned at the end of the year.
Industrial Technology	Fees for general materials	Manufacturing Technology - \$120 Year; Production Systems - \$65; Technology Systems - \$15
Family and Consumer Science	Fees for general materials	Nutrition and Foods, Advanced Nutrition and Foods - \$10; Culinary Arts - \$15
Business Classes	Workbooks	\$25
Music Theory	Fees for general materials	\$25
Photography	Fees for general materials	No more than \$50 per year.
Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Instrument Rental Fee is \$35 for Tier 1 and \$60 for Tier 2 per year for use of school owned instruments. Uniforms for the marching band will be supplied by the school. For High School Band students, a \$25 uniform cleaning fee is required. For High School Vocal students, a \$15 choir robe cleaning fee is required.
iPad Use	Fee for self-insurance program for iPads.	\$20 per year; max \$80 per family per year. See iPad handbook for damage and replacement fees.
Student Parking Permit at PHS	Parking tag replacement fee	Students at PHS will be charged \$5 as a replacement fee if they lose their parking tag for their vehicle.
<b>Extracurricular and other programs</b>		
<b>Extracurricular and other programs</b>	<b>General Description of Fee or Material</b>	<b>\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>
<b>Athletic Programs</b>		
Admission	Spectator fees for admission to events	\$5.00 per event maximum. Students may purchase an Activity Pass for \$40.00 per year. Adult Activity Passes are \$60 per year. For District and Conference events hosted by the School, cost to be set by NSAA but not to exceed \$20.00 per event.
Athletic Physicals	NSAA required athletic physicals	Cost varies; payable directly to student's physician or clinic.

Article 5  
 Students  
 2016-17 Student Fees  
 Springfield Platteview Community Schools  
 Appendix to Policy 5416

Equipment and Attire	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity. Uniform items are checked out to students. If lost or damaged, students will be assessed fees in the amount of replacement cost.	Required items include athletic undergarments (supporter, bra, socks, and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.) Additional required items for particular sports or activities include: Basketball -- No additional, Football -- Mouthpiece, Golf -- Golf bag and clubs, Speech -- Dress attire; copies of research; Track -- No additional, Volleyball -- Volleyball knee pads, Wrestling -- No additional, Cheerleading and Flag Team Squads -- Shoes, approved uniforms (top & skirt; jacket), poms and other accessories
Travel meals	Meals	Students are responsible for their own meals while traveling.
Locker use	Padlock for locker	\$5.00 fee if damaged or not returned at the end of the year.
Camps and Clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps, and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.
Athletic Clubs	Letterman's club and other clubs supporting the athletic program	Annual dues not to exceed \$50.00 per club.
Music Optional Show Choir	Coordinating group attire	Students will pay for outfits selected by the group. Cost will be based on selection at a maximum of \$200.
<b>Clubs/Organizations</b>		
SkillsUSA	State & national dues, meals and activities	Annual dues not to exceed \$30.00 per club. Partial pay for nationals may be required.
FBLA	State & national dues, meals and activities	Annual dues not to exceed \$20.00 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 \$20.00 per club.
Student Council	State & national dues, meals and activities	Currently no dues required. Annual dues not to exceed \$20.00 per club.
Destination Imagination	State & national dues, meals and activities	Annual dues not to exceed \$30.00 per club. Partial pay for nationals may be required.
<b>Social &amp; Recognition Activities</b>		
School plays, musicals and social activities	Admission to events	Up to \$5.00 per play or activity
School dances	Admission to prom, homecoming, etc.	Up to \$40.00 per event

Article 5  
 Students  
 2016-17 Student Fees  
 Springfield Platteview Community Schools  
 Appendix to Policy 5416

Class dues		Each of the six secondary classes may assess its members an amount not to exceed \$60.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.
Picture Packets	Optional - Pictures are still taken for use in school yearbook.	Students purchase packets as desired and pay directly to photo company.
Senior recognition assessment	Optional graduation activities	Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. This may include the rental of graduation robes (\$35), caps, tassels, class flowers, one mother's flower, class gift, yearbook picture page, and class composite picture. A single Senior Class Recognition Assessment, not to exceed \$50, will be assessed to those Seniors who elect to participate in such activities. Expenses for above mentioned items will be paid out of the "Class Activity" account until funds are depleted. After this fund is empty, students will be responsible for all optional graduation activity costs.
Trips	Transportation, lodging, meals, admission to events, etc.	For the extracurricular and options trip - students will be assessed a fee no more than \$20 and will be responsible for meals. Students are responsible for costs of school sponsored trips where the trip is an extracurricular activity. The maximum costs of such trips will be \$2,000 per student. If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply; it is not supervised or administered by the school; attendance on the trip does not count toward graduation credit or grade advancement; and participation on the trip is voluntary for students.

**Supply List: The supply lists vary slightly between the schools. We will add the individual list at the building level before sending it out to parents.**

