

SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS



MISSION STATEMENT

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

DISTRICT ADMINISTRATION

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

BOARD OF EDUCATION

Mr. Brian Wichman, President
Mrs. Brenda Sherman, Vice President
Mr. Bob Icenogle, Secretary

Mr. Brian Osborn, Member
Mrs. Lisa Roseland, Member
Mrs. Cori Swanson, Member

PURPOSE OF STUDENT AND PARENT HANDBOOK

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

The handbook establishes the responsibilities of all students:

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

MESSAGE FROM THE PRINCIPAL

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

Please feel welcome to communicate with any of our staff concerning areas that affect your student(s). Always start with the person closest to your area(s) of concern, then work your way up to the principal, 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 Learning Community and have the test scores and educational climate to prove it! Thanks for your support. Let's have a great year!

Sincerely,

Darin Johnson
Principal

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Contact Information and School / Office Hours:

Mr. Darin Johnson, Principal 402-339-5052
 djohnson@springfieldplatteview.org
 Mrs. Sarah Svoboda, Counselor 402-339-5052
 ssvoboda@springfieldplatteview.org
 Mrs. Tren Svendsen, Office Manager 402-339-5052
 tsvendsen@springfieldplatteview.org

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

Address: 14801 South 108th Street
 Springfield, NE 68059

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

Facebook: www.facebook.com/platteviewcentral

Twitter: @platteviewcent

Daily Bell Schedule:

Mondays	<u>Late Start</u>	Regular	<u>Tues-Fri</u>	Early Dismissal	<u>1:25 PM</u>
<i>Period</i>	<i>Times</i>	<i>Period</i>	<i>Times</i>	<i>Period</i>	<i>Times</i>
0	8:25-9:01	0	7:15-7:59	0	7:30-7:59
1	9:10-9:46	1	8:10- 8:54	1	8:10- 8:39
2	9:50-10:26	2	8:58-9:42	2	8:43- 9:12
3	10:30-11:06	3	9:46-10:30	3	9:16- 9:45
Advisory	11:10-11:35	4	10:34-11:18	4	9:49- 10:18
5	11:39-12:45	Advisory	11:22-11:43	6	10:22- 10:51
7 th Lunch	11:35-12:05	5	11:47-1:01	Advisory	10:55-11:16
8 th Lunch	12:15-12:45	7 th Lunch	11:43-12:13	5	11:20-12:19
4	12:49-1:25	8 th Lunch	12:31-1:01	7 th Lunch	11:16-11:46
6	1:29-2:05	6	1:05-1:49	8 th Lunch	11:49-12:19
7	2:09-2:45	7	1:53-2:37	7	12:23-12:52
8	2:49-3:25	8	2:41-3:25	8	12:56-1:25

Visitors

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

Staff Directory

Staff Name	Assignment	Email Address
Behrens, Allison	Art	abehrens@springfieldplatteview.org
Bos, Michael	Industrial Tech II	mbos@springfieldplatteview.org
Elder, Christina	PE / Health	celder@springfieldplatteview.org
Farr, Denise	Evening Custodian	dfarr@springfieldplatteview.org
Foutch, Dustin	Industrial Tech I	dfoutch@springfieldplatteview.org
Goodrich, Mary Ann	Reading	mgoodrich@springfieldplatteview.org
Jamber, Kim	Taher Food Service	kjamber@springfieldplatteview.org
Janak, Marla	Band	mjanak@springfieldplatteview.org
Jennings, Jim	Keyboarding	jjennings@springfieldplatteview.org
Jenson, Scott	Physical Education	sjenson@springfieldplatteview.org
Johnson, Darin	Principal	djohnson@springfieldplatteview.org
Karnik, Billie Jo	Asst Office Manager	bjkarnik@springfieldplatteview.org
King, Matt	Choir	mking@springfieldplatteview.org
Layher, Jerry	Band	jlayher@springfieldplatteview.org
Layher, Patti	Business	playher@springfieldplatteview.org
Laughlin, Frank	Social Studies 8	flaughlin@springfieldplatteview.org
Lodes, Julie	Computer Science	jlodes@springfieldplatteview.org
Lusinski, Zach	Math 7	zlusinski@springfieldplatteview.org
Lynam, Jim	Math 8	jlynam@springfieldplatteview.org
Murphy, Bobbi	Nurse Para	bomurphy@springfieldplatteview.org
Neill, Melissa	Paraprofessional	mneill@springfieldplatteview.org
Scanlan, Arlis	Science 7	ascanlan@springfieldplatteview.org
Schroeder, Dennis	Daytime Custodian	dschroeder@springfieldplatteview.org
Seifert, Jean	Media Para	jseifert@springfieldplatteview.org
Soneson, Andrew	Social Studies 7	asoneson@springfieldplatteview.org
Staskiewicz, Frank	Technology Dir.	fstaskiewicz@springfieldplatteview.org
Stier, Chris	Language Arts 7	cstier@springfieldplatteview.org
Svendsen, Tren	Office Manager	tsvendsen@springfieldplatteview.org
Svoboda, Sarah	Counselor	ssvoboda@springfieldplatteview.org
Thayer, Amy	Media Specialist	athayer@springfieldplatteview.org
Thomas, Tina	Science 8	tthomas@springfieldplatteview.org
Tiller, Michele	Language Arts 8	mtiller@springfieldplatteview.org
Woodward, Marty	Special Education	mwoodward@springfieldplatteview.org
Zeleny, Kim	Spanish 8	kzeleny@springfieldplatteview.org

Important Dates

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

Quarter 1

August 8-14	Teacher Workdays
August 7-8	iPad Deployment Days, ALL paperwork turned in
August 10	7th/8th Orientation
August 15	1 st day of School
August 30	School Pictures
September 4	Labor Day NO SCHOOL
September 25	NO SCHOOL - Teacher Professional Development Day
October 20	Mid-Semester - Career Day and NeSA Celebration

Quarter 2

October 25/26	P/T Conferences 2-7:30 PM - Early Dismissal 1:25 PM
October 27	Teacher Comp Day - NO SCHOOL
November 22	Early Dismissal 11:25 AM
November 23/24	Thanksgiving Break- NO SCHOOL
December 20/21	Early Dismissal 1:25 PM - Semester Finals
December 22	Early Dismissal 11:25 AM - Semester Finals
December 23-Jan 7	Winter Break - NO SCHOOL

Quarter 3

January 8	1 st 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 9	Mid-Semester - Big Read Celebration

Quarter 4

March 26-April 2	NO SCHOOL - Spring Break
May 22/23	Early Dismissal 1:25 PM - Semester Finals
May 24	Last Day for Students - Early Dismissal 11:25 AM - Finals
May 25	Teacher Work Day

Closed Campus

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

Student Records

Parents have rights to: 1) inspect and review educational records; 2) request an amendment of the student's record to ensure accuracy; 3) consent to disclosures of personally identifiable information to the extent of the law; 4) file a complaint concerning alleged failures by the school to comply with regulations; 5) obtain a copy of the school district's policy on records. See FERPA and PPRA attachments on pages 49-54.

Withdrawal of a Student

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

Telephone Use

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

Curriculum and Course of Study

The course of study at Platteview Central is designed to provide learning experiences for each student to develop the readiness skills necessary for future learning and life. All students in grades 7-8 take courses in Mathematics, Science, Language Arts, and Social Studies. The curriculum is aligned to the Nebraska State Standards for education.

In addition to the core classes, 7th graders will also take Reading. Students will have the opportunity to receive instruction in other areas as well, including Art, Physical Education, Health, Keyboarding, Business, Vocational Technology, Media Skills, General Music, Choir, Band, Spanish and Family Consumer Science.

7th Grade Course of Study

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

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

8th Grade Course of Study

Subject	Length of Course
Pre-Algebra	Year
High School Algebra (for H.S. credit)	Year
Language Arts 8	Year
Physical Science 8	Year
Social Studies 8	Year
Physical Education	Year, every other day
Choir (elective)	Year, every other day
Band (elective)	Year
Art	1 Semester
Business	1 Semester
Health	1 Semester
Computer Science	1 Semester
Technology II	1 Semester
Spanish	1 Semester
Family Consumer Science	1 Semester
Exploratory Music	1 Semester
Special Education	Individually Scheduled
Guided Study	Year (if in Band, every other day)

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

Supply List - 7th Grade

All Classes: Bring a small pencil bag to each class every day. Inside the pencil bag you need pens, pencils and a set of earbuds/headphones. In addition, please have your iPad charged and ready for each school day.

Art: Wood pencils (not mechanical), eraser, small box of Kleenex, 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)

Language Arts: One large spiral notebook and one folder

Math: One black 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

Reading: One folder

Science: One black 3–ring binder (1”)

Social Studies: One folder for handouts and one spiral notebook

Supply List - 8th Grade

All Classes: Bring a small pencil bag to each class every day. Inside the pencil bag you need pens, pencils and a set of earbuds/headphones. In addition, please have your iPad charged and ready for each school day.

Art: Wood pencils (not mechanical), eraser, small box of kleenex, 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)

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

Family /Consumer Sciences: Notebook

Health: Notebook

Language Arts: Loose leaf paper (50–100 pages per quarter) or spiral notebook

Computer Science: Notebook

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

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

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

Science: 100 page spiral notebook and a folder

Social Studies: One folder and two spiral notebooks

Spanish: Folder or binder and a notebook

Grading Policy

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

A+	97-100	4.0	C+	77-79	2.33
A	93-96	4.0	C	73-76	2.0
A-	90-92	3.67	C-	70-72	1.67
B+	87-89	3.33	D+	67-69	1.33
B	83-86	3.0	D	63-66	1.0
B-	80-82	2.67	D-	60-62	0.67
			F	0-59	0.0

The following are important aspects of Grading Policy 5204 (adopted for 2015-16; amended for 2016-17). For full policy review, see our district website and click "Board of Education" then click "News and Information" to see this policy, among others.

1. Formative assessments (homework, quizzes, daily work, other checks for understanding) shall make up no more than 30% of a student's grade. Summative assessments (end of unit tests, projects, presentations) shall make up at least 70% of a student's grade. Extra credit is not allowable, nor permitted.
2. Final Exams, whether cumulative or a unit ending test, presentation or project, will fall into the Summative grading category as part of the 70% (or more). There are NO RETAKES for Final Exams.
3. The penalty for formative late work shall not exceed 10% of the possible grade for the assignment. If the student has not completed the work prior to the summative assessment, a zero may be submitted for the student's grade.
4. A student who fails a summative assessment is provided an opportunity to retake the assessment. A student who scores below a 79% on a summative assessment may choose to retake the assessment. The student who chooses the retake may earn up to a 79%, but not more.

Citizenship Grade

Good citizenship is valued at Platteview Central. Along with an academic grade, each student will receive a citizenship grade on his/her progress report and 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 the educational program at Platteview Central. It is used to reinforce skills already being taught in the classroom, to work on independent study, complete projects, and to complete classroom assignments. Students and parents should develop a study time set aside at night for this purpose (70 minutes for a 7th grader and 80 minutes for an 8th 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.

Parent Web

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

To learn more about our Parent Web, please go to the Platteview Central website at www.pc.springfieldplatteview.org (click on Parent Web) or contact the school office 402-339-5052 and request the necessary application form. Paper application forms can be downloaded from our school’s web site.

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

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

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.” Homework remains posted for one week.

Middle School Assistance Process (MSAP):

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

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

A student refusing to complete teacher assignments and to work to their potential may be assigned to In-School Suspension (ISS), 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 (D’s and F’s) three or more times will earn MSAP during the week they are listed on the Watch List. Parents will be notified and asked to make transportation arrangements.

Guided Study Class

Platteview Central students will be assigned to Guided Study 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.

Progress Reports

Semester grades are issued at the end of the first and second semester. In addition, progress report grades are sent home with students at the 4.5 week, 9 week and 13.5 week points in each semester. These reports communicate academic achievement, citizenship standing, tardies and student absences to parents. Semester grades are used to establish GPA in both the high school and junior high.

Student Activities and Programs

Student Council:

The Platteview Central Student Council is composed of ten 7th and 8th grade students who are elected by the student body. The student council serves as a liaison between students and members of the faculty and administration. Members are expected to be positive student leaders who exhibit proper behavior and 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 take Exploratory Music as one of their rotation classes if they are not in band or choir.

2. Instrumental Music Program:

Junior High Band is offered (as an elective) to both 7th and 8th grade students as a continuation of the elementary music curriculum. The junior high band participates in a Holiday Concert, a Winter Concert, a Spring Concert and a District 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.

Gifted / HAL / DEM (Discovery Educational Model):

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

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 |

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

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.

Guidance Services:

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

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

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

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

Schedule Changes: Elective courses may be dropped or added only after a parental note of approval has been given to the counselor. These schedule changes may be performed only during the first seven days of 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.

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

Health Services

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

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

Illness: If a student becomes ill during school, he/she should obtain a pass from the classroom teacher and report directly to the health office. If the nurse/health paraprofessional is not scheduled at Platteview Central that day, the student should report to the school secretary. Based on the severity of the illness or injury, the parents will be contacted. If we are unable to contact parents, persons listed on the student's Health and Accident card will be notified. An accident report will be filed for all serious accidents. ** Please note that it is not proper protocol for students to text parents that they are sick. This leads to parents coming to get students without office verification of an illness. Following the proper protocol is important.

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

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

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

Prescription Medication - Present the Springfield Platteview Community Schools Prescription Medication consent form signed by the parent or legal guardian and prescription from the physician. Bring the medication in the original prescription bottle, properly labeled by a registered pharmacist as prescribed by law. Control Substance medication (some ADHD medication) needs to be brought in by the parent and counted with the school nurse/health

paraprofessional/authorized school personnel and initialed. Also these medications need to be picked up at the end of the school year by the parent and counted again with parent initials.

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

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

Food Service - Lunch Program

Hot lunch programs are provided in all Springfield Platteview schools and will be outsourced by Taher Food Management Services. A hot lunch may be purchased or a child may bring his/her lunch and buy a milk at the cafeteria. Parents/guardians are always welcome to eat at school if they call the office by 9 AM. The price of an adult lunch is \$3.20. Copies of all menus are sent home monthly or can be found on our school website at www.pc.springfieldplatteview.org.

The price of a student lunch at Platteview Central is \$2.95, which includes milk. Each student will have their own lunch account that money can be deposited into. Children are welcome to bring a sack lunch and are required to eat in the lunchroom with their classmates. Milk may be purchased separately for \$.55 cents.

Breakfast is served daily at the high school. Platteview Central students are welcome to walk over to PHS for breakfast from 7:50-8:05 AM. Breakfast is \$1.80 for students. Free and reduced qualifications also apply to breakfast meals. Students are required to pay for all lunches received. Parents should keep enough money in the food service account to stay current. Each week on Tuesday and Friday, generic emails will be sent to families with low account balances (\$5.00 or less per student on account).

The School Nutrition program understands that situations may occur when a child forgets their lunch money and will allow a student to charge a meal. A meal charge is defined as a short-term loan for a child to eat as a result of forgetting their lunch, losing their money, etc. Listed below is the Zero Balance Protocol that will be used when negative balances exist.

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: Every Tuesday & Friday emails 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 principal 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.

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

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, audiotape, 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, 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

This institution is an equal opportunity provider.

Lost and Found

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

Media Center - Computer Lab

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

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

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

Transportation Guidelines and Regulations

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

Bus Regulations and Procedures

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

SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS BUS REGULATIONS

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

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

BUS RULES:

1. **Cooperate with your driver.**
2. Stay seated and face the front of the bus.
3. Bus drivers may assign seats as necessary.
4. Students are to be dropped off at their stop. Drivers must receive a signed note by parent/guardian giving permission for other "drop-off" arrangements.
5. Keep head, hands, and feet to yourself. (No fighting, pushing, spitting, teasing, etc.)
6. Talk quietly. Be courteous and do not use profane language.
7. Students must be absolutely quiet at railroad crossings.
8. Keep head, hands, feet and objects inside the bus.
9. Aisles shall be clear and unobstructed at all times.
10. Help keep your bus clean. Do not litter.
11. Do not eat or drink on the bus (candy, gum, etc.).
12. Do not bring hazardous materials on the bus.
13. No animals may be brought on the bus.
14. Do not tamper with/damage the bus or its equipment.
15. Students shall not use the emergency door unless an emergency exists.

IF A STUDENT BREAKS A BUS TRANSPORTATION RULE:

- 1st Incident: Driver verbally warns student.
- 2nd Incident: Student receives citation; parent and principal are notified of the infraction by the bus driver. Consequences may be given by the principal.
- 3rd Incident: Student receives citation and is suspended from the bus for 3 to 5 days; parent is notified of the infraction by the principal.
- 4th Incident: Student receives citation and is suspended from the bus up to the remainder of the semester/school year.

Activity Bus Rules:

1. No student shall stand when the bus is moving.
2. Students shall not exchange seats when the bus is moving.
3. Students shall not extend their hands, heads, or objects from the bus when it is moving.
4. Student noise shall be kept to a minimum (this includes screaming and loud singing).
5. Students shall be quiet at all railroad crossings.
6. Anything a student brings on the bus should be taken off by that student. (Sponsors should check the bus for litter at the end of each trip.)
7. The bus driver is to drive the bus. Conduct is the responsibility of the activity sponsor or coach and should be assumed by them.

8. Sponsors should be seated so they can observe the entire group and their actions.
9. Communication between the bus driver and sponsor is essential if we are to have safe and organized bus trips.
10. Students should respect all employees and fellow students of the district and may be disciplined by the activity sponsor/ school personnel for their use of profanity, disrespectful actions, or improper behavior. Students are financially responsible for any damage they cause.
11. Food and beverages may not be allowed on the bus, except during activity related trips as authorized by the sponsor.

Bus Stop Rules:

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

For additional information on school transportation, please contact Student Transportation of America at 402-670-0890. In the event you have a need for additional assistance please call 402-339-5052 and we will work with you.

Student Expectations

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

STUDENTS' RIGHTS AND RESPONSIBILITIES

Platteview Central Junior High School

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

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

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

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

I. GENERAL STANDARDS OF BEHAVIOR:

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

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

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

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

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

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

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

III. ATTENDANCE POLICY

- A. Nebraska State Statute (79-201) requires that all students between the ages of 6 - 18 attend school. It is the responsibility of the parent/guardian to see that the student is at school at the appropriate time in a proper state of health and cleanliness. Notification of an absence must be made to the school office or the absence will be considered unexcused. The school district may be required by law to notify the county attorney when students reach 20 absences in a school year, regardless if the absences are school excused or not school excused.

IV. CONSEQUENCES OF DISRUPTIVE BEHAVIOR:

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

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

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

1. Circumstances warranting short-term suspension:

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

2. Procedure for short-term suspension:

- a. When a student is accused of conduct which might result in suspension under this section, the building administrator is to conduct an investigation into the charges made and ascertain whether there is evidence of a violation of sufficient seriousness to warrant further action.
- b. When the building administrator believes that further action is needed, he/she shall inform the student of the charges against him/her and give the student an opportunity to present his/her version of the incident.
- c. Should the building administrator believe that a short-term suspension is justified, the building administrator shall make every reasonable attempt to notify the student's parent or guardian immediately.
- d. The suspension shall take effect at the time specified by the building administrator. Written notification of the suspension shall be sent by regular mail to the parent or guardian as soon as is reasonably possible.
- e. Such suspension may be either "in-school," wherein a student does not attend classes but reports for study under supervised conditions as the building administrator may direct, or "out-of-school," wherein a student is

not permitted to be present on school property. In either case, students may not participate in or attend any activities sponsored by Springfield Platteview Community Schools.

- f. Opportunity will be given students so suspended to make up work missed. This work must be completed by the time they return to their regular schedule.

Long-term suspension/expulsion:

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

1. Length of expulsions for regular and special circumstances:
 - **Regular Circumstances.** The expulsion of a student shall be for a period not to exceed the remainder of the semester in which it took effect, unless the misconduct occurred (1) *First Semester*, within ten (10) school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester or (2) *Second Semester* - within ten (10) school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year (subject to automatic review).
 - **Special circumstances involving firearms.** Expulsion period not less than one calendar year.
2. **The following student conduct shall constitute grounds for a long-term suspension or expulsion** subject to the procedural provisions of Nebraska State Law when such activity occurs on school grounds or during a school function or event off school grounds:
 - a. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
 - b. Willfully causing or attempting to cause substantial damage to private or school property, stealing or attempting to steal private or school property of substantial value, or repeated damage or theft involving private or school property of small value.
 - c. Threatening, intimidating, causing or attempting to cause physical injury to a school employee or to any student. Physical injury caused by accident, self-defense or an action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
 - d. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
 - e. Students are forbidden, knowingly or voluntarily, to bring to school, possess, handle, transmit, or use any firearm, knife, or other dangerous weapon in school, on school grounds, or at a school function off school grounds. Dangerous weapons shall include: a) firearms [including starter pistols, B-B guns (rifles and pistols), shotguns, air rifles and pistols, CO₂ propelled rifles and pistols, copy-cat or look-a-like rifles or pistols whether or not they are capable of expelling a projectile, see also definition below]; b) bombs, razor blades, grenades, rockets, explosives, or similar devices; c) knives, dirks or stilettos of any type, or any other dangerous instrument capable of inflicting cutting, stabbing, or tearing wounds; d) knuckles consisting of finger rings, guards or similar devices made of a hard substance that is designed, made or adapted for the purpose of inflicting serious bodily injury by striking a person with a fist or open hand which is either enclosed by, worn on, or held by the hand or knuckles.
 - f. Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally considered a firearm. The term "firearm" as described in 18 U.S.C. 921 means (1) any weapon (including a starter gun), which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive. [This would include rifles, pistols and shotguns.] (2) the frame or receiver of any such weapon; (3) any firearm muffler or firearm silencer, or (4) any destructive device. Such term does not include an antique firearm.

The term "destructive device" means

- any explosive, incendiary, or poison gas such as a (1) bomb, (2) grenade, (3) rocket having a propellant charge of more than four ounces, (4) missile having an explosive or incendiary charge of more than one-quarter ounce, (5) mine, or (6) device similar to any of the devices described in the preceding clauses;
- any type of weapon by whatever name known which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of

- more than one-half inch in diameter (a shotgun or a shotgun shell which is generally recognized as particularly suitable for sporting purposes is not a destructive device within the meaning of this definition since a shotgun is a firearm as defined above); and
 - any combination of parts either designed or intended for use in converting any device into any destructive device described in paragraph A. or B. and from which a destructive device may be readily assembled.
- g. Engaging in the unlawful possession, being under the influence of, selling or use of an illegal substance or alcoholic beverage, or that which is represented to be an illegal substance or alcoholic beverage.
- h. Public indecency.
- i. Sexually assaulting or attempting to sexually assault any school employee or student (this may result in mandatory reassignment).
- j. Engaging in any other activity forbidden by the laws of the State of Nebraska when this activity constitutes a danger to other students or interferes with school purposes.
- k. Continuation of disruptive activities, which resulted in disciplinary action or short-term suspension(s), if such violation constitutes a substantial interference with school purposes.

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

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

- a. The principal may suspend a student immediately, regardless of the fact that a hearing was requested within five days of notice of expulsion or long-term suspension by the school, if the principal determines that such immediate suspension is necessary to prevent or substantially reduce the risk of: a) interference with an educational function or school purpose or b) personal injury to the student, other students, school employees, or school volunteers. Although the preferable practice is that the principal makes such determination in writing, nothing in this policy shall so require. If no hearing is requested, the immediate suspension will continue until the date the long-term suspension, expulsion, or mandatory reassignment takes effect. If a hearing is requested, the suspension will continue until the date the hearing examiner files the report of his or her findings with the Superintendent, if the principal has made a determination as above described.
- b. On the date of the decision a written charge and a summary of the evidence supporting such charge shall be filed with the Superintendent. The school shall, within two school days of the decision, send written notice by registered or certified mail to the student's parent or guardian and by regular mail to the student.
- c. Such written notice shall include the following:
 - 1. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion, including a summary of the evidence to be presented against the student.
 - 2. The penalty, if any, which the building administrator has recommended in the charge, and any other penalty to which the student may be subject.
 - 3. A description of the hearing procedures provided along with procedures for appealing any decision rendered at the hearing.
 - 4. A statement that the building administrator, legal counsel for the school, the student, the student's parent or guardian, and/or the student's representative (or legal counsel) shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
 - 5. A form on which the student, student's parent, or guardian may request a hearing to be signed by such parties and delivered to the building administrator or Superintendent in person or by registered or certified mail as prescribed by state law.
- d. Nothing in this policy shall preclude the student or the student's parent/guardian or representative from discussing and settling this matter with appropriate school personnel prior to the hearing.
- e. If a hearing shall be requested within five school days of the receipt of the written notice by the student or the student's parent or guardian, the Superintendent shall appoint a hearing examiner and all of the provisions of the Nebraska statutes which relate to such a hearing shall be adhered to.
- f. If the student, parent or guardian institutes the appeal following the determination of the Superintendent, they may appeal to the Springfield Platteview Community Schools Board of Education. Such an appeal shall be made within seven school days following receipt of the written notice of the determination of the Superintendent.

- g. A hearing shall be held before the Board of Education within a period of ten school days after it is requested and such time for a hearing may be changed by mutual agreement of the student and Superintendent, except that the hearing may be held before the Board of Education of not less than three members.

Dress Code:

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

Shirts/Tops

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

Pants/ Shorts

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

Shoes

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

Accessories

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

Other Guidelines

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

Inappropriate Clothing

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

Student Code of Conduct and Discipline:

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

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

Behavior Expectations and other areas of student conduct:

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

Bullying, Hazing, and/or Harassment of Students

Bullying and/or harassment of students are prohibited. Harassment and bullying mean physical or psychological abuse of another student by means of verbal or physical threats, intimidation, insults or other aggressive behavior and include abuse based upon race, ethnicity, gender, religion, sexual orientation or disability. Hazing means forcing a student to risk or suffer physical or mental harm or degradation to join, participate or remain in a school-affiliated organization. If a student believes that he or she has been harassed, bullied or hazed, the student and/or parent should report the behavior to the principal and/or counselor. Students who engage in harassment, bullying or hazing will be subject to disciplinary and possible criminal sanctions. *Students and parents should be aware that bullying, hazing, and harassment off school grounds through various means including Facebook, text messaging,*

Twitter, Instagram and other modes of social networking could lead to school disciplinary action(s) if the bullying, hazing, and/or harassment affects another student's learning or disrupts the educational environment here at school. Bullying, hazing, and harassment will not be tolerated at Platteview Central Junior High. Required counseling and/or consequences will be applied when appropriate to ensure behavior stops.

Prohibited Student Conduct:

Fighting and Violence:

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

Abusive Language:

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

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

Fire Alarm or Smoke Detector:

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

Mace/Tear Gas:

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

Tobacco Policy

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

Drug dogs/Locker Searches:

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

Drug Dog Policy:

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

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

In-School Suspension:

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

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

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

After-School Detentions

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

Sexual Harassment:

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

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

Both verbal and nonverbal conduct occurring outside the context of the district's authorized curriculum may constitute prohibited sexual harassment. Specific types of conduct which are prohibited include, but

are not limited to, jokes, statements, or comments, whether derogatory or complimentary in nature, which either explicitly or by implication, contain or can reasonably be interpreted to contain or refer to matters of a sexual nature; physical contact, touching, or physical interference; and visual conduct such as gestures, pictures, posters, cartoons, drawings or other written, printed or published materials of a like or similar nature, which either explicitly or by implication, contain or can be reasonably inferred to contain matters of a sexual nature.

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

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

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

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

Discipline Matrix Guide

Infraction	1st Intervention/ Consequence	2nd Intervention/ Consequence	3rd Intervention/ Consequence
A1 Assault on student without injury	ISS 1-3 days. Notify parents	OSS 1-3 days. Notify parents	OSS 5-10 days. Notify parents. Possible expulsion.
A2 Assault on student with injury	OSS 3-5 days. Notify parents and police. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents and police. Recommendation for expulsion.	
A3 Assault on school personnel, with or without result of injury	OSS 10-19 days. Notify parents and police. Recommendation for expulsion.		
A4 Fighting	ISS/OSS 1-3 days. Notify parents.	ISS/OSS 3-5 days. Notify parents.	OSS 5-10 days. Notify parents. Possible expulsion.
A5 Threats, intimidating, or menacing another student, including hazing.	2 Detentions Administrative Documentation	ISS 3 Days. Notification of Parents	ISS 3-5 Days. Notification of Parents
A6 Threats, intimidating, or menacing school personnel.	ISS 3 Days Notify parents	OSS 3-5 Days Notification of Parents Possible Expulsion	
A7 Swearing at school personnel	ISS 3 Days Notification of Parents	OSS 3-5 Days Notification of Parents Possible Expulsion	OSS 5-10 days. Notify parents. Possible expulsion.
A8 Initiating threatening calls to school, i.e. bomb threats, etc.	OSS 5-19 Days Notify parents, police, and fire marshal.... Recommendation for Expulsion		

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

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

Infraction	1st Intervention/ Consequence	2nd Intervention/ Consequence	3rd Intervention/ Consequence
C1 Possession, under the influence of, and/or use of alcohol, controlled substance, intoxicant or placebo/lookalike/imitation	OSS up to 19 days. Notify parents. Notify police. Recommend drug/alcohol evaluation.	Recommendation for expulsion.	
C2 Selling or offering a controlled substance, prescription drug, alcohol, and intoxicant of any kind	Recommendation for expulsion.		
C3 Possession and/or sale of drug paraphernalia.	OSS 5 days. Notify parents and police. Possible recommendation for expulsion.	OSS 5-10 days. Notify parents and police. Possible recommendation for expulsion.	Recommendation for expulsion.

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

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

Infraction	1st Intervention/ Consequence	2nd Intervention/ Consequence	3rd Intervention/ Consequence
F1 Theft or attempted theft of school or private property.	ISS 1-3 days. Notify parents and police. Reimburse for loss.	ISS 3-5 days. Notify parents and police. Reimburse for loss..	OSS 1-5 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.

F2 Wrongful possession of school or private material	ISS 1-3 days. Notify parents. Notify police.	ISS 3-5 days. Notify parents. Notify police.	OSS 3-5 days. Notify parents. Notify police. Possible recommendation for expulsion.
F3 Knowingly receiving stolen school property.	OSS 3 days. Notify parents. Notification of police. Reimburse for loss.	OSS 3-5 days. Notify parents and police. Reimburse for loss.	OSS 5 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.

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

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

H3 Physical harassment: Intentional or obvious unwelcome or offensive physical contact.	ISS up to 3 days. Notify parents and police.	ISS up to 5 days. Notify parents and police.	OSS 3-5 days. Notify parents and police. Recommendation for expulsion.
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****Please refer to the Platteview Central JH policy included in Student Rights and Responsibilities. The victim may take action beyond the scope of building discipline in regards to harassment.

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

I7 Fraudulent use of school or public phone	ISS 1-3 days. Notify parents. Notify police.	ISS 3-5 days. Notify parents. Notify police.	OSS 5 days. Notify parents. Notify police.
I8 Buying or selling food, drinks, or any unauthorized use of a student id number.	Detention. Notify parents.	ISS 1-3 days. Notify parents.	ISS 3-5 days. Notify parents.
I9 Falsifying or altering signatures, misrepresenting or calling self in.	ISS 1-3 days. Notify parents.	ISS 3-5 days. Notify parents.	OSS 1-3 days. Notify parents.
I10 Gambling in any form: pitching coins, dice, wagering with cards, etc.	1-3 Detentions. Conference with Administrator.	3-5 Detentions. Notify parents.	ISS 1-3 days. Notify parents.
I11 Wrongful use of skateboard, roller blades, bicycles, etc. on school property	Confiscate. Notify parents. Parents must pick up.	1 detention. Confiscate. Notify parents. Parents must pick up.	2 detentions. Confiscate. Notify parents. Parents must pick up.
I12 Truancy (1 period)	2 Detentions.	3-5 Detentions.	ISS 1 day. Notify parents.
I13 Truancy (More than 3 periods)	ISS 1-3 days.	ISS 3-5 days.	
I14 Unauthorized entry into any unattended school area	Detention.	2-5 Detentions.	ISS 1-3 days.
I15 Loitering	Conference with administrator. May issue detention.	2 Detentions	3-5 Detentions
I16 Leaving school without following procedure	Detention Notify parents.	2-5 Detentions. Notify parents.	ISS 1-3 days. Notify parents.

I17 Willful violation of other school rules and regulations (i.e. bringing open beverages into the building, dress code violation, etc)	Warning issued to student. Staff may confiscate and retain items for parent. Clothing changed or corrected.	2 Detentions Clothing changed or corrected.	3-5 Detentions Clothing changed or corrected
I18 Violating the closed campus policy	Detention.	1-3 Detentions.	ISS 3 Days. Notify parents.
I19 No show for Teacher detention	2 Detentions.	4 Detentions.	ISS 1-3 Days. Notify parents.
I20 Misconduct for a Guest Teacher	2 Detentions.	ISS 1-3 days. Notify parent.	ISS 3-5 days. Notify parents.
I21 Continual violation of school rules	ISS 3-5 Days. Notify parents.	OSS 1-3 Days. Notify parents.	OSS 3-5 Days. Notify parents.
I22 Violation of Tardy Policy	1 Detention with teacher.	2 Detentions. Notify parents.	ISS 1 day. Notify parents.
I23 Cell Phone/Device Violation	Documentation of Violation. Phone/Device will be returned at the end of the school day.	Parents will be notified. Phone/Device will be returned to Parent Only	Parents notified. Phone/Device will be returned to Parent Only. Detention(s) assigned.
I24 Misuse of School issued technology (iPad or other)	Conference with administrator.....up to 3 Days ISS dependent upon violation. Possible loss of device.	3-5 Days ISS, dependent upon violation. Loss of device for a set period of time, dependent upon the violation.	1-5 Days OSS, dependent upon violation. Loss of device for remainder of the semester/school year.

Attendance

Parents are asked to call between 7:30 AM and 8:45 AM any morning that your student(s) will be absent. In the event the school is not contacted, parents will be called at home or work after this time. An unexcused absence will be recorded for any absence where parent contact is not able to be made or if there is an invalid reason for a student absence.

Excused vs. Unexcused Absence:

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

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

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

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

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

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

- . Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the

parent's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments, which are excessive in nature.

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

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

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

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

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

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

Informing Parents of Student Absenteeism

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

Attendance letters will be sent home to parents when:

- * a student has five or more days of unexcused absences at any time during the school year;
- * seven or more excused absences in the first semester;
- * 15 total absences at any time during the school year; or

- * at the Principal's discretion as deemed necessary.

Reporting Excessive Absenteeism to the County Attorney

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

Attendance at School Activities

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

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

Locker Rules and Regulations:

Locker combinations will be given to students at the beginning of the school year. Lockers should be kept neat and 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. **Students are required to place a lock on their P. E. locker to protect valuables.** This lock is to be used at all times to help protect your valuables.

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

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

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

Child Abuse

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

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

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

School Dances

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

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

Dropoff and Pickup of Students

The main drive in front of the building has a lane for drop-off and pick-up of students. ***Buses will have priority - parents in vehicles need to stay clear until the buses have loaded and unloaded in the morning and afternoons.*** Buses leave the area at 3:35 PM, so any parent picking up their student should plan on being there after 3:30 PM. The drive in front of PC is a one way route during arrival and departure. Please exit our campus onto 108th street when delivering or picking up a student. Returning to Platteview Road via the top/east entrance is prohibited during morning and afternoon busing hours.

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 ALL teacher directions.

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.

Athletics

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

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

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

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

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 - \$2.95; Milk - \$0.55; Breakfast - \$1.85; Prices are maximums based on one meal per day and will vary depending on the number of meals or items purchased by the student and may be adjusted during the year.
Lost or Damaged Books (textbooks)	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.
Locker and Lock Use	\$5.00 fee if lock not returned at the end of the year or damaged beyond 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.
iPad Use	\$20 per year, per student; \$80 maximum per family, per year.
iPad Damage or Lost/Stolen iPad	\$75 for damaged or broken iPad \$250 for lost or stolen iPad
iPad Puck and Cord	\$10 to replace damaged/lost/stolen cord * \$5 to replace puck * \$15 for both
School iPad Case	\$30 to replace damaged/lost/stolen case
Admission to Events	\$5 maximum per event. Students may purchase activity 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.

Community Relations

Sportsmanship, Ethics, and Integrity

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

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

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

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

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

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

1. Abusive verbal or physical conduct of spectators directed at participants, officials or sponsors of extracurricular activities or conduct that interferes with the administration of the extracurricular activity will not be tolerated.

2. The use of vulgar or obscene language directed at students, officials or sponsors participating in an extracurricular activity or at other spectators will not be tolerated.

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

It is the responsibility of the spectator to:

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

Date of Adoption: May 10, 2004

Board of Education Policy 1114

FERPA Notification of Rights for Springfield Platteview Community Schools

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

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

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

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

Parents or eligible students who wish to ask Springfield Platteview Community Schools to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it

should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

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

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

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

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

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

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

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

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as “directory information” under § 99.37. (§ 99.31(a)(11))

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

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

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

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

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

that they do not want their student's information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

If you do not want Springfield Platteview Community Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by August 18, 2015. Springfield Platteview Community Schools has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

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

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

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

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

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

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

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

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

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