

PLATTSMOUTH HIGH SCHOOL WELCOMES YOU

The administration, faculty, and staff welcome you to Plattsburgh High School. As you become involved in your classes and extracurricular activities, you will find that there will be many opportunities for you to achieve excellence. Your time at PHS should be spent in preparation for your career choices after graduation. The success you achieve at Plattsburgh High School will depend upon your effort, the support of your parents/guardians, and the cooperative efforts of the PHS faculty and administration. Good luck and welcome to Plattsburgh High School.

Plattsburgh High School's wall-to-wall academies will be based on our students' current learning interests and career goals. Students will benefit from this academy model in many important ways. From the start, students gain a sense of belonging as they are grouped within small learning communities within our larger school. This allows students to become engaged immediately with our integrated applied content and feel supported by a core group of teachers as well as classmates with similar learning interests. Moreover, these academies offer our students various opportunities to participate in designed programs of study, receive industry certifications and real world experiences through job shadowing, internships, business mentorships, and partnerships with businesses in related fields. These experiences would be invaluable to our students and would make them aware of the importance and relevance of their education.

PHS MISSION STATEMENT

The mission of Plattsburgh High School is to challenge all students to reach their full potential to become life long learners, responsible citizens, and productive members of society.

PHS VISION STATEMENT

Plattsburgh High School is a dynamic school committed to excellence in education. It promotes respect, responsibility, pride, commitment, and good citizenship. It is an effective organization containing clear elements of educational leadership including defined and consistent procedures, policies, and consequences. It is a safe learning and teaching environment where responsible leaders and team players work together to become life long learners, creative thinkers, and risk takers. It is a place where open and all-inclusive channels of communication exist to create a flexible and cooperative atmosphere. Plattsburgh High School is a place where problems are viewed as opportunities and progress in solving them is ongoing.

Advanced ACCREDITATION

Plattsburgh High School was first accredited by the North Central Association in 1914. In 2016, Plattsburgh Community Schools applied for district Advanced accreditation. Advanced is a non-governmental, voluntary organization that accredits public and private, Department of Defense and Native American schools. To earn accreditation, schools must meet rigorous quality standards, be evaluated by an outside group of professionals, and implement a school improvement plan focused on increasing student performance.

Intent of Handbook

This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about Plattsmouth High School. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

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

PLATTSMOUTH COMMUNITY SCHOOLS BOARD OF EDUCATION

Ken Winters, President
Matt Glup, Vice President
Mike Broderson
Don Freeburg
Cory Wehrbein

Mary Caverzagie, Secretary
Tony Foster , Treasurer
Nancy Fitzpatrick
Karen Tesarek-Parsons

PLATTSMOUTH COMMUNITY SCHOOL DISTRICT ADMINISTRATORS

Dr. Richard E. Hasty – Superintendent/Director of Special Education
Dr. Cherie Larson – Director Instructional Services
Pam Dobrovolny – Assistant Director of Special Education
Rodriguez– Technology Director
Gene Konkler-Grounds Supervisor
Tonda Haith – Business Manager
Colleen May - Human Resources Manager

PLATTSMOUTH HIGH SCHOOL STAFF

Administration

Principal – Jeff Wiles
Asst. Principal -Deb Graeve
Activities Dir.- Shaun Brothers

AFJROTC

Col. Ernie DeSimone
CMsgt Bruce Price

Business

Dawn Danauskas
Jana Shuey
Tyson Schroeder

Counselor

Sabrina Ayala
Jim Knierim

English/Foreign Language

Laura Phillips (Dept. Chair)
Kyle Graves
Kristine Knust
Monica Olsen
Eileen Rodriquez
Andrew Wessling
Janel Schweitzer

Family & Consumer Science

Lisa Johnson (Dept. Chair)
Brynne Jobman

Fine Arts

Zac Konrad
Chris Work
Tyler Orvis
Meri Sedlak (Dept. Chair)

Industrial Technology

Andy Christensen
Joe LaRosa

Math

Belinda Davidson
Rick Titus
Todd Nott
Mikayla Rhone
Kylie Hein (Dept. Chair)
Sarah Siedlik?

Physical Education

Bob Dzuris
Kevin Tilson
Chris Wiseman

Science

Ashley Classen
David Davis
Thomas Howard
Deeny Nielsen (Dept. Chair)
Megan Poppen

Nurse

Amy Anderson

Social Studies

Jaima Negrete
Dan Oatman
Steve Owens
Michael Thedinga
Brett Shuler

Special Education

Corinne Schwenk
Charlotte Urbauer
Jamie Wood
Jeff Witte

Library/Media

Diane Ulrich

Administrative Assistants

Michelle Quinn – Attendance
Jeannie Hardy – Office
Cindy Fuller– Guidance

Teacher Associates

Brenda Koch
Deanne Rader
Michelle Schmidt
Dawn Haines
Eric Keating
Brian Pick

Bell Schedule**Regular****Schedule A Day/B Day**

Pd. 1/2	8:05 – 9:30
Pd. 3/4	9:35 – 11:00
Lunch 1	11:00 – 11:30
Lunch 2	11:30 – 12:00
Advisory	11:00 – 12:00
Pd. 5/6	12:05 – 1:30
Pd. 7/8	1:35 – 3:00
Study Hall	3:02 – 3:30

Inclement Weather Late Start

Pd. 1	10:00 – 10:35
Pd. 2	10:39 – 11:14
Pd. 3	11:19 – 11:54
Pd. 5	11:58 – 12:59
Lunch 1	11:54 – 12:24
Lunch 2	12:29 – 12:59
Pd. 4	1:03 – 1:37
Pd. 6	1:41 – 2:16
Pd. 7	2:20 – 2:54
Pd. 8	2:58 – 3:30

Schedule C

Pd. 1	8:05 – 8:50
Pd. 2	8:55 – 9:40
Pd. 3	9:45 – 10:30
Pd. 4	10:35 – 11:20
Pd. 5	11:25 – 12:35
Lunch 1	11:25 – 11:55
Lunch 2	12:05 – 12:35
Pd. 6	12:35 – 1:20
Pd. 7	1:25 – 2:10
Pd. 8	2:15 – 3:00
SH	3:02 – 3:30

Friday Early Release

Pd. 1	8:05 – 8:45
Pd. 2	8:50 – 9:30
Pd. 3	9:35 – 10:15
Pd. 4	10:20 – 11:00
Pd. 5	11:05 – 12:15
Lunch 1	11:00 – 11:30
Lunch 2	11:45 – 12:15
Pd. 6	12:20 – 1:00
Pd. 7	1:05 – 1:45
Pd. 8	1:50 – 2:30

PROCEDURES AND REGULATIONS SUBJECT TO CHANGE

The information contained is current and in effect at the time of the printing; therefore, the procedures and regulations set forth in the handbook may be altered or revised as dictated by necessity. Changes will be announced and published on the high school website. Some of our procedures and regulations may be altered as we work within the frameworks of our building, the new staff members, parent response, student input, as well as new Board of Education policy, and as State and Federal laws change. The student handbook does not form a contract; the school reserves the right to change or modify the handbook whenever necessary. The Board policies upon which this handbook relies can be found at www.pcsd.org

*****ACADEMICS*****

Graduation Requirements

The Plattsmouth Board of Education has established the following credit requirements for graduation: 240 total credits required for graduation:

English.....40 credits
(including English I, English II, English III, and choice of British Lit., Creative Writing, English Composition, Holocaust Lit., Intro. To Lit., Journalism, Senior English, Utopian and Dystopian Lit.)

Mathematics.....30 credits
(pre-determined by placement)

Social Studies.....35 credits
(including World Geography, American History, choice of Govt. & Society or AP American Govt. & Politics, and choice of Economics, History and Films, Psychology, Psychology II, Sociology, The World Today, U.S. Military History, or World History)

Science.....30 credits
(including Physical Science, General Biology, and choice of AP Biology, Botany, Biology II, Chemistry, Honors Chemistry, Earth Science/Comm., Environmental Science, Human Anatomy/Physiology, Physics)

Physical Education.....20 credits
(including choice of PE/Health 9 or AS ROTC I and II, and choice of any combination of Beginning Weight Training, Adv. Weight Training, Lifetime Fitness, Aerobics, AS ROTC III and IV, or 4 first semesters of Marching Band)

Fine Arts.....10 credits
(choice of Intro to Drama, Adv. Drama, Art, any Music class, or Stagecraft)

Career Exploration.....10 credits

Communications/Life Management Skills (Class of 2017).....(10 credits)
(choice of Communications or College Study Skills)

Business (Class of 2018 and beyond)(15 credits)
(Personal Finance, Capstone, and choice of Intro to Business or Business Communications)

Electives.....50 credits

Total Credit Hours.....240

Grade Classification

PHS grade level is based on the number of credits earned toward graduation.

- Freshman = 0-54 credits
- Sophomore = 55-109 credits
- Junior = 110-159 credits
- Senior = 160+ credits

Grading Scale

A	93-100	4.00
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.00
D-	60-62	0.67
F	0-59	0.00

National Honor Society

The following criteria must be met for a student to become a member of the PHS National Honor Society:

1. The student shall have spent at least two semesters at PHS and shall have a scholastic average of 3.5 or better.
2. An application for membership will be given to each eligible student by the NHS sponsor prior to the selection deadline.
3. All forms that are received on time will be considered for membership.
4. Scholarship counts for a maximum of ten points. 4.0 = 10 pts; 3.85 - 3.99 = 9 pts; 3.70 - 3.84 = 8 pts; 3.55 - 3.69 = 7 pts; 3.50 - 3.54 = 6 pts.
5. Service counts for a maximum of ten points. The student is to list all activities they have been involved in at PHS on the activity sheet. Community and church activities and any special recognitions, awards, etc. should be listed on the activity sheet. Points are awarded on the following basis: 15+ = 10 points; 13 - 14 = 9 points; 11 - 12 = 8 points; 9 - 10 = 7 points; 7 - 8 = 6 points; 5 - 6 = 5 points; 3 - 4 = 4 points; 1 - 2 = 3 points.
6. Leadership and character count for a maximum of 20 points. A faculty committee is given a list of those eligible for membership who returned their applications. The committee rates each individual on a 10-point scale, 10 being the highest. An average of the ratings is used to assigned points.
7. After all the points are totaled for the student, any student receiving 30 or more points will be automatically selected. Any student not reaching 30 points will be evaluated by the faculty committee for possible selection.

Honor Roll, Merit Roll and Honorable Mention

Scholastic recognitions are published each quarter and semester to reward scholastic excellence. The Honor Roll distinction is awarded to students who earn a 4.0 for the semester. The Merit Roll honors students achieving an average of 3.50 to 3.99 for the quarter and/or semester. Honorable Mention rewards students achieving an average of 3.00 to 3.49 for the semester G.P.A.

Drop and Add

Students will be allowed to drop or add classes for academic reasons only. The drop and add procedure must be completed prior to the beginning of the semester with the signed authorization

of the instructor, counselor, and parent. Schedule changes requested after this time must have signed authorization of the parent and principal and may result in a final semester grade of failing (5).

Final Examinations

Time will be dedicated at the end of each semester for final exams/ projects. Students are required to take these exams/projects. If a student must miss a final exam, prior arrangements need to be made through the office of the principal.

Parent/Teacher Conferences

Regular Parent/Teacher Conferences will be held twice each semester for parents to meet with teachers to discuss their student's academic standing. If parents have a concern that arises about their child that is related to class or other school activities, they should contact the teacher or adult sponsor closest to the situation. If additional contact is necessary, parents are encouraged to contact a building level administrator.

Progress Reports

Parents and students can monitor progress at all times via the Internet, using the computer-based Power School Program. A parent password will be provided for each student. Computers are available for use at the high school and at the city library. Academic Progress Reports will be mailed if a parent requests it.

Report Cards

Report cards are issued at the mid-term of each semester and at the end of first and second semester. First and third mid-term report cards are distributed during Parent-Teacher Conferences. First and second semester report cards are distributed approximately two weeks after the semester ends.

Teacher Assistance (Extra Help)

Students who require additional time to adequately master assigned work may arrange such sessions with their teachers. In some cases, teachers may request students to report outside of class time for sessions of supervised study. If a teacher stamps a student's planner the student is required to attend the tutorial with the teacher.

Textbooks and Supplies

Textbooks are loaned to students by the Plattsmouth Community Schools. Students are responsible for the condition of these books. If a textbook is not returned in good condition or is lost, the student will be assessed a fine. All fines will be due immediately and payable to Plattsmouth High School.

Study Hall

Study Hall is a tutorial period designed to provide extra help and support for PHS students. Students can be assigned or voluntarily attend tutorials with specific focus on current curriculum. The study hall period may also be used as time to supplement the curriculum and offer enrichment activities to PHS students. Study hall is required for all students with a grade below a C. If students are roaming the halls during study hall the student will be placed in the detention center for five school days. Students that miss study hall unexcused will face appropriate

consequences. Repeated violations will require a meeting with the administration and further consequences could range from detention to suspension.

College Visits

To encourage post high school education, PHS will allow juniors and seniors to visit two schools of their choice on a prearranged basis. A maximum of two days per year will be excused for such visits. These college visits must be scheduled through the guidance office. Visits are not allowed during the months of August, December and May.

Scholarships

Graduating seniors are eligible for scholarships offered by universities, colleges, technical schools, and many organizations. For more information regarding scholarships, seniors should see their counselor.

Transcripts

Upon student request and authorization, a transcript of the student's credits will be forwarded to colleges, technical schools, or other authorized institutions by the guidance office.

Graduation Ceremony

Participation in the graduation ceremony is a privilege granted to students who have fulfilled the graduation requirements established by the Plattsburgh Board of Education. Students will be required to follow a code of conduct and dress that will be distributed to the graduating seniors prior to the ceremony. If a student fails to comply with all standards set forth and does not finish the year in good standing with the administration will forfeit the privilege to walk in the graduation ceremony.

Early Completion

It is the recommendation of the district that all students experience the full opportunity of the eight semesters of courses and activities provided at Plattsburgh High School. Generally, students will be required to complete the necessary course work and graduate from high school at the end of grade twelve.

An Early Completion Plan Policy (Board Policy 5207) has been established for students seeking early completion. Failure to meet any of the criteria or time lines listed in the policy may cause the student to become ineligible for early completion.

*******ATTENDANCE*******

Absence

When a student is absent or tardy from school, parents should call the school by 9:00 a.m. the day of the absence, or a written excuse must be presented to the office upon the day of return. In addition, the school office, whenever possible, will call the parents or guardians whose names are on the student absentee list if a prior call has not been received from the parent regarding the absence.

Students must follow specific guidelines if they plan an extended absence from school for any reason:

- The student must notify the office and teachers as soon as possible.
- The student must arrange to make up all work before going if possible.
- Parents or guardians must provide written notification to the office prior to the student's departure.

Students with unexcused absences will be assigned to after school detention.

Board Policy No. 5008

Regular and punctual student attendance is required. The Board's policies require such attendance, the administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage such regular and punctual student attendance. The Principal and teachers are required to maintain an accurate record of student attendance.

A. Attendance and Absences.

1. Absences from School - Definitions. An absence from school will be reported as: (a) an excused absence or (b) an unexcused absence.

a. Excused Absence. Absences should be cleared through the Principal's office in advance whenever possible. An absence or tardy, even by parental approval, may not be excused. All absences, except for illness and/or death in the family, require advance approval.

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

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

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

b. Unexcused Absence: An absence which is not excused by a parent or guardian is unexcused. If a student's absence is unexcused, the student may receive zeros for any class work missed during the absence, and may be required to make-up work and the time missed.

A student who engages in unexcused absences may be considered truant as per state law Neb. Rev. Stat. ' 79-201. Truancy is a violation of school rules. The consequence of such action may include suspension from classes and the student may be required to make up the time missed. Students who leave the school premises without permission during the school day will be considered truant.

2. Absence Procedure. A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, or a conditional admit slip, is issue by the Principal's office. A conditional admit slip, good for two days, may be issued to allow time to bring an excuse, in case no excuse has been provided upon returning to school. Work must be made up within the time allowed on the admit slip. Students missing classes for school activities must present a completed work dismissal slip to the sponsor before being allowed to leave for the activity.

For excused absences, two school days will be allowed to make up the work for each day missed with a maximum of 10 days allowed to make up work. If requested, assignment sheets will be prepared for students who are ill. If parents and/or students request assignment sheets the school should be contacted by no later than 10:00 a.m.

A student who wishes to participate in school sponsored activities must attend class the day of the activity unless the Principal has given permission for the student to be absent and still participate in the activity.

3. Mandatory Ages of Attendance. The mandatory ages of attendances for truancy purposes are as follows: For the 2011-2012 school year (that is, after July 1, 2011), the mandatory ages of attendance are age 6 (as of January 1 of the then-current school year) to age 18.

Attendance is also not mandatory for a child who has reached the age of 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.

Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; (3) has reached the age of 16 years and such child's parent or guardian has signed a notarized release discontinuing the enrollment of the child on a form provided by the school; or (4) has reached the age of 16 as of July 16, 2009.

4. Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child of mandatory school

attendance age to attend school regularly without lawful reason, shall within three days report such violation to the superintendent. The superintendent shall immediately cause an investigation into any such report to be made. The superintendent shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the superintendent believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior. Such services shall include, as appropriate, the services listed under the "Excessive Absenteeism" and "Reporting Habitual Truancy" policies.

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

- a. One or more meetings shall be held between a school attendance officer, school social worker, or the school principal or a member of the school administrative staff designated by the school administration, if the school does not have a school social worker, the child's parent or guardian and the child, if necessary, to report and to attempt to solve the excessive absenteeism problem. If the parent/guardian refuses to participate in such meeting, the principal shall place in the child's attendance records documentation of such refusal.
 - b. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child, would help solve the problem of excessive absenteeism.
 - c. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the problem of excessive absenteeism, supplemented by specific efforts by the school to help remedy any condition diagnosed.
 - d. Investigation of the problem of excessive absenteeism by the school social worker, or if such school does not have a school social worker, the school principal or a member of the school administrative staff designated by the school administration, to identify conditions which may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the problem of excessive absenteeism.
6. Reporting Excessive Absenteeism to the County Attorney. If the child is absent more than twenty days per year or the hourly equivalent, the attendance officer shall file a report with the county attorney of the county in which the person violating the compulsory attendance laws

(i.e., the child, the child's parent, or the person who has legal or active charge or control of the child) resides.

7. Reporting to the Commissioner. The Superintendent or designee shall report on a monthly basis to the Commissioner of Education as directed by the Commissioner regarding the number of and reason for any long-term suspension, expulsion, or excessive absenteeism of a student; referral of a student to the office of the county attorney for excessive absenteeism; or contacting of law enforcement officials (other than law enforcement officials employed by or contracted with by the District as school resource officers) by the District relative to a student enrolled in the District.

If you have any questions regarding your child's attendance, please contact the high school office.

Denial of Credit

Students with irregular attendance (more than nine absences from a class during a semester) may be denied credit. Parents can access their child's attendance at any time through the PowerSchool web-based management system. If parents have lost their password, they should contact the PHS office.

In the PowerSchool Program, the student's grade will be reported as a 0 after 10 absences, yet there is an appeal process.

To initiate the appeal process:

- A letter will be sent to the parents and student that will have a set meeting date.
- The meeting will be held at the high school with an administrator, the guidance counselor, parents and student.
- The parents should bring documentation as to why the student was absent.
- At the meeting it will be determined if the student will receive credit in their classes.

Tardiness

Plattsmouth High School has a school-wide tardy policy for the 2015-16 school year. The policy is intended to make students accountable for arriving to all classes on time. The goal is to minimize classroom disruptions that occur when students enter late and to maximize student educational opportunities. The policy stipulates that even if parents call the school to explain why a student will be late to school, that student will still be counted tardy. The only exceptions to this rule are for students who

* ride a yellow school bus that arrives late to school, or

* bring proof such as a note from a doctor/dentist that they were late for a medically related reason.

The tardy policy has a built in cushion that allows students to be late three times to a given class before Saturday School, Suspension or After School consequences are mandated. Therefore students who have legitimate reasons to be late to school will not be immediately affected. We

appreciate the support of all parents who understand the importance of student attendance and punctuality as it relates to student achievement.

Classroom instruction will begin when the bell rings. Teachers will assign a school detention for a student's third tardy in any quarter. On the fourth tardy Saturday School, and/or detention and/or Suspension. On the fifth, the student will be excluded from the class until the student and a parent meet with the assistant principal. If a student is more than 10 minutes late to a class, the tardy will be recorded as an absence

Closed Campus

Plattsmouth High School operates on a closed campus basis. During the school day (including the lunch period), students are prohibited from leaving the building unless permission to do so has been granted by the principal or the principal's designee. Parents must contact the principal's office in advance if their child(ren) must leave the school grounds. Generally, a student will not be allowed to leave during lunch unless escorted by a parent.

Healthy School

School Wellness Council and others in their efforts to create a healthier school environment by implementing standards for foods and beverages sold and served outside of the reimbursable school meals.

PHS understands that students may get 50 percent or more of their day's calories while at school and those competitive foods and beverages (those items sold individually such as snacks, desserts, treats, side items, a la carte entrées and drinks) are often high in fat, sugar, sodium and calories and may contribute to childhood obesity. We care about our students and recognize health is linked to educational outcomes and that overweight and obese students may have higher rates of absenteeism. We are aware that changes in competitive foods and beverages often result in no change to revenues and might even generate income. We can, as a school, work towards ensuring that fundraisers and foods and beverages sold and served outside of reimbursable school meals do not undermine the health of our students.

To ensure that Plattsmouth High School sustains being a healthier school:

- Adopted Alliance Guidelines (or more stringent nutrition standards) as policy for students and staff.
- Working with staff and engaging students and parents in meaningful ways to change foods in all venues that sell and serve competitive foods and beverages to students on school grounds – and through school-provided transportation – during the regular and extended school day.
- Removed products that do not meet the Alliance Competitive Foods and Beverage Guidelines.
- Reduced fundraisers that rely on foods and beverages not compliant with Alliance Guidelines or other approved nutrition standards.
- Ensuring alternative practices for using food as rewards and in celebrations and parties

Improving the nutritional quality of foods and beverages sold and served in school helps communicate to the community that we value student health. This is the image we want to not only project but, actually stand behind. Students are encouraged to bring compliant foods and beverages to school. Non-compliant beverages are not allowed in the building and will be confiscated by staff. Visit our website for a list of compliant foods and beverages.

Leaving during the School Day

No student is to leave the school during school hours without office permission, which will be granted only after parents or guardians have been contacted. The student must then sign out properly at the attendance window. Students failing to follow these guidelines will be assigned to one or more of the following: detention, Saturday school, and suspension.

Athletic/Activity Eligibility

In order to be eligible to participate in an activity, athletic event, practice, or rehearsal (which is not part of an academic requirement), a student must be in school attendance on the day of that activity. There may be special cases where an absence, not due to illness, is unavoidable. In such cases an exception may be made by the administration. Students in activities/athletics must pass their classes. Any athlete with a grade below a C will be placed in mandatory after school study hall. If after two weeks the student is failing they will be ineligible to compete in all activities for minimum of one week. After one week if the student is passing the will regain their eligibility.

Make-Up Work

When students are absent, it is the students' responsibility to talk to their teachers to get make-up work and to determine how long they have to make up the work. Students may have to come in before school or after school to make up the work.

Withdrawal From The High School

Any student withdrawing from the high school permanently must obtain a checkout form from the guidance office. Each teacher involved will sign the form after all books and materials have been returned to the teacher. It will also indicate that all fines and assessments have been paid. The checkout form must be returned to the guidance office before the student leaves the building.

******* STUDENT RIGHTS *********5406 Search and Seizure**

The District shall comply with all applicable state and federal laws related to record maintenance and retention. When it is determined based on searches that a person has violated a Board policy, administrative regulation, building rule, student conduct rule or personnel expectation, or the law, the person shall be subject to appropriate disciplinary action and a report to law enforcement may be made.

Student lockers, desks and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding items placed in or on school property because school property is subject to search at any time by school officials. Periodic, random searches of student lockers may be conducted in the discretion of the administration.

The following procedures will be used for conducting searches:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or rule violation. The search must be conducted in a reasonable manner under the circumstances.
2. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted in the discretion of the administration.
3. Drug or alcohol testing may be conducted if there is a reasonable suspicion that the student has violated the drug or alcohol policies of the District and that a drug or alcohol test will confirm such suspicion, provided that such testing need not be conducted in the event the student is determined to be in possession of drugs or alcohol.
4. School officials may search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file.
5. Searches of the District's computer system may be conducted in the discretion of the administration at any time.
6. Methods of detection that are not legally considered "searches" within the meaning of the Constitution (including, but not limited to, canine searches other than searches of individualized students) may be conducted within the discretion of the administration and its designees.

The following procedures will be used for the removal of personal property:

1. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be seized by school officials. Any illegal drugs, firearm or dangerous weapon shall be confiscated and delivered to law enforcement as soon as practicable.
2. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process may be removed from student possession.

The District is not responsible for the security or safety of personal property which employees, students, or other building users may bring to school.

Legal Reference: Neb. Rev. Stat. § 28-1204.04 (firearms)
 State Records Administrator Guidelines:
 Schedule 10: Records of Local School Districts (Feb. 1989)
 Schedule 24: Local Agencies General Records (March 2005)
 Electronic Imaging Guidelines (March 2003)

Adopted: June 13, 2005

Reviewed: July 14, 2008, July 13, 2009, July 12, 2010, July 11, 2011, Jan. 9, 2012, Apr. 8, 2013

II. Types of Searches

A. Personal Searches

1. A student's person and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated board policies, school rules or the law.
2. Personally intrusive searches will require more compelling circumstances to be considered reasonable.
 - (a) **Pat-Down Search:** If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible.
 - (b) A more intrusive search, short of a strip search, of the student's person is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

B. Locker Searches

1. Maintenance Searches: Although school lockers are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers are properly maintained. For this reason, a periodic inspection of lockers is permissible to check for cleanliness and vandalism. A general maintenance inspection may be conducted by a school official with at least twenty-four hours notice to the student, without the student's consent, and without a search warrant. Any contraband discovered during such searches shall be confiscated by school officials.
2. Non-maintenance Searches: The student's locker and its contents may be searched when a school authority has reasonable suspicion that the locker contains illegal or contraband items. Such searches should be conducted in the

presence of another adult witness unless there is an emergency situation and another adult is not available.

C. Automobile Searches

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable suspicion to believe that illegal, unauthorized, or contraband items are contained inside.

D. As part of the Plattsmouth Community School District's attempt to keep the school safe and free from illegal drugs, on occasion the School District will bring in canine sniffers and their handlers for the purpose of detecting illegal drugs. The use of drug sniffers is intended as a measure to prevent students and staff from possessing, using, or selling illegal drugs.

1. School grounds, including school buildings, parking areas, athletic areas, and lockers, are the property of the Plattsmouth Community School District. Any person using school grounds or on school property is subject to the rules and regulations of that regulation.
2. Sniffing of lockers or vehicles on school grounds does not constitute a search. Canine sniff discloses only the presence or absence of illegal drugs.
3. The Superintendent or designee shall determine what times and in which schools the canine sniffers shall be utilized. The school Principal or designee shall be notified each time the canine sniffers are brought on school grounds.
4. The canine sniffers shall be controlled and directed at all times by qualified handlers. Sniff searches shall be conducted in cooperation with school administrative personnel. Qualified handlers will use the canine sniffers to check school grounds for illegal drug detection when students are not occupying those areas. Canine sniffers and handlers shall be required to successfully complete basic canine illegal drug detection training prior to being deployed. Total control and proficiency in illegal drug detection and training shall be demonstrated prior to official assignment and use of canine sniffers and handlers.
5. In the event of discovery and/or location of illegal drugs, the qualified handler will secure the area and notify school administrative personnel. Due process granted to the student and disciplinary action shall be the responsibility of school administrative staff. The area, locker, or vehicle the canine sniffers detected brings about reasonable suspicion and will then be searched by school officials. The decision to refer a case to law enforcement officials shall be made according to school policy.

6. Qualified handlers may use the canine sniffer to determine the presence of illegal drugs in vehicles on school grounds. In the event of discovery and/or location of illegal drugs in a vehicle, the qualified handler will notify school administrative personnel. Based upon reasonable suspicion, the vehicle owner or driver will be asked to open the vehicle for inspection. Failure to do so will cause a search warrant to be obtained.

Interviews Of Students By Outside Agencies (Board Policy No. 5413)

Any person other than an employee or agent of the school who comes to the school to talk to or take a student out of school must obtain permission of the principal or superintendent of schools or school designated official prior to contacting the student. The school official shall not grant permission unless that person has a clearly valid and proper reason for contacting the student. Ordinarily such contacts shall be restricted to parents of the student, a close friend of the family when a dire emergency exists, or a law enforcement official. Law enforcement officers should be urged to contact the students outside the school whenever possible.

Students Involved in Law Enforcement Contacts

It shall be the policy of the Plattsmouth Community Schools that every effort will be made to facilitate the solution of problems involving students enrolled in the district's schools. While some of these problems may be indirectly related to the school setting, any effort to facilitate solutions of such problems will be made consistent with applicable federal and state law.

Emergency Protective Custody

Nebraska law gives peace officers the authority to take immediate temporary custody of children under the age of 18 without a warrant or order of the court (1) when, in the presence of the officer, the juvenile has violated a state law or a municipal ordinance; (2) when a felony has been committed and the officer has reasonable grounds to believe such juvenile committed it; (3) when such juvenile is seriously endangered in his or her surroundings and immediate removal appears to be necessary for the juvenile's protection; or (4) when there are reasonable grounds to believe that the juvenile has run away from his or her parent, guardian, or custodian. If a peace officer (defined for the purpose of this Policy as a member of the Cass County Sheriff's Department or the Plattsmouth Police Department) comes to the school and requests custody of a student, custody should be granted only after the peace officer has completed and signed an affidavit and release in the form set out in Exhibit "A" to this Policy. The signed affidavit and release should be retained as a part of the permanent records of the school. In situations where the peace officer takes custody of a student, attempt should be made to immediately notify the parent, provided, however, that in the event circumstances are communicated to the school official which would indicate that immediate notification of the parent could interfere with the officers' performance of their duties or create a dangerous situation for the students or officers, then notification can be deferred for a reasonable time. In the event delay in notification takes place, the reasons for the delay shall be documented in the file and attempt shall be made to notify the parents as soon as circumstances dictate. Nebraska law places a burden on the peace officer to notify the parent, guardian, or custodian that a child has been taken into custody; however, this should not be interpreted as releasing the school from its duty of notification.

Probation Officers

When the juvenile court or regular adult court has taken jurisdiction of a matter involving a student and assigned a probation officer, opportunity should be given to the probation officer, on request, to interview the child at school, free from the observation of other children or individuals. In such situations, it is neither essential nor desirable that the principal or his or her agent be present at these interviews or visits. It also is not necessary to obtain the consent of the parent, guardian, or custodian for such interview. The probation officer has been duly authorized by the court following the proper acceptance of the case in juvenile or regular court to investigate the matter for the court. Prior to allowing the interview by the probation officer, the probation officer must complete and sign an affidavit in the form set out in Exhibit "B" to this Policy; and said affidavit should be retained in the permanent records of the school. In addition, if a written copy of the probation order or other authorization from the court is available that should be made a part of the school record, as well.

In the event the child is placed on probation, the probation officer has the statutory authority to arrest the person under his supervision in certain circumstances and that power is similar to the power granted to a peace officer by law. Whenever a probation officer requests authority to take a student under his or her supervision into custody, in addition to obtaining the affidavit referred to in Exhibit "B" to this Policy, the school official should also have the probation officer complete and sign an affidavit and release in the form set out in Exhibit "A" to this Policy; and said affidavit and release should be retained in the school's permanent file.

Arresting Officers

A regular peace officer, whether a member of the Plattsmouth Police Department or the Cass County Sheriff's Department, may in the line of his or her duty may require a student to accompany him or her to headquarters for questioning or detention. Such action on the part of a peace officer constitutes an arrest. In these situations, the officer may or may not have a written arrest warrant issued by a court. Before a student is released to a peace officer, such officer should be required to complete and sign an affidavit and release in the form set out in Exhibit "A" to this Policy; and such affidavit and release should be retained in the school's permanent file. Whenever custody of a student is turned over to a peace officer, the parents of such student should be notified immediately.

In some instances there may be orders for custody of a student served by the FBI, a federal marshal, a postal inspector, another federal officer, state officials, or officers from another town or county. While these officers may have authority to arrest and remove children from school, there are very few, if any, situations when they cannot involve a member of the Plattsmouth Police Department or the Cass County Sheriff's Department in making the actual arrest. If a member of the Plattsmouth Police Department or the Cass County Sheriff's Department is participating in the arrest, he or she should complete and sign an affidavit and release in a form such as that set out in Exhibit "A" to this Policy. If possible, the non-local officer who is participating in the arrest should also sign the affidavit and release. A copy of any written arrest warrant or other authorization should also be kept with the school's permanent records together

with the signed affidavit and release. If a law enforcement official other than a member of the Plattsmouth Police Department or the Cass County Sheriff's Department requests that custody of a student be turned over to him or her, he or she should be requested to involve one of the local officers. If such request is refused, an attempt should be made to positively identify the officer; and permanent evidence of that identification should be retained in the school's permanent files, together with a copy of the signed affidavit and release and copies of any other written documents which purport to authorize the officer to take custody of the student.

Under no circumstances should a student ever be released to a private detective or "special police officer" who is not an officer of a political subdivision of the State of Nebraska or an officer of some agency of the federal government.

Official Investigations (Questioning)

Unless a student is placed under arrest and the proper affidavit and release are signed, a peace officer or other law enforcement officer may not remove a child from a school building for questioning while such child is properly in attendance at the school unless permission of the child's parent, guardian or custodian is obtained. Questioning or interview of students on the school premises should only take place pursuant to the following guidelines:

1. If an interview of a student is requested during school hours concerning an ongoing investigation of a crime not related to the school setting, questioning should not take place until the parent, custodian, or guardian of the student has been contacted and permission is given for such interview. Unless a parent specifically requests the principal or other school agent to be present during the interview, such presence is not necessary. An attempt should be made to document the parent's consent either by obtaining such consent in writing or by confirming a consent given over the telephone by a letter.

2. If a representation is made by an investigator that an interview is necessary to collect information concerning an allegation of abuse or neglect, as defined in Neb. Rev. Stat. 28-710 (3), or an offense involving a family relation and it is clear that the obtaining of a parent's consent would be impossible or counter-productive, the principal may allow the interview on school premises. In these situations, the principal or his/her agent should be present during the interview to insure that the interview relates only to those matters specified by the law enforcement official.

3. If the investigation and the request for an interview relate to an incident which took place on school grounds and/or during school hours, it is not necessary to obtain the consent of the parents for an interview. In these situations the principal or his/her agent should be present during the interview to ensure that the matters inquired into relate only to the incident which took place on the school property or something which is directly related thereto.

Student Visitors

Students may not bring visitors to school unless the principal gives permission at least one week prior to the visit.

Anti-Bullying Policy (Board Policy No. 5416)

One of the missions of the District is to provide a physically safe and emotionally secure environment for students and staff.

The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.

The school district shall review the anti-bullying policy annually.

Dating Violence Policy (Board Policy No. 5420)

The Plattsburgh Community School District strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated.

For purposes of this policy “dating violence” means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. “Dating partner” means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District’s authority.

Staff training on dating violence shall be provided as deemed appropriate by the administration. The dating violence training shall include, but need not be limited to, basic awareness of dating violence, warning signs of dating violence, and the District's dating violence policy.

Dating violence education that is age-appropriate shall be incorporated into the school program. Dating violence education shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

The administration will be responsible for ensuring that this dating violence policy is published in the school district’s student-parent handbook or an equivalent such publication. Parents and legal guardians shall be informed of the dating violence policy by such other means as the

administration determines appropriate. If requested, parents or legal guardians shall be provided a copy of the dating violence policy and relevant information.

FERPA Rights for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("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 of the day the school receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. 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 or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal, or appropriate official, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. 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 advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational 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); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Plattsmouth Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Plattsmouth Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Plattsmouth 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 (LEA) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - 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.

If you do not want Plattsmouth Schools to disclose directory information from your child's education records without your prior written consent, you must notify Plattsmouth High School Office in writing by September 25, 2013. Plattsmouth Schools has designated the following information as directory information:

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

Nondiscrimination in Food Service Program

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

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

Notice of Nondiscrimination

Plattsmouth Community Schools offers breakfast and lunch every day with a focus on lots of choices and good nutrition. The school food service program is a PRE-PAY system. Meals are not purchased on credit. There must be funds in your account for your child to make purchases. We can work with emergency situations if you call to make payment arrangements in a timely manner. The district reserves the right to block any account that is not pre-paid. We strive to assist parents with their efforts by providing notice of a low balance. School staff will give verbal reminders to students. Low balance notices will also be sent via e-mail. You can monitor your account balance online at anytime www.pcsd.org. If a family account has a negative balance your account may be inactivated and your student will not be able to make any purchases on the family account.

Debit/Credit card payments can be made at the District Central Office. We are also able to take debit/credit card payments by phone, 402-296-3361.

On-Line Payments: [pcsd.org](http://www.pcsd.org)

Cash payments can be made at your child's school and the District Central Office.

We do not accept checks.

All families who qualify for free/reduced meals must fill out a new application form each school year. Failure to fill out a new application will cause a family to pay full price until the application is received and processed. Applications for free/reduced price meals are available at all school offices. They are also available online at [pcsd.org](http://www.pcsd.org).

If you have any questions regarding your account please contact us, 402-296-3361 ext #2800.

Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly.

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all the information requested in the form. Send your completed complaint form or letter to us by mail at U.S.

Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W.,
Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the
Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

As stated above, all protected bases do not apply to all programs. The first six protected bases of race,
color, national origin, age, disability and sex are the six protected bases for all applicants and recipients of
the Child Nutrition Programs.

***** STUDENT CONDUCT *****

Board Policy No. 5101

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

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

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

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student

will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.

- c. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
 - d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.
 - e. A student who on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.
2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.
3. Expulsion:
- a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.
 - b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with

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

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

disciplined for subsequent conduct as provided in Board policy and state statute.

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

necessary to protect some other person shall not constitute a violation of this subdivision.

5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency or sexual conduct.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech

that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.

16. Willfully violating the behavioral expectations for riding school buses or vehicles.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
 - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
 - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

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

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

member at all times except for such limited time as is necessary to fulfill the educational function.

- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

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

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
 - a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
 - b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
 - c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
 - d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g. cleats).
 - e. Head wear including hats, caps, bandannas, and scarves.
 - f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double.
 - g. No “bro-tanks”, tank tops, and cutout t-shirts for males and/or females.
 - h. Clothing or jewelry that is gang related.
 - i. Visible body piercing (other than ears).

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

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

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

2. Academic Integrity.

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

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

- b. Definitions: The following definitions provide a guide to the standards of academic integrity:
- (1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:
- (a) Tests (includes tests, quizzes and other examinations or academic performances):
- (1) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
- (2) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a

student engages in cheating if the student looks at personal notes or the textbook during the test.

- (3) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.
 - (4) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
 - (5) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.
- (b) Papers (includes papers, essays, lab projects, and other similar academic work):
- (1) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
 - (2) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
 - (3) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

- (4) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.
- (5) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.
- (c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.
- (2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:
- (a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
- (b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
- (3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.
- c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:
- (1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time

and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.

(2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.

(3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

3. Electronic Devices

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

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

c. Possession and Use of Electronic Devices.

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

(2) Students are permitted to possess and use electronic devices before school hours and after school hours, provided that the student not commit any abusive use of the device (see paragraph (4)(a)). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further

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

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

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

d. Violations

(1) Students shall not use electronic devices at any time or place for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; or (f) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

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

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

(4) Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a

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

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

(6) Subsequent Violations: Students who are repeat offenders of this policy shall be subject to the imposition of any appropriate disciplinary action, which may include suspension and expulsion from school.

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

- E. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

1. 1st Offense: Student will be confronted and directed to cease.
2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
3. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.

If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

- F. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:

1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
2. Students in the hallway during class time must have a pass with them.
3. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be drunk outside.
4. Students are expected to bring all books and necessary materials to class. This includes study halls.
5. Assignments for all classes are due as assigned by the teacher.
6. Students are not to operate the mini-blinds or the windows.
7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
8. Students are to be in their seats and ready for class on the tardy bell.
9. Special classes such as Industrial Technology, Art, P.E., and computers courses will have other safety or clean-up rules that will be explained to you by that teacher which must be followed.
10. Students are not to bring “nuisance items” to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
11. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
12. Snow handling is prohibited.

G. Law Violations

1. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it is the District’s policy to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
 - (a) Knowingly possessing illegal drugs or alcohol.
 - (b) Aggravated or felonious assault.
 - (c) Vandalism resulting in significant property damage.
 - (d) Theft of school or personal property of a significant nature.
 - (e) Automobile accident.

- (f) Any other behavior which significantly threatens the health or safety of students or other persons, and such other offenses which are required to be reported by law.

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

Student Behavior Guidelines

Interpreting Board Policy and the Nebraska Student Discipline Act, the Administration offers the following *non-inclusive* list of behaviors to be avoided:

1. Violating the Student Appearance Policy.
2. Using profane/obscene language or gestures.
3. Disrupting classes.
4. Being late to class.
5. Leaving during school hours without office permission.
6. Being unruly in the hallways or cafeteria.
7. Being in the building without permission at any time that school is not in session.
8. Littering the building or grounds.
9. Bringing toys, water guns, balloons, laser pointers, or other nuisance items to school.
10. Being rude or creating a disturbance at assemblies or rallies.
11. Consuming food, candy, or beverages outside the commons area.
12. Engaging in inappropriate or offensive displays of affection.
13. Forging hallway passes or notes to excuse an absence.
14. Cheating, including plagiarizing.
15. Stealing, including borrowing without permission.
16. Damaging, defacing, or vandalizing property belonging to the district, an employee, or a student.
17. Ignoring proper procedures during emergency evacuations.
18. Using violence, force, coercion, threat, and/or intimidation including bullying or harassing students on the way to school.
19. Causing or attempting to cause personal injury to a school employee, school volunteer, or student.
20. Fighting.
21. Failing to obey all directions given by an administrator, teacher, or staff member.
22. Failing to obey classroom rules of conduct established by individual teachers.
23. Failing to attend all scheduled classes, including homeroom and study hall.
24. Using, possessing, or selling tobacco products.
25. Using, possessing, selling, or being under the influence of drugs or alcohol.
26. Engaging in any activity that creates unnecessary disturbance within the building or infringes on the rights of others.
27. Using, possessing, or selling weapons or firearms.
28. Engaging in any unlawful act.

The police will be notified if school officials believe that a student has violated the law.

Conduct On Buses (Board Policy No. 5505)

“In order to provide safe and efficient transportation for all students riding school vehicles, students must conduct themselves in a responsible manner at all times. No student shall obstruct

the aisles or doors, harass the driver or other passengers, move about the vehicle, push or shove getting on or off, throw items from the vehicle, or engage in other misconduct. Students are to obey orders and directives of the driver. The following penalties will be used for misconduct:

- a. The driver or supervisor will attempt to stop the misconduct by directing the student to act in a responsible manner.
- b. The driver or supervisor will notify the Director of Transportation and/or the principal of any serious misconduct or if the student is habitually disruptive. The driver will notify the parents or guardians.
- c. If the misconduct is serious or if the student continues to be disruptive, the principal will notify the parents that bus privileges are suspended for a period of time.
- d. In extreme cases, the driver, after consulting with the Director of Transportation or an administrator, may return to a school and direct the student to get off the bus. The parents or guardians shall be notified by the driver.”

***** **GENERAL GUIDELINES** *****

Access to Buildings

Students are not to arrive at school before 7:30 a.m. unless they are under the direct supervision of a teacher. All students must be out of the building by 3:45 p.m. However, with specific permission from a teacher and with direct supervision, a student will be granted access for such activities as practices, tutorials, detentions, lab and media use. Upon arriving at school, students are to immediately enter the building and stay in the building unless permission is given by the administration to leave.

Accidents/Injury/Illness

Injuries occurring at school or school-sponsored activities should be reported to a teacher, sponsor, coach, or the office. The school nurse is on duty during the day and will be contacted if a student becomes injured or ill during school. In case of severe injury, an emergency unit will be called immediately at the discretion of school personnel. Students with communicable diseases will be excluded from attendance at school and school activities for the appropriate number of days in accordance with Board Policy 5073E1. Students leaving school due to injury or illness must check out through the office. Parents will be contacted to inform them of the

injury or illness and to receive permission for the student to leave the school. If a parent cannot be reached, the emergency contact will be called.

Assemblies

(General) On occasion, enrichment activities will be presented to the students during assembly presentations. In respect for the talents and efforts of presenters, student behavior at assemblies should reflect favorably upon PHS, the community and students.

(Spirit) Assemblies to encourage school spirit and support are scheduled on a needs basis and announced in advance. Student attendance is required.

Activities Passes ??

Valid for all PHS sponsored extracurricular activities. Prices:

Student = \$75 (grades K - 12) Adult = \$ 95

Family = \$200 (2 adults, children grades K - 12)

Activity and Event Regulations

Students attending any PHS sponsored activity must adhere to all student behavior guidelines, including Board Policy No. 5021, which addresses student appearance. The rules of Student Conduct apply to students who attend any of the Plattsmouth Community Schools, at contests and events both home and away. All students of PCS displaying inappropriate behavior are subject to removal from events, in addition to immediate parent contact for transportation from school grounds.

Activities/Athletics Academic Eligibility Policy and all Student Study Halls

1. An initial eligibility date will be set four weeks after the semester begins. September 10, 2016 for First Semester and February 4, 2017 for Second Semester.
2. After this four-week period, if the student is below 70% in one or more classes, they will be required to attend mandatory study hall/tutor assistance at 3:00 PM Monday thru Thursday for two weeks.
3. After the two-week study hall/tutor assistance sessions, the student's grades will be re-evaluated. If the student is above 70% in all classes, they are not required to return to the study hall/tutor sessions. If the student is still below 70% in at least one class, they will be required to attend the mandatory study hall/tutor assistance and be re-evaluated on a weekly basis until the grade(s) for the class(s) is/are above 70%.
4. If after the two-week mandatory study hall, the students who are still below 70% in two classes will be declared "ineligible" for all activities, for a one-week period.
5. After the one-week period of "ineligibility", the student's grades will be re-evaluated, once the student is at a minimum, 70% or above in all classes but one, the student will become eligible at that point.

Eligibility Policy Enforcement

Any student with TWO grades under 70% would be "ineligible" for one week. Students would still practice and fulfill all expectations, however, they would not be allowed to play or perform.

To give each student a chance to recover, they will be allowed to work to get their grades up to at the very least, one grade under 70%. They then will be eligible after the initial week of sitting out pending the approval of the teacher(s) and assistant principal or athletic director.

Drug Testing for Students in Extra-Curricular Activities

1. Need for Random Testing.

The Board of Education is responsible for maintaining discipline, health and safety. The Board recognizes that student substance abuse presents a continuing challenge and a danger to the student population as a whole. The Board is committed to maintaining school sponsored activity programs in a safe, healthy and secure environment. The Board is further committed to being proactive in ensuring that students who participate in extracurricular activities represent the District in a positive manner.

2. Eligibility for Random Testing.

Students who participate in school sponsored competitive extracurricular activities at the high school (Grades 7-12) level are eligible for random testing. School sponsored competitive extracurricular activities are activities which are sponsored or approved by the Board, but are not offered for credit towards graduation, and which involve competition, comparison, or judging of the individuals or groups with other individuals or groups as part of selection or participation. School sponsored competitive extracurricular activities include, but are not limited to, **athletic programs, cheerleading, dance team, band, Student Council, National Honor Society, academic teams, One-Act, choir, Quiz Bowl, and Speech Team.**

To participate in a school sponsored competitive extracurricular activity, students must submit a completed Consent to Test Form on or before the first practice or on or before the first event or meeting, whichever is applicable. The form must be signed by the student and the student's parent or guardian.

Failure to submit a completed Consent to Test Form will result in ineligibility for participation in school sponsored competitive extracurricular activities until the form is submitted.

Students remain eligible for testing from the date the Consent to Test Form is turned in until a Drop Form is completed, or until the student graduates or is otherwise no longer enrolled in the District. A student for whom a Drop Form has been submitted shall be ineligible for participation in school sponsored competitive extracurricular activities for twelve months from the date the Drop Form is submitted. Students have a fifteen (15) day grace period for reconsideration of a Drop Form.

Students who are not participants in a school sponsored competitive extracurricular activity may volunteer for participation in the testing program by submitting a completed Consent to Test Form.

3. Testing Procedure.

a. Random Testing.

A confidential testing schedule will be created by the Superintendent or designee to ensure that the testing of eligible students is conducted in a manner that is random. To maintain confidentiality and to maintain the integrity of the randomness of this program, the students eligible for testing will be identified by a unique personal identifier that does not make the student known to persons other than the school officials who are directly involved in the testing program.

No less than twenty percent (20%) of the pool of eligible students will be tested each school year. The Superintendent shall have the authority to determine the percentage to test, subject to the minimum 20% level, dependent on the nature and extent of the prevailing problem with drug usage in the school community from time to time. Testing will take place throughout the school year.

b. Collection.

The testing collection process will be conducted in a manner that protects student privacy, will also guard against tampered specimens and ensuring an accurate chain of custody of the specimen. To the extent the testing involves the collection of urine, an adult monitor is to wait outside a closed restroom stall and listen for the normal sounds of urination.

The specific testing procedures and mechanism are to be created by the Superintendent or designee. It is intended that the procedures be modeled on those applicable to the testing of CDL employees, which include the testing of specimens for alcohol and unlawful substances. The tests are to be designed to detect only the use of illegal drugs, including but not limited to amphetamines, marijuana, cocaine, steroids, opiates, and barbituates, not medical conditions or the presence of authorized prescription medications.

4. Confidentiality.

All activities related to the testing policy will be carried out in accordance with the requirements of the Family Educational Rights and Privacy Act (FERPA), the Protection of Pupil Rights Amendment (PPRA), and any other applicable confidentiality laws.

Test results will be shared only with staff who have a legitimate educational interest in having access to the information, on a “need to know” basis. Test results will not be turned over to any law enforcement authority in the absence of a court order, subpoena, or other legal process requiring such.

Test results will be kept in confidential files separate from the students’ other records. The test results will be destroyed when no longer needed for individual student situations or for the overall testing program.

5. Consequences for Positive Tests.

Any of the following shall be considered to be a positive test result:

- A confirmed positive alcohol or drug test;
- Refusal to participate in testing when selected, including the submission of a Drop Form upon being requested to be tested; and/or
- Tampering with the specimen collection process.

The following shall result from a positive test result:

- The student's parents or guardians will be contacted and a meeting will be held to discuss the positive test result, with the object of collaborating on a plan to assist the student in avoiding future substance abuse.
- The student's privilege of participating in extracurricular activities will be restricted in the same manner and to the same extent as though the student had committed a violation of the drug and alcohol provisions of the Extracurricular Activity Code of Conduct set forth in the Student-Parent Handbook. Provided, however, that a student shall not receive a reduction for self-reporting if the student had, prior to the self-report, been selected for a drug or alcohol test pursuant to this Policy.

The parents or guardians are responsible for the costs of the rehabilitation program, which includes the substance abuse counseling and follow-up testing described above.

Positive results related to this policy will not lead to the imposition of any academic consequence or disciplinary action, other than the above-described limitations on the privilege to participate in extracurricular activities.

6. Appeal Procedures.

A student or the student's parents or guardians may request a retest of his/her specimen at their own expense at a laboratory approved by the Superintendent or designee and which follows federal Substance Abuse and Mental Health Services Administration (SAMHSA) standards concerning drug testing protocols and procedures. Requests must be made within twenty-four (24) hours of receiving the results of their drug test. The specimen previously submitted will be forwarded to the approved lab in cooperation with the District approved outside agency responsible for confirmatory testing.

Results of the re-test will be provided to the Superintendent or designee by the approved laboratory. During the appeal period the student may not participate in school sponsored competitive extracurricular activities.

In the event a student or the student's parents or guardians wish to challenge a positive test result on a basis other than the veracity of the test result, an appeal may be made in accordance with the policy on extracurricular activity discipline.

Date of Adoption: July 14, 2014

Saturday School

The principal (or designee) may determine that it is necessary to assign a student to Saturday school. The decision to assign a student would be made after the principal has investigated the facts, given the student oral or written notice of the charges against him/her, and provided an opportunity for the student to present his/her version. Saturday school is automatic for students who skip homeroom and/or tutorial periods and have more than four unexcused tardies in any class/homeroom during a semester. The student's parent or guardian will be contacted by telephone in each case of student assignment to Saturday school. If the student is unexcused to Saturday school the student will face suspension and prohibited from attending any PHS activities on or off campus. Saturday school will run from 8:00 am – 12:00 pm.

In School Suspension

The principal (or designee) may determine that it is necessary to assign a student to In School Suspension (ISS). The decision to assign a student would be made after the principal has investigated the facts, given the student oral or written notice of the charges against him/her, and provided an opportunity for the student to present his/her version. Students who receive ISS will report to the ISS room prior to the start of school day and will remain until school is dismissed. ISS students will have sack lunch delivered and the student will eat lunch in the ISS room. The student's parent or guardian will be contacted by telephone in each case of student assignment to ISS. If the student is unexcused to ISS or violates ISS rules the student will face suspension and prohibited from attending any PHS activities on or off campus.

Birth Certificates

The Nebraska law requires all students to have a certified birth certificate on file at the school they attend. This law was enacted to protect children and assist in the recovery of kidnapped or missing children. Students are expected to present their birth certificate upon initial enrollment in the Plattsmouth schools, or to present an affidavit explaining why a birth certificate cannot be provided along with proof of identity and age. The law requires schools to report a failure to provide this documentation to local law enforcement for investigation.

Dances

A school dance is considered a school function. Any regulation for student behavior may be applicable for the dance. Unacceptable behavior is cause for removal from the dance. Attendees may also be subjected to a breathalyzer test. No middle school students are allowed to attend high school dances. PHS students may bring a guest. One PHS student is allowed one guest. All guests must sign in and present proof of identity. Special dances require pre-registration and prepayment. Doors will be locked approximately one hour after the dance begins.

Field Trips

Students participating in school-sponsored field trips must give the school proof of parental permission before departure, must travel with the sponsor, and must follow all student behavior guidelines.

Change of Address and Telephone Number

Any change in the student's address or phone number or that of the student's parent or guardian must be reported to the office immediately. The school must be able to contact a parent/guardian or family member in case of a medical emergency.

Copyright and Fair Use Policy

Students are expected to comply with all copyright and Fair Use laws. Students will be informed of copyright policies as they relate to specific curriculum areas. Students will be held responsible to follow these policies.

Fire/Tornado Drill

Fire and tornado drills are required by law at regular intervals and are an important safety precaution. Teachers in each classroom will give instructions for these drills. The instructions will be posted in each classroom, and students should familiarize themselves with these. The fire alarm is a signal for all students and teachers to make a quick, quiet, and orderly exit from the building. Students should remain with their class group, moving at least 100 feet from the building, and are not to reenter the building until directed to do so. Tornado drills will be signaled by a long tone via the intercom. Students should follow the tornado drill instructions in moving into the hallways. An intercom announcement will instruct students to return to class.

Hall Passes/Agenda Books

During class time, students should be in their assigned classrooms. Those students who must be out of class must have an agenda book signed by the teacher. All agenda books must be available for verification.

Student Computer Use

The computer and other technological tools have become essential educational tools. Therefore, students at PHS will interact with them on a daily basis. This use must be responsible. Students who misuse computers or other technology (for example, abuse them, access the Internet without prior parental permission, access inappropriate sites for an educational setting, print inappropriate materials, and other conduct that violates any school rules) may be denied Internet and computer use access privileges. Students and parents will be required to sign an application for an Internet account and laptop agreement. Other guidelines are found in the student computer use handbook. A complete statement of student rights and responsibilities will be distributed with the application.

Instruction**Technology Safety****A. Internet Safety Policy**

It is the policy of Plattsmouth Community Schools to comply with the Children's Internet Protection Act (CIPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the

disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.

5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
6. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

B. Computer Acceptable Use Policy

This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.

4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

- c. **Campaigning:** Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- d. **Technology-Related Limitations:** Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,
 - 1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
 - 2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
 - 3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.

4. Users shall not engage in “hacking” to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
 5. Users shall not copy, change, or transfer any software without permission from the network administrators.
 6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer’s memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
 7. Users shall not engage in any form of vandalism of the technology resources.
 8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
 2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
 3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
 4. to engage in or promote violations of student conduct rules.
 5. to engage in illegal activity, such as gambling.
 6. in a manner contrary to copyright laws.
 7. in a manner contrary to software licenses.
5. Disclaimer. The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies

and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees
8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Legal Reference: Children's Internet Protection Act, 47 USC § 254
 FCC Order adopted August 10, 2011
 47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003) (E-rate restrictions)
 Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act)

Date of Adoption: March 13, 2006

Reviewed: November 12, 2007

Revised: August 11, 2008

Reviewed: November 9, 2009, November 8, 2010, Nov. 14, 2011

Revised: June 11, 2012

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

STUDENT’S AGREEMENT

In order to make sure that all members of Plattsmouth Community Schools community understand and agree to these rules of conduct, [Name] Public Schools asks that you as a student user sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Plattsmouth Community Schools, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Plattsmouth Community Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Plattsmouth Community Schools, any of its employees, or any institution providing network access to Plattsmouth Community Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name _____

Student's Signature _____ Date: _____

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use

Plattsmouth Community Schools
Addition to Student Code of Conduct
Appendix “3”

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

PARENT’S AGREEMENT

In order to make sure that all members of Plattsmouth Community Schools community understand and agree to these rules of conduct, we ask that you as a parent/guardian sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by Plattsmouth Community Schools. As parent or guardian of the student named below, I grant permission for my son or daughter to access networked computer services such as electronic mail (e-mail) and the Internet. I understand that this free access is designed for educational purposes. I also understand that individuals may be held liable for violations of those Terms and Conditions. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold Plattsmouth Community Schools responsible for materials acquired or sent via the network.

I agree not to hold the Plattsouth Community Schools, any of its employees, or any institution providing network access to Plattsouth Community Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name _____

Parent's Signature _____ Date: _____

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.

Plattsouth Community Schools
Addition to Student Code of Conduct
Appendix "4"

PARENTAL AUTHORIZATION AND RELEASE FORM TO DISPLAY STUDENT WORK

The undersigned(s) is/are the parent(s), guardian(s), or person(s) ("parent") in charge of _____ ("the student").

The School District has requested authorization from the parent of the student to display the product of the student's school-related academic, athletic, musical and/or art work product in public places, including, but not limited to, school buildings and functions, public places in the community, school, local, state and national publications, and on the web page produced and operated by the School District. Upon consideration of the request of the School District:

_____ I/We hereby authorize the School District to display the product of the student's school-related academic, athletic, musical and/or work product in public places, including, but not limited to, school buildings and functions, public places in the community, school, local, state and national publications, and on the web page produced and operated by the School District; and further I/We hereby waive any claims regarding copyright to the student's school-related academic, athletic, musical and/or art work product, and hereby release the School District and the Board of Education of the School District and all employees, agents, and representatives of the School District from any liability concerning the posting of the student's work on the School District's web page.

_____ I/We DO NOT authorize the School District to display the product of the student's school-related academic, athletic, musical and/or work produce in public places, including, but not limited to, school buildings and functions, public places in the community, school, local, state and national publications, and on the web page produced and operated by the School District.

DATED this _____ day of _____, _____.

 Name of Student

 Parent/Guardian

 Parent/Guardian

Guidance

As an integral part of the total educational program, guidance and counseling services are concerned with the study, understanding, and adjustment of every student attending PHS. The Guidance Department is organized for the purpose of helping each student adjust to the present environment, to enjoy all educational opportunities, and to aid students in becoming self-directed individuals. If students are seeking assistance from the school counselor, appointments may be arranged through the guidance office. Students will not be released from class to visit a counselor without a prearranged appointment. Teachers may make exceptions if they feel that a student needs immediate attention.

Plattsmouth Classroom Social Skills

Students are expected to demonstrate socially appropriate behaviors in the school setting. Among the skills to be taught and reinforced are the following:

- | | |
|--|-----------------------|
| 1. Following Instructions. | 5. Giving criticism. |
| 2. Accepting "No" for an answer. | 6. Making a request. |
| 3. Disagreeing Appropriately. | 7. Showing respect. |
| 4. Accepting criticism or a consequence. | 8. Making an apology. |

Cafeteria Rules

1. Food is confined to the cafeteria area and may not be taken to other parts of the building.
2. Students are to use proper table manners and not misuse food or beverages.
3. Trays, serving utensils, plates, and silverware must be returned to the proper area.
4. Students must follow all directives of cafeteria supervisors and personnel.

Health Screenings

Vision, hearing and dental screenings are performed for the purpose of identifying students whose learning may be affected by an unrecognized problem. Parents of students needing a further evaluation and/or treatment will receive a written referral. If parent/guardian wishes to refuse their student participate in required school health screenings, the parent/guardian must submit written statement(s) from a qualified examiner that the student has received the minimum required screenings within the previous six months, or the student will be screened at school. The minimum required health screenings and physical exams are found in appendix 1 on page 74.

Homeless Children Board Policy No. 5418

This School District will comply with the federal and state law related to homeless students.

A “homeless children” for purposes of this Policy is a child who lacks a fixed, regular, and adequate nighttime residence, as defined by applicable federal and state law related to homeless students. An “unaccompanied youth” is a child who is not in the physical custody of a parent or guardian.

1. Homeless Coordinator: The District’s designated Homeless Coordinator is the Superintendent. The Homeless Coordinator may delegate the specified duties as the Homeless Coordinator determines to be appropriate. The Homeless Coordinator shall serve as the school liaison for homeless children and youth.
 - a. Responsibilities. The responsibilities of the Homeless Coordinator are to assist with identification, enrollment, and placement of homeless children and to provide staff development activities to all school personnel regarding the educational rights and needs of homeless children and youth. The Homeless Coordinator shall ensure that:
 - i. homeless children are identified by school personnel;
 - ii. homeless children enroll in, and have a full and equal opportunity to succeed in, school;
 - iii. homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services;
 - iv. the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
 - v. public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens;
 - vi. enrollment disputes are mediated in accordance with law; and
 - vii. the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law.
 - b. Coordination. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. Coordination activities with area shelters and other homeless service providers are to be established by the Homeless Coordinator.
 - c. Financial. The Homeless Coordinator shall ensure that financial records are maintained to show expenditures are for authorized activities. Title I, Part A

homeless set-aside funds are also to be used for services for homeless children. Materials and equipment purchased with grant funds are properly identified and inventoried.

- d. Program Activities. The Homeless Coordinator shall design program activities to meet the greatest need as determined by the District and homeless service providers.
 - e. Documentation. The Homeless Coordinator shall document the number of homeless children and youth receiving services.
 - f. Student Records. The Homeless Coordinator shall ensure that any record ordinarily kept related to students, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, are maintained so that the records of a homeless child are available, in a timely fashion, when the child enters a new school or school district and in a manner consistent with the Federal Education Rights and Privacy Act.
2. Enrollment and Placement of Homeless Children: The enrollment and placement of homeless children shall be in compliance with federal and state law.
- a. Enrollment. A homeless child shall be immediately enrolled even if the child is unable to produce records normally required for enrollment. Lack of previous school records, immunization and medical records, birth certificate, or other documentation from the previous school will not delay the enrollment of a homeless child or youth. Guardianship issues, uniform or dress code requirements, and residency requirements will not be obstacles to delay or deny enrollment. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.
 - b. Obtaining Records. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records.
 - c. Placement. Placement decisions for a homeless child shall be made according to the District's determination of the child's best interests.
 - i. The placement shall be at either:
 1. The child's "school of origin," which is the school that the child attended when permanently housed or the school in which the child was last enrolled; or
 2. The school of the attendance area in which the child is actually living.

- ii. If placed in the school of origin, the placement shall continue for the duration of the child's homelessness. If the child becomes permanently housed (no longer homeless) during the school year the placement in the school of origin will be continued for the remainder of that school year.
 - iii. To the extent feasible the placement shall be in the school of origin except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian.
 - iv. If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal.
 - v. The grade placement for the homeless child will be the appropriate grade level as determined by the building principal or designee using the same procedures that are used for placing non-homeless children attending that school.
3. Educational Services and Stigmatization or Segregation: It is the District's policy that homeless children not be stigmatized or segregated on the basis of their status as homeless. Homeless children will be provided the same free, appropriate public education as other students. Homeless students will be provided services comparable to services offered to other students in the school in which the homeless child has been placed, including the following: transportation services, educational services for which the student meets the eligibility criteria, such as services provided under Title I, educational programs for children with disabilities, and educational programs for students with limited English proficiency, programs in vocational and technical education, programs for gifted and talented students, and school nutrition programs.
4. Transportation: Transportation will be provided to homeless students to the extent required by law.
 - a. Comparable Service. Transportation will be provided to a homeless student comparable to that provided to students who are not homeless.
 - b. School of Origin. When the homeless student attends the school of origin, transportation will be provided to and from the school of origin upon request of the parent or guardian of the homeless child, or upon request of the Homeless Coordinator in the case of an unaccompanied youth. If the homeless child relocates out of the District but continues to be enrolled in this School District based on it being the school of origin, this School District will negotiate with the school district in which the child is residing to develop a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin. If agreement is not reached, the responsibility and cost for transportation shall be shared equally.
 - c. Eliminate Barriers. Transportation will be provided when necessary to eliminate barriers to school enrollment and the retention of students experiencing homelessness.

- 5. Dispute Resolution. The process to resolve disputes concerning the enrollment or placement of a homeless child is as follows:
 - a. The homeless child and the parent, guardian or other person having legal or actual charge or control of the homeless child shall be referred to the Homeless Coordinator. The Homeless Coordinator shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute. The dispute resolution process is as follows:
 - i. The homeless child and parent/guardian will submit a written dispute statement to the Homeless Coordinator. The District’s Dispute Resolution Form shall be used if such is available.
 - ii. When it is determined that additional information would be helpful, the Homeless Coordinator will schedule a meeting within 10 days, or such time as practicable, at which the homeless child and parent/guardian will be given the opportunity to provide information in support of their position.
 - iii. The Homeless Coordinator will contact school officials and others as determined appropriate to obtain information to corroborate the information provided in support of the positions of the homeless child and parent/guardian and the District.
 - iv. The Homeless Coordinator will provide a written response and explanation of a decision regarding the dispute within 30 calendar days after receiving the dispute statement.
 - v. The written response and explanation of the decision will include a notice of the right appeal using the appeal process provided for in Nebraska Department of Education Rules 19.
 - b. In the event of an enrollment dispute, the homeless child’s placement shall be at the school in which enrollment is sought pending resolution of the dispute in accordance with the dispute resolution process. In the case of an unaccompanied youth, the homeless liaison shall ensure that the youth is immediately enrolled in school pending resolution of the dispute.

Homeless Education Program

**HOMELESS STUDENT ENROLLMENT INFORMATION
& PLACEMENT REQUEST**

Child’s Name: _____ Birth Date: _____ Grade _____
(Last Name) (First Name) (M.I.)

Parent/Guardian Name _____ Unaccompanied Youth _____
(Last Name) (First Name) (M.I.) (“Yes” or “No”)

Current Address _____

Telephone Number: _____

(If phone # not available, phone number of someone who can be contacted and their relationship, if any).

Information provided on this form is confidential.

1. Homeless Status

a. Do you live in any of these following situations?

- _____ sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (example: evicted from home, cannot afford housing, etc.)
- _____ in a motel, hotel, campground or similar setting due to lack of alternative adequate accommodations
- _____ in emergency or transitional shelters such as domestic violence or homeless shelters or transitional housing shelter or agency
- _____ have a primary nighttime residence that is a place not designed for or ordinarily used as a regular sleeping accommodation for humans
- _____ in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
- _____ None of the above.

b. How long do you anticipate living in current location?

2. School Most Recently Attended

School: _____
(School Name) (City) (State)

Dates of Attendance: _____ to _____

Grade level when last attended: _____

3. Eligible for any of these educational and school related activities and services?

Special Education (IDEA) If yes, please identify disability and special education services previously provided : _____

English Language Learners (ELL) Gifted Vocational Education

Other _____

4. Possible Barriers to Education

No Birth Certificate No immunizations or other medical records

No School Records Transportation School Selection

Other issues/barriers _____

5. Requested Services and Activities to be Provided by Homeless Student Program

Obtaining or transferring records necessary for enrollment

Emergency assistance related to school attendance

Expedited evaluations

Transportation Clothing to meet a school requirement School supplies

Early childhood program Tutoring or other instructional support

Before/after-school, mentoring, summer programs

Referrals for medical, dental, or other health services

- Referral to other programs/services
- Assistance with participation in school programs
- Parent education related to rights/resources
- Coordination between schools and agencies
- Counseling Addressing needs related to domestic violence
- Staff professional development/awareness
- Other _____

6. Placement

a. School placement requested by parent/guardian or unaccompanied youth:

b. Reason(s) _____ for _____ Request: _____

c. Name of "School of Origin" _____

(School of Origin means the school that the child attended when permanently housed or the school in which the child was last enrolled).

Enrollment Date _____

Has student been withdrawn? _____

If so, what was the withdraw date? _____

d. Distance from:

i. Residence to the school of origin (miles): _____

ii. Residence to the school requested (if not school of origin): _____

Parent or Guardian or Unaccompanied Youth's signature

Date

Children living in homeless situations have certain rights under the McKinney-Vento Homeless Assistance Act under No Child Left Behind. Please contact the Homeless Coordinator with any questions.

**WRITTEN NOTIFICATION OF
ENROLLMENT/PLACEMENT DECISION FOR HOMELESS STUDENT**

Child's Name: _____

In compliance with the McKinney-Vento Homeless Assistance Act, the following written notification is provided to:

Parent/Guardian _____ Unaccompanied Youth _____

(Name)

(Name)

After reviewing your request to enroll the child, the determinations are as follows:

Homeless student program eligibility:

_____ Child does not qualify under the homeless student program.
_____ Child qualifies under the homeless student program. This determination was based _____ upon:

—

Placement (if enrolled under the homeless student program) was made based on best interest of the student. The placement will be at: _____
(Name)

Explanation for this determination (if not school of origin or the choice of parent/guardian or unaccompanied youth, give detail): _____

—

If you are not satisfied with the determinations, you have the right to use the dispute resolution process. Contact the Homeless Coordinator and complete a Dispute Resolution Form.

Notices:

- The student has the right to be immediately admitted in the school in which enrollment is sought pending resolution of the dispute.
- You may contact the state coordinator:
Education Specialist & Homeless Education / NCLB Programs
Nebraska Department of Education
<http://www.education.ne.gov/federalprograms/Title%20X.html>
Telephone: (402) 471-1419 Facsimile: (402) 742-2371
- You may seek the assistance of advocates or attorneys.

Administrator Date

Written Notification Form was given to parent/guardian or unaccompanied youth on _____ (Date).

**Homeless Education Program
DISPUTE RESOLUTION FORM**

This form should be completed when a dispute arises over school enrollment/placement.

Child's Name: _____

Person completing form: _____
(Name) (Relation to Student)

I may be contacted at (address/phone/e-mail): _____

I wish to dispute the following decision: _____

The decision I am disputing was wrong because (give detailed information in support of your position and use an attachment if necessary): _____

support my position (include Persons who have information to contact information):

I request that the following action be taken on this dispute: _____

Parent or Guardian or Unaccompanied Youth's signature Date

-----**For School Use**-----

Date received by Homeless Coordinator _____

-----**Determination of Homeless Coordinator**-----

In compliance with the McKinney-Vento Homeless Assistance Act, the following written notification is provided to:

Parent/Guardian _____ Unaccompanied Youth _____
(Name) (Name)

After reviewing the information relevant to your dispute my determination is as follows:

Explanation for this determination: _____

Notice of Right to Appeal: If you are not satisfied with the determination on this dispute, you have the right to appeal as provided for in the Nebraska Department of Education Rule 19. The appeal is to be filed with the Commissioner of Education within 30 calendar days of receipt of this decision. For information about an appeal you may contact the state coordinator:

Education Specialist & Homeless Education / NCLB Programs
Nebraska Department of Education
<http://www.education.ne.gov/federalprograms/Title%20X.html>
Telephone: (402) 471-1419 Facsimile: (402) 471-0117

Administrator

Date

The Determination of the Homeless Coordinator on this dispute was given to parent/guardian or unaccompanied youth on _____ (Date).

Immunizations

A written record of a student's immunization record must be kept on file in the office of the school nurse. State law requires that before entering the classroom, a student must have proof of receiving all mandated immunizations. Exemptions or temporary waivers from the immunization requirements will be only allowed for medical, military, or religious reasons. Unimmunized students may be excluded from school in the event of a disease outbreak. Immunization requirements for all students enrolled Pre-K -12 per Nebraska School Rules and Regulations are listed in appendix 2 on page 75.

Insurance

The school does not supply insurance on its students. Parents are encouraged to carry insurance on their students. Students who participate in athletics are required to have health insurance coverage.

Laboratory Safety Glasses

Students are required to wear safety glasses in many laboratory classes, including, but not limited to: Metals, Woods, Art, Chemistry, ChemCom, Human Anatomy, Physics, Physical Science, Biology.

Library

The school library is organized to aid students with their schoolwork. It serves as a reference center for supplies, resource material, books, periodicals, and novels for personal interest reading. The library is available as a quiet study area when doing research. It is open from 7:45 a.m. to 3:45 p.m. Students violating the rules and regulations of the library will lose their privilege of library use.

Lockers

Lockers are assigned to students for their own convenience in storing school-related materials. Students are prohibited from storing anything in their lockers that is not needed for school-connected activities, or any instrument that can be considered a lethal weapon. The school does not relinquish control over these lockers when they are assigned to students. The administration has the right to search a student's locker if it is deemed necessary. A student is not to change to another locker at any time for any reason unless given permission by the office. Students should not give their combination to anyone! It is the student's responsibility to keep the locker locked at all times.

Lost and Found

All articles that are found should be taken to the main office. Students who have misplaced books or personal possessions should check with the school secretaries.

Married/Pregnant Students Policy 5403

Married students shall have the same educational opportunities in this school system as unmarried students.

Further, school-age children who are pregnant, whether married or unmarried, shall be allowed to remain in school, and services for them shall be made a regular part of the school system. Any variation from their continuing in regular school classes shall be based upon their assessed needs. A pregnant girl may remain in her regular school program as long as her physical and emotional condition permits.

Medicines: Prescriptions and OTC Drugs

If a student is required to take medication during the school day, the following shall apply:

All prescription medication must be brought to the nurse's office by an adult. No medications (prescription or over the counter) will be sent home with a student. Medications will be administered by the school nurse or school personnel, who have been trained in the administration of medication. Medications will NOT be given until a "permission to administer medication" form, signed by parent or guardian, is on file in the health office. Each prescription medication must be in the original container, properly labeled with the student's name, medication, dosage, time of administration, and prescribing doctor. Repackaged medication will not be accepted.

All controlled substances prescribed for ADHD, pain management, etc. will be counted and signed for by the parent/guardian and the school nurse/aide upon delivery to the school.

Medication for diabetes, asthma or anaphylaxis may be self-administered by a student with a signed consent form from the doctor and parent/guardian. The nurse will then determine if the student is competent to self-administer in the school setting.

The school does not provide for over the counter medications for pain (Tylenol, Motrin, etc.) or colds/allergies (Benadryl, Robitussin, etc.). Parents may provide small bottles of these medications to be kept at school for the student if permission forms are on file. These products must also be in the original container. The school nurse will not administer more than the recommended dose of the over the counter medication without a Dr.'s prescription. The school nurse may limit medications those set forth in the Physician's Desk Reference (PDR). Under no circumstances will expired medications be administered. A written record of all medication administration will be kept. All medication records shall be kept confidential, Emergency protocol for medication-related reactions will be in place.

Parental Concerns

When a problem or concern about your child arises, please contact the teacher, coach, or sponsor. This individual has the most knowledge about the situation and will be able to discuss the matter with you at a convenient time for both of you either by phone or at a conference. Normally, solutions can be found for your concerns by contacting the teacher. If you do not feel your concerns are adequately addressed, contact the counselor next, and then the building principal.

School Cancellation and Closing

In the event of severely inclement weather or mechanical breakdown, school may be closed or the starting time delayed. The same conditions may necessitate early dismissal. School closing, delayed starting time, or early dismissal will be announced over radio station KFAB and television channels 3, 6, 7, and 42.

Reports in the morning will be between 6:00 and 8:00 a.m. If no report is heard, it should be assumed school is in session. If school is dismissed early because of inclement weather, all scheduled practices and activities may be canceled for that day. If school starts late, 10:00 a.m., students will begin their school day with their first period class.

School Closing Due to Health Conditions

The school district works closely with the Nebraska Department of Health during outbreaks of illness. In accordance with the Nebraska Department of Health recommendations, if 25-30 percent of students are absent and/or if an insufficient number of staff members are available to teach classes due to health, the administration of the school will consider closing the school.

Special Education Identification

If special educational needs of students exist or arise, they will be addressed in a manner that complies with State and Federal requirements. If you have questions about special education identification or services, contact the Assistant Director of Special Education, Kyle Black (296-3361).

Student Parking

The parking lot south of the building is reserved for student use. A student must have a parking permit posted in their front window to park in the student parking lot. Students will park in designated parking spaces only. Students are expected to drive in a safe and cautious manner in the parking lot and when leaving the lot. Students are expected to park between the parking lines. Violations of any of the above guidelines could result in towing of a vehicle at the student's/parent's expense and denial of PHS parking privileges.

Telephone

Teachers are conducting classes from 8:10 a.m. - 3:30 p.m. If you need to talk to a teacher, you may call and leave a message. Teachers can be reached by phone during their planning time, lunchtime, and before and after school. The school telephone is for school business. Students may not make personal calls on the school phones. A pay phone is available in the Commons Area for the students' use.

Transportation Eligibility

Plattsmouth Community School District students living more than one and 1.5 miles from the Middle School bus ramp shall receive transportation to and from their attendance center at the expense of the school district. The transportation system will comply with existing Nebraska statutes and State Department rules and regulations. Transportation shall be provided for nonpublic school students only at times when an established transportation route is being provided to public school students. Regular bus transportation shall be provided to designated stops on bus routes, outside city limits, within the school district. Occasional exceptions to regular bus schedules shall require prior administrative approval.

Video Surveillance

Video cameras are in operation on the school campus to ensure the health, welfare and safety of all staff, students, and visitors to school property, and to safeguard school facilities and equipment. Students in violation of Board policies, administrative regulations, building rules or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies. Videos recordings may become a

part of a student's educational record. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

Visitors

Parents and other patrons are to report to the principal's office to notify staff when they come to visit. The principal, in consultation with the staff members involved, shall have the discretion to limit access when the principal and staff members determine access would interfere with the instructional process and/or student learning.

Work Permits

Students between the ages of 14 and 16 must have permits in order to accept any type of employment. Work permits will be issued through the principal's office in accordance with the state law. Students desiring a work permit must provide all necessary information to the school administration, including name of employer and a list of all hours that the student will be working.

Parent Involvement

A parent may object in writing to textbooks, tests, and other curriculum materials, the subject matter of courses, assemblies, counseling sessions, or other instructional activities. If parents know in advance of topics or activities from which they wish to have their child(ren) excused, the school expects parents to request to have the student excused from participation.

Parents wishing to participate in counseling sessions with their children may make such a request to the building administrator. Upon receiving such a request, the building principal will contact the counselor to determine if, in the opinion of the counselor, parental participation is appropriate

STUDENT FEES POLICY

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

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

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

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "1," which provides further specifics of student fees and materials required of students for the 2015-2016 school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

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

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

(2) Personal or consumable items & miscellaneous

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

(b) Courses

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

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

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

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

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

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

furnish personal or consumable equipment or attire for participation in extra curricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(4) Extracurricular Activities-Fees for participation. Any fees for participation in extracurricular activities for the 2015-2016 school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

(5) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

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

(7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

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

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

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

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

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

(13) Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students

and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

CERTIFICATION

On the 13th day of April, 2015, the school board held a public hearing at a meeting of the school board on a proposed student fee policy. Such public hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the preceding school year. The foregoing student fee policy was adopted after such public hearing by a majority vote of the school board at an open public meeting in compliance with the public meetings in compliance with the public meetings laws.

Superintendent or Other Authorized School Official

Legal References:

- Neb. Rev. Stat. §§79-2,125 to 79-2,135 and Laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act)
- Neb. Constitution, Article VII, section 1.
- Neb. Rev. Stat. §§79-241, 79-605, and 79-611(transportation)
- Neb. Rev. Stat. §79-2,104 (student files or records)
- Neb. Rev. Stat. §79-715 (eye-protective devices)
- Neb. Rev. Stat. §79-737 (liability of students for damages to school books)
- Neb. Rev. Stat. §79-1104 (before-and-after-school or pre-kindergarten services)
- Neb. Rev. Stat. §§79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

Date of Adoption: July 9, 2012

Reviewed: Apr. 8, 2013, July 8, 2013, July 14, 2014, Apr. 13, 2015

**Appendix "1" to 2015-2016 Student Fees Policy of
Plattsmouth Community Schools
Additional Specification of Required Materials and Fees¹**

Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum)² or Specific Material Required
Elementary Program		

¹ This listing is a part of the 2015-2016 Student Fees Policy and is intended to provide supplemental information. For additional specifications, refer to the Policy.

² Generally, dollar amounts are stated in terms of "maximums." The actual fee or charge may be less during the 2015-2016 school year.

Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged
Music Music -Optional Blue Notes Honor Choir		Musical instruments and accessories are provided. Recorders can be purchased for \$2.50.
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists that may be handed out by the office or individual teachers.
End of year lost or damaged books	Damage fee or replacement cost	Fees and fines up to \$5.00 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of \$85.00.
Field Trips	Transportation and admission costs of field trips	None-costs of school sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to \$5.00 per student for each field trip to defray costs. Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.
Summer school courses	Classes offered during the summer, or at night, if any	
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge).	Ten cents (.10) per page when charges apply.

School Meals		<p>Student Breakfast-\$2.05 Student Lunch-\$2.60 Milk-\$0.55 Staff Breakfast-\$2.40 Staff Lunch-\$3.35 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.</p>
Middle and High School Programs	General Description of Fee or Material	Amount of Fee (Anticipated or Maximum) or Specific Material Required
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art and shop classes and special projects, science classes	<p>Appropriate clothing (non-specialized attire) Goggles-1 pair provided per year. If lost or damaged students are required to purchase a new pair. Project cost--</p>	<p>Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes; approved protective goggles for science classes. Student pays cost that is beyond the standard project provided by the school.</p>
Music-Optional band courses	Musical instruments	<p>Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student. Instrument Rental Fee is \$25.00 per semester or \$50 per year for use of school owned instrument. White shirt and black pants.</p>
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	<p>None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists that may be handed out by the office or individual teachers.</p>
Classroom Projects, i.e., Family & Consumer Science, Industrial Technology	Project Cost	Student pays cost that is beyond the standard project provided by the school.

Advanced math or science classes	Specialized calculators	Some calculators will be available at school. If lost or damaged a replacement fee will be assessed at a rate paid by the school. Students are encouraged but not required to purchase such equipment for their personal use.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Ten cents (.10) per page, when charges apply.
School Meals		MS and HS Student Breakfast-\$2.05 Student Lunch MS-\$2.70 HS-\$2.75 tier I 2.95 tier II 3.95 tier III Milk-\$0.55 Staff Breakfast-\$2.40 Staff Lunch-\$3.35
Post-secondary education classes	Tuition and fees for college courses taken for credit.	None--Any postsecondary education costs are to be paid directly by students to the college.
End of year lost or damaged books	Damage fee or replacement cost	Fees and fines up to \$5.00 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of \$100.00.
Yearbooks - Optional	School Book	Yearbooks are published and made available for purchase every year. Cost is generally about \$75.
College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved.
Summer school courses	Classes offered during the summer, or at night, if any	Driver's education class: Approximately \$350. Credit recovery: \$100 per class.
Locker usage	Use of school padlock	\$5.00 fee if damaged or not returned at the end of the year.
Learning (1-to-1) Initiative (high school)	Laptop insurance (optional; if declined, student is responsible for the cost of repairs due to accidents/negligence)	\$50 per school year
Extracurricular and other programs	General Description of Fee or Material	Amount of Fee (Anticipated or Maximum) or Specific Item Required

Athletic Programs			
1. Activity Pass	Participation in extracurricular activities.	Grades 7-8: \$40 maximum. Grades 9-12: \$65 maximum for all NSAA activities, band and vocal. To cover entry fees and admission to activities as a spectator.	
2. Admission	Spectator fees for admission to events	\$5.00 per event maximum. Students may purchase an Activity Ticket for \$50.00 per year for high school events and \$25 for middle school events. For District and Conference events hosted by the School, cost to be set by NSAA but not to exceed \$20.00 per event.	
3. Athletic Physicals	NSAA required athletic physicals	Cost varies; payable directly to student's physician or clinic.	
4. Equipment and	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity. Uniform items are checked out to students. If lost or damaged students will be assessed fees in the amount of	Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:	
		Basketball	No additional
		Cross country	No additional
		Football	Mouthpiece
		Golf	Golf bag & clubs
		Softball	Softball glove
		Speech/Debate	Dress attire; copies of research
		Track	No additional
		Volleyball	Volleyball knee pads
		Wrestling	Wrestling head gear

attire	replacement cost.	Cheerleading, Dance, & Flag Team Squads	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories
5. Travel meals	Meals	Students are responsible for their own meals while traveling.	
6. Locker use	Padlock for locker	\$5.00 fee if damaged or not returned at the end of the year.	
7. Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.	
8. Athletic Clubs	Letterman's club and other clubs supporting the athletic program	Currently no dues required. Annual dues not to exceed \$50.00 per club.	
9. Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Instrument Rental Fee is \$25.00 per semester or \$50 per year for use of school owned instrument. Uniforms for the marching band will be supplied by the school; students may be required to pay a refundable band uniform rental fee of up to \$50.00. For High School Band Students a \$15.00 uniform cleaning fee is requested.	
10. Music Optional Show Choir	Coordinating group attire	Students will pay for outfits selected by the group. Cost will be based on selection at a maximum of \$75.	
Clubs/Organizations			
Future Business Leaders (FBLA)/DECA	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.	
Future Farmers (FFA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.	
Future Career/Community Leaders (FCCLA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.	

National Honor Society	State & national dues, meals and activities	Currently no dues required. Annual dues not to exceed \$50.00 per club.
Swing Choir	Attire	Students are responsible for purchasing outfits and accessories. Not to exceed \$150.
All Girls Swing Choir	Attire	Students are responsible for purchasing outfits and accessories.
Student Council	State & national dues, meals and activities	Currently no dues required. Annual dues not to exceed \$50.00 per club.
JAFROTC	Uniform and Military Ball Attendance	No cost for uniform. \$15 cleaning fee may be assessed. Cost of Military Ball maximum of \$30 for meals.
Social & Recognition Activities		
1. School plays, musicals and social activities	Admission to events	Up to \$10.00 per play or activity.
2. School dances	Admission to prom, homecoming, etc.	Up to \$30.00 per event.
3. Class dues		Currently no dues are assessed. Each of the eight secondary classes may assess its members an amount not to exceed \$50.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.
4. Picture Packets	Optional - Pictures are still taken for use in the school yearbook.	Students purchase packets as desired and pay directly to the photo company.

<p>5. Senior recognition assessment</p>	<p>Optional graduation activities</p>	<p>Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, one mother's flower, class gift, yearbook picture page, and class composite picture. A single Senior Class Recognition Assessment, not to exceed \$65, will be assessed to those Seniors who elect to participate in such activities. Expenses for above mentioned items will be paid out of the "Class Activity" account until funds are depleted. After this fund is empty, students will be responsible for all optional graduation activity costs.</p>
<p>6. Spirit Bus</p>	<p>Optional student activity.</p>	<p>Occasionally, the district provides a spirit bus for student spectators to ride to an away event. There is typically a \$5 charge to ride the bus. The amount may vary depending upon the destination. This is an optional activity for spectators and is not a fee that is waived.</p>

7. Trips	Transportation, lodging, meals, admission to events, etc.	<p>For the extracurricular and optional trip – Referral Free Activities, Freshman Trip, Senior Trip, Destination Imagination and Band Trips, students will be assessed a \$75.00 fee and will be responsible for meals. Students are responsible for costs of school sponsored trips where the trip is an extracurricular activity. The maximum costs of such trips will be \$2,000 per student.</p> <p>If the trip is not school-sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.</p>
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Reviewed: Apr. 8, 2013, July 8, 2013, July 14, 2014, Apr. 13, 2015

7. Trips	Transportation, lodging, meals, admission to events, etc.	<p>For the extracurricular and optional trip – Referral Free Activities, Freshman Trip, Senior Trip, Destination Imagination and Band Trips, students will be assessed a \$75.00 fee and will be responsible for meals. Students are responsible for costs of school sponsored trips where the trip is an extracurricular activity. The maximum costs of such trips will be \$2,000 per student.</p> <p>If the trip is not school-sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.</p>
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Plattsmouth Community School District Student Fee Waiver Application 2016-17

The school district will waive certain fees for students who qualify for free and reduced lunches under the income guidelines of the United States Department of Agriculture. If you would like the school district to waive specific student fees for your child, you must fill this form out in its entirety and submit it, along with any required documentation, to the office of the Superintendent of Schools, 1912 E Highway 34, Plattsmouth, NE 68048.

Part 1:

Name of the child on whose behalf you are requesting a fee waiver: Name _____
Grade _____
Address: _____
Phone #: _____
Parent/Guardian: _____

Part 2: List the specific items or activities for which a waiver is requested:

Part 3: Eligibility. Check ONE of the following:

A. Check here if your child is eligible for fee waivers because he or she is a foster child. Attach official documentation from the agency sponsoring the child.

Proceed to Part 4.

B. Check here if your child is eligible for fee waivers because you receive Food Stamps, FDPIR or TANF for the child. Attach a copy of one of the following: Food Stamp, FDPIR or TANF Certification Notice that shows dates of certification. A letter from Food Stamp or Welfare Office confirming your receipt of Food Stamps, FDPIR or TANF. An ATP (Authorization to Participate) card with an expiration date. – Do not send your EBT card!

Proceed to Part 4.

C. Check here if you are claiming your child is eligible because your household income would qualify for Free and Reduced Lunch under the USDA income guidelines.

Please complete the attached form.

--OVER--

For Office Use Only: Approved _____	Denied _____
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If you checked Box C, please complete the following form.

If you checked Box A or B, Skip this page and Proceed to Part 4.

Last Month's Income and how often it was received:					
Example: \$100/monthly; \$100/twice a month;					
\$100/every other week					
Name of everyone in your household	Earning from work before deductions	Welfare, Child Support, Alimony	Pensions, Retirement, Social Security	Other	Check here if no income
1	\$ /	\$ /	\$ /	\$ /	
2	\$ /	\$ /	\$ /	\$ /	
3	\$ /	\$ /	\$ /	\$ /	
4	\$ /	\$ /	\$ /	\$ /	
5	\$ /	\$ /	\$ /	\$ /	
6	\$ /	\$ /	\$ /	\$ /	
7	\$ /	\$ /	\$ /	\$ /	

Please attach documents verifying the amount of money your household received last month from each source. The documents you provide must show the **name** of the person who received the income, the **date** it was received, **how much** was received and **how often** it was received.

Acceptable documentation includes:

Jobs: current paycheck stub or pay envelope that shows how often pay is received; letter from employer stating gross wages and how often they are paid; or business or farming papers, such as a ledger or tax books.

Social Security, Pensions, or Retirement: A notice of eligibility from state employment security office, check stub, or letter from Workers' Compensation Court.

Welfare Payments: A benefit letter from a welfare agency.

Child Support or Alimony: A court decree, agreement, or copies of checks received.

Other income (such as rental income): Information that shows the amount of income received, how often it is received, and the date received.

No Income: A brief note explaining how you provide food, clothing and housing for your household and when you expect an income.

PART 4. SIGNATURE AND VERIFICATION

An adult household member must sign this application.

PLEASE READ THIS CERTIFICATION BEFORE SIGNING:

I certify that all information on this application is true and that all income is reported. By my signature on this document, I give school authorities permission to disclose my child's eligibility for fee waivers to school personnel as necessary to effect the fee waiver. I understand that any clothing, equipment, or other materials used by my child during his or her participation in the activity for which student fees have been waived are and will remain the property of the school district. I further understand that this waiver will need to be annually renewed.

Sign here: _____ Date _____

Plattsmouth Internet Statement of Rights and Responsibilities

1. Students must apply for an account on the Internet system. If the application is accepted, the student will have access to information from libraries, government agencies, and other public and private sources as long as the student attends school in the Plattsmouth Community School District and complies with the provisions of this agreement.

2. The Internet system is to be used for a clear academic goal or purpose. This means it may be used to supplement classroom materials, to do research for class projects, to explore new educational resources, and for other purposes authorized by school authorities. Training on the use of the Internet is available from the library/media specialist and/or the building technology coordinator and is required prior to Internet access.

You are prohibited from using Internet in any manner that violates any United States or Nebraska laws or any ordinance of the City of Plattsmouth.

3. You are prohibited from placing any software on Internet that may damage or destroy other members' information or the Internet system.

4. You may not place copyrighted material on the Internet unless permission is obtained from the author. Public domain materials may be placed on the Internet as necessary for educational purposes. Both copyrighted material and material in which the author has retained no rights (public domain material) may be downloaded for your educational use. In no case may the Internet be used for commercial purposes.

5. Internet provides access to a worldwide system of information. Some of this information may be illegal, sexually explicit, or offensive to certain racial or ethnic groups. You are not permitted to intentionally access this information. By signing this application you are acknowledging that you are aware of the existence of this information and that you agree to hold Plattsmouth Community School District harmless for injury or offense you may suffer by accessing such information. You are also prohibited from placing such information on the Internet.

6. When your application is approved, you will be given the necessary access information by the Plattsmouth Community School District. Do not disclose your password and account name to anyone or attempt to ascertain or use anyone else's access or password. You should also immediately notify a school authority if you believe someone has obtained access to your information or to anyone enrolled in or employed by Plattsmouth Community Schools. If you fail to do this, your access will be blocked, and you may lose all Internet privileges.

7. If you engage in any of the actions prohibited in this agreement or engage in any other activity which school authorities deem inappropriate or which has no educational purpose, you may be subject to disciplinary action, according to the student handbook, including but not limited to, immediate suspension or termination of your Internet access privileges. A review committee composed of the building principal, the library media specialist, and the building technology coordinator will review your individual circumstances and with your input, will make a determination about the status of your access permission.

8. Internet will be supplied for your use on an "as is, as available" basis. Plattsmouth Community Schools does not imply or expressly warrant that any information you access will be valuable or fit for a particular

purpose or that the system will operate error-free. Neither Plattsmouth Community Schools nor school representatives shall be a party to any purchase of services or merchandise between you and another Internet user, and shall not be liable for any costs or damages arising out of such a transaction.

9. Plattsmouth Community School District will not be responsible for any liability or expenses you may incur in connection with your use of the system. By signing this application you are agreeing to pay Plattsmouth Community School District for any expenses, including attorney's fees, arising out of your use of the system in violations of this agreement.

10. Plattsmouth Community School District reserves the right to review and remove any information placed in your file and to refuse to allow information to be placed in the system.

11. Plattsmouth Community School District reserves the right to set quotas for information usage on Internet, and to request student users to remove files or messages if such quotas are exceeded.

12. Inappropriate use of the Internet may result in charges being filed.

Copyright Laws

Students are expected to comply with all copyright and Fair Use laws. Students will be informed of copyright policies as they relate to specific curriculum areas. Students will be held responsible for follow these policies.

Internet Safety (Board Policy No. 6800)

Plattsmouth Community Schools adopts and shall enforce a policy of making technology resources available only to advance educational goals and objectives, supplement instruction, and further school purposes. The operation and use of technology resources by students, staff, and the community shall be consistent with this Policy.

Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail or electronic communication, and the Internet. The implementation of this Policy shall include technology protection measures with respect to computers and Internet access, consistent with District standards, the Children's Internet Protection Act and other applicable law. The Superintendent and the Superintendent's designees are authorized and directed to establish and enforce regulations, forms, procedures, guidelines, and specific District standards to implement this Policy.

"E-Mail"/Internet Access

The District offers certain staff and students of the Plattsmouth Community Schools access to the district computer network, including electronic mail ("e-mail") and the Internet. To gain access to electronic mail (e-mail) and the Internet, all staff must sign and return the "Staff Agreement" form to the central office. Likewise, to gain access to e-mail and the Internet, all students attending the Plattsmouth Community Schools must sign a "Student Agreement," and their parents must sign a "Parents Agreement," and return the forms to the administrative office of the school district. Student access to e-mail will be provided only

relevant to educational endeavors and through a staff member's e-mail address.

Access to e-mail and the Internet will enable staff and students to explore thousands of libraries, data bases, and bulletin boards, while exchanging messages with Internet users throughout the world. Students and parents should be warned that some material accessible by the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their students should follow when using media and information resources. To that end, the Plattsmouth Community Schools support and respect each family's right to decide whether or not to apply for access.

A. E-Mail and Internet Rules:

1. General Rules

(a) The e-mail and Internet networks are provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access to e-mail and the Internet is a privilege, not a right.

(b) Individual users of the district computer networks are responsible for their behavior and communications over those networks. Users will comply with District standards and will honor the agreements they have signed. Beyond clarification of such standards, the district is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

(c) Network storage areas shall be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files or any information stored or otherwise retained on district servers or in computers will be private.

(d) Users should not expect, and the District does not warrant, that files stored on district servers will always be private.

(e) The District will not be liable for purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

2. Policy for Acceptable Use of Computers and Networks

The following policy for acceptable use of computers and networks, including Internet, shall apply to all district administrators, faculty, staff and students. All technology equipment shall be used under the supervision of the site administrator.

(a) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any

and all damages for the replacement of any damage to the computer, information, files, programs or disks.

(b) Users shall not let other persons use their name, log-on, password, or files for any reason (except for authorized staff members).

(c) Users shall not use or try to discover another user's password.

(d) Users shall not use Plattsmouth Community Schools computers or networks for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).

(e) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.

(f) Users shall not copy, change, or transfer any software or documentation provided by the Plattsmouth Community School District, teachers, or other students without permission from the network administrators.

(g) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.

(h) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access or create any obscene or objectional information, language, or images.

(i) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.

(j) Users shall not engage in "hacking"--altering software or hardware or manipulating or circumventing security systems to gain unauthorized access or direct use of the operating system software.

(k) Users shall not engage in harassment or nuisance actions-- bothering another person or entity for no positive reason or creating an interference with another user's ability to make effective use of computing privileges.

(l) Users shall not access resources not specifically granted to the user-- whether damage is done or not, such use constitutes electronic trespassing, and will not be tolerated. Damages incurred will be considered to constitute electronic vandalism.

The Internet will be supplied for on an "as is, as available" basis. The District does not imply or expressly warrant that any information users access will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet. The District reserves the right to refuse posting of files, and to remove files. The District further reserves the right to inspect a user's computer and computer usage at any time. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. The computer system is not a public forum. It is provided for the limited purpose of advancing the District's mission.

A technology protection measure is in place that blocks and/or filters Internet access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as

deemed appropriate. The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed district training by the on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of a building administrator. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

3. Etiquette for Use of the Internet

All users of Plattsmouth Community Schools computers and networks are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and Communication, the Internet and other on-line services. These rules of behavior include (but are not limited to) the following:

- (a) Be polite. Do not become abusive in your messages to others.
- (b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- (c) Do not reveal your personal address or phone numbers, or that of other colleagues.
- (d) Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to mail. Messages relating to in support of illegal activities may be reported to the authorities.
- (e) All communications and information accessible via the network should be assumed to be private property.
- (f) Do not place unlawful information on any network system.
- (g) Keep paragraphs and messages short and to the point. Focus on one subject per message.
- (h) Include your signature at the bottom of e-mail messages. Your signature footer should include your name, position, affiliation, and Internet address.
- (i) Other rules established by the network administrators or teachers from time to time.

4. Penalties for Violation of Rules.

All of the policies and procedures for acceptable use of computers and networks are intended to make the computers and networks more reliable for users. They are also intended to minimize the burden of administrating the network so that more time can be spent enhancing services.

Use of the computer to access telecommunications resources is a privilege and not a right. Violation of the policies and procedures of Plattsmouth Community Schools concerning the use of computers and networks may result in disciplinary action up to, and including, suspension and/or expulsion of students and suspension, termination, non-renewal or cancellation of the contract of an administrator, teacher or other school employee.

5. Risks of Instagram, Facebook and other Social Networking:

The purpose of this message is to give our students information about the risks of using Instagram, Facebook, Snap Chat, and similar social networking sites.

These sites are public sources of information. The information may be seen by your school administrators, your parents, and law enforcement. It is also accessible to people who you don't even know now, but may later want to impress—such as university admissions and scholarship officials and prospective employers. In fact, many large companies now search the internet as a means of conducting background checks on job applicants. What you say now on MySpace may affect you years later.

What you say now on MySpace may also affect you right now. Pictures or writings that show that you have violated student conduct rules may result in school discipline. A picture of a student drinking a beer may very well lead to a suspension from activities if the school learns about it. Criminal charges may be filed against you based on information posted on MySpace.

MySpace has published a Guide for schools with some suggestions that we would like to share with you:

Here are some common sense guidelines that you should follow when using MySpace and the Internet in general:

- Don't forget that your profile and forums are public spaces. Don't post anything you wouldn't want the world to know (e.g., your phone number, address, IM screens name, or specific whereabouts).
- Avoid posting anything that would make it easy for a stranger to find you, such as where you hang out every day after school.
- People aren't always who they say they are. Be careful about adding strangers to your friends list. It's fun to connect with new MySpace friends from all over the world, but avoid meeting people in person whom you do not fully know. If you must meet someone, do it in a public place and bring a friend or trusted adult.
- Harassment, hate speech and inappropriate content should be reported. If you feel someone's behavior is inappropriate, react. Talk with a trusted adult, or report it to the social media company or the authorities.
- Don't post anything that would embarrass you later. Think twice before posting a photo or info you wouldn't want your parents or boss to see!
- Don't mislead people into thinking that you're older or younger. If you lie about your age, social media companies will delete your profile.

We urge all students to follow these common sense guidelines.

A Parent's Guide for Solving Concerns at School

Plattsmouth Community School District Board of Education

Unfairness, misunderstanding, hurt feelings and conflict are experiences common to all.

When children experience these concerns at school, it causes difficulty not only for the children, but also for parents and school staff.

How to successfully solve concerns at school is what this guide is all about.

1. **Take your concern to the person closest to the situation.**

No matter where the concern is, take your concern there first. Whether in the classroom, on the bus, or on the practice field, the quickest and easiest solution is usually found with the staff members most directly involved.

It's best if you can make time to talk with school personnel regularly, before concerns are encountered. Know who your children's teachers, bus drivers, and coaches are and how they may be contacted. Tell them when things are going well, and communicate any concerns you have quickly and openly.

If you call for an appointment to see your child's teacher, why not let them know in advance what the general nature of your concern is? This gives them an opportunity to ask other staff members for information that might relate to your concern. If a personal visit isn't possible, why not call once to state the concern, and during that conversation, offer to call back at a time when you can both discuss the situation in more detail.

The concern you or your child faces may be the result of an oversight or misunderstanding that can be easily corrected once it is brought to the attention of the staff member most directly involved. Give them a chance to tackle the concern first.

2. **Present your concern to the next level.**

The principal is responsible for supervision of staff within buildings. The Director of Transportation supervises all school bus drivers. Each one is an example of the next level of school personnel you should contact if the staff member closest to the concern hasn't been able to satisfactorily resolve the difficulty. Their ability to help will be improved if you share the steps you've already taken with the staff member closest to the concern, or if you will take time to openly share with them the reasons why you feel uncomfortable dealing directly with the person who is closest to the situation.

Supervisory personnel will rarely have ready access to the information they need to be of immediate assistance and working through them will often require additional time.

3. Talk with the Superintendent of schools.

Sometimes all the best intentions can't solve a concern. When you believe you've taken the concern to the next level but still haven't achieved a satisfactory outcome, the Superintendent of schools is the next place to go.

Keep in mind that the Superintendent's day starts early and often ends late in the evening. Part of the Superintendent's job requires attendance at area-wide meetings outside the district. As a consequence, a meeting with the Superintendent will probably require some advance planning.

4. Contact your School Board members.

School Board members are elected to represent the interest of all parents and district residents, and you should always feel free to tell them your point of view. School Board members do not, however, have direct authority in day-to-day school operations. All authority is the result of official actions by a majority of the Board at meetings open to the public.

The Board's primary responsibility is to make policies that guide the school district. Any change in policy requires two readings at two separate public meetings; a procedure that often takes two or more months. Some policy changes may require substantial public input and consultation with the school district's attorney. These requirements often increase the time required for the Board to make a response.

So when should a Board member be contacted and what can they do?

Contact a Board member...

- after other means to solve a concern have been tried
- when a policy is being enforced but you believe it results in bad consequences
- when you believe a policy isn't being enforced
- when policies or procedures are not enforced fairly for all

A Board member may take one or all of the following actions:

- informally discuss the issue with the Superintendent to consider whether policies or rules should be changed
- request that the Board review the specific policies that relate to the situation
- propose new policies for the Board's consideration



