

**PLATTSMOUTH
HIGH SCHOOL
STUDENT/
PARENT
HANDBOOK**



2024 - 2025

Plattsmouth High School
1916 East Highway 34
Plattsmouth, NE 68048
402-296-3322

PLATTSMOUTH HIGH SCHOOL WELCOMES YOU

The administration, faculty, and staff welcome you to Plattsmouth 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 Plattsmouth High School will depend upon your effort, the support of your parents/guardians, and the cooperative efforts of the PHS faculty and administration.

Plattsmouth High School is a nationally recognized model academy school. Career academies are small learning communities designed to prepare students for both college and careers. Academies are 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 together in 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, and internships, along with business mentorships and partnerships in related fields. These experiences are invaluable to our students and help them realize the importance and relevance of their education.

PLATTSMOUTH HIGH SCHOOL MISSION STATEMENT

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

Plattsmouth students and staff will be **Positive, Respectful, Intentional, Determined, and Engaged**. This is what we refer to as Plattsmouth **PRIDE**:

Positive - mentor, encourage, praise, inspire and lead with optimism and positivity

Respectful - value ourselves, each other, and our role in the community

Intentional - purposeful and genuine in our interactions

Determined - will not allow failure to overtake us or our teammates

Engaged - positively and actively involved in a united community

By identifying our core values and announcing them to our community, we are saying to all of our team members that we are accountable to these behaviors and will do our best to adhere to them.

Nebraska Frameworks Accreditation

Plattsmouth High School is accredited through the Nebraska Frameworks.

PLATTSMOUTH COMMUNITY SCHOOLS BOARD OF EDUCATION

Brian Harvey, President

Max Muller, Vice President

Nolan Siemonsma, Secretary / Treasurer

Jim Allen

Tony Foster

Jeremy Shuey

Karen Tesarek-Parsons

Ken Winters

Joe Woracek

PLATTSMOUTH COMMUNITY SCHOOL DISTRICT ADMINISTRATORS

Dr. Richard E. Hasty, Superintendent of Schools

Dr. Cherie Larson, Director of Instructional Services

Amanda Wright, Director of Special Education

Chris Hudson , Business Manager

Emily Morlan , Data Manager

PLATTSMOUTH HIGH SCHOOL ADMINISTRATION

Todd Halvorsen, Principal

Tina Harvey, Assistant Principal / Academy Facilitator

Kevin Tilson, Dean of Students

Luke Chadwell, Athletics/Activities Director

INTENT OF HANDBOOK

This handbook is intended to be used by students, parents and staff as a guide to the expectations, procedures, and general information about Plattsburgh 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 in assisting their child meet the expectations.

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. 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, along with state and federal statutes and regulations.

PROCEDURES AND REGULATIONS SUBJECT TO CHANGE

The information contained is current and in effect at the time of 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 framework of our building, with new staff members, parent response, student input, as well as new Board of Education policies, 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

<https://www.pcsd.org/about-us/board-of-education/policies>

PLATTSMOUTH HIGH SCHOOL STAFF

Administrative Assistants

Michele Quinn, Office Manager*
Kristin Young Att./ Guidance* *

AFJROTC

Col. Ernie DeSimone***
Msgt Bruce Price***

Business

Liz LaSure**
Jana Shuey**

English/Foreign Language

Laura Phillips (Dept. Chair)***
Cynthia Duechting
Kyle Graves*
Ardena Mrasek*
Monica Olsen**
Eilene Rodriguez**
Janel Schweitzer***
Teri Wehrbein**
Jenna Schambach**

Family & Consumer Science

Carmen Hall**
Brynn Jobman**

Fine Arts

Jaden Estes Carlson*
Hunter Holoubek**
Chris Work**

Guidance Counselors

Jolene Boesch ***
Jeremy Woodworth*

Industrial Technology

Ethan Scholting*
Randy Schroeder*
Max Yarnell *

Library/Media

Ardena Mrasek*

Math

Nicole Springer (Dept. Chair)*
Trey Cossel***
Micah Dority***
Stephanie Reynolds***

Nurse

Katie Graves***

Para Professionals

Noelle Anson*
Holly Foote*
Kristen Johnson*
Nancy Kirk*
Sheila Nelson**
Deanna Rader*
Tara Sainz*

Physical Education

Chris Wiseman (Dept. Head)*
Nick Stein***

Science

Ashley Classen(Dept. Chair)**
Katie Bashus**
Thomas Howard***
Jim Olsen*

Social Studies

Brett Shuler (Dept. Chair)*
Austin Lenhoff**
Cheyenne McClain***
Dan Oatman***

Social Worker

Katie Lorenzen**

Special Education

Curtis Larsen (Dept. Chair)*
Sara Baio*
David Dukes*
Missy Haswell**
Tim Winters*

JAG

Doug White**
Sara Wilcox***

Academy Assignments

*ATEAM
**BEACH
***STEAM

ONE SCHOOL, THREE ACADEMIES



Career Academies are small learning communities designed to prepare students for college and careers. A "wall-to-wall" approach ensures all students participate in an academy suited to their strengths, interests, and learning preferences.

A T E A M	<p><i>Dedicated and Prepared</i></p>  <p>ATEAM ACADEMY</p> <ul style="list-style-type: none"> ▪ Architecture, Construction ▪ Transportation/logistics ▪ Environment & Agriculture ▪ Art ▪ Manufacturing <p><i>Student Organizations: Skills USA, FFA</i></p>
B E A C H	<p><i>Learning through Serving</i></p>  <p>BEACH ACADEMY</p> <ul style="list-style-type: none"> ▪ Business, Marketing & Management ▪ Education ▪ Arts (Performing) ▪ Communications, A/V Technology ▪ Human Services & Hospitality <p><i>Student Organizations: Educators Rising, FCCLA, DECA</i></p>
S T E A M	<p><i>Creative, Ethical, Scientific Minds</i></p>  <p>STEAM ACADEMY</p> <ul style="list-style-type: none"> ▪ Science ▪ Technology ▪ Engineering ▪ Aeronautics ▪ Mathematics <p><i>Student Organizations: FFA, HOSA, Skills USA</i></p>

CONTINUUM OF EXPERIENCES	
COURSES	<p>CAREER EXPLORATION PATHWAY COURSES DUAL CREDIT COURSES AP COURSES CAPSTONE COURSE</p>
EXPERIENCES	<p>BUSINESS TOURS GROUP COLLEGE VISITS COLLEGE & CAREER FAIR CAREER FIELD TRIPS INDIVIDUAL COLLEGE VISITS</p>
COLLEGE & CAREER PREP	<p>ACADEMY SELECTION ACADEMY ADVISOR CAREER MENTORS CAREER SPEAKERS PRE-ACT TEST PRACTICE ACT TEST ACT TEST/ASVAB TEST COLLEGE REP VISITS JOB SHADOWING COLLEGE APPLICATIONS FIN. AID/SCHOLARSHIPS CERTIFICATIONS PORTFOLIO INTERNSHIPS</p>

Working together to achieve **A**cademic success, respectful **B**ehavior,
and **C**areer readiness in a **S**afe environment.

ONE SCHOOL, THREE ACADEMIES



Contact Information:

402-296-3322

thalvorsen@pcsd.org

charvey@pcsd.org

1916 Old Highway 34

Plattsmouth, NE 68048

Every PHS Graduate Will Be:

College Ready

Every student will be prepared to continue their education in a postsecondary institution.

All students will complete the courses in the Personal Learning Plan AND at least one of the following:

- ACT of 20 or higher
- ASVAB of 31 or higher
- Earn at least 3 college credits
- Pass the Capstone Class



Career Ready

Every student will be prepared to bring value to their workplace.

All students will complete the Continuum of Experiences AND at least one of the following:

- Earn a career field certification
- Complete an internship
- Successfully complete a Capstone project

100+

*community
and business
partners*

Community and World Ready

Every student will be prepared to bring value to their community through their performance, skill, diligence, ethics, and responsible behavior.

All students will:

- Work with a Career Mentor
- Participate in at least one extra- or co-curricular activity
- Have an attendance rate of 95% or higher
- Gain volunteer experience in our community

20+

*college courses
offered from
four institutions*

*Working together to achieve **A**cademic success, respectful **B**ehavior,
and **C**areer readiness in a **S**afe environment.*

PLATTSMOUTH HIGH SCHOOL BUILDING HOURS AND BELL SCHEDULE

The school building is open from 7:30am until 3:45pm.

2024 - 2025 Bell Schedule

	Monday - Friday
1st/2nd	8:05 - 9:30
3rd/4th	9:34 - 10:59
First Lunch/Advisory	11:02 - 11:32
Second Lunch/Advisory	11:32 - 12:02
5th/6th	12:06 - 1:31
7th/8th	1:35 - 3:00
W.I.N.	3:00 - 3:30

What I Need (W.I.N.) Time:

Students who are failing a class are assigned to WIN time on Monday through Friday. Make arrangements with someone in your department and have it posted on your door where students should meet, if you are not in the building or need to attend an IEP. Coaches/sponsors need to be with their WIN students until 3:30.

Early Release Wednesdays:

1st/2nd	8:05 - 9:22
3rd/4th	9:26 - 10:43
First Lunch/Advisory	10:47 - 11:17
Second Lunch/Advisory	11:17 - 11:47
5th/6th	11:51 - 1:08
7th/8th	1:12 - 2:30

Assembly Schedule:

1st/2nd	8:05 - 9:20
Assembly	9:30-10:30
3rd/4th	10:34 - 11:49
First Lunch/Advisory	11:53 - 12:23
Second Lunch/Advisory	12:23 - 12:53
5th/6th	12:57 - 2:12
7th/8th	2:16 - 3:30

Late Start:

1st/2nd	10:05 - 11:16
3rd/4th	11:20 - 12:31
5th/6th	12:35 - 2:16 (1st Lunch 12:32-1:05/2nd Lunch 1:05-1:35)
7th/8th	2:20 - 3:30

PLATTSMOUTH HIGH SCHOOL GRADUATION REQUIREMENTS

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 or Honors English II, English III or Honors English III, choice of Creative Writing, English Comp. I, English Comp. II, Holocaust Lit., Journalism, English IV	
Mathematics	30 credits
Pre-determined by placement	
Social Studies	35 credits
Including World Geography, American History or Honors American History, choice of Govt. & Society or AP American Govt. & Politics; History and Films, Psychology, Sociology, The U.S. Military History	
Science	30 credits
Including Physical Science or Honors Physical Science, General Biology or Honors General Biology and choice of Biology II, Chemistry or Honors Chemistry, Earth Science, Environmental Science, Human Anatomy/Physiology, Physics	
Physical Education	20 credits
Including choice of PE/Health or ROTC I and II; and choice of any combination of Beginning Weight Training, Adv. Weight Training, Lifetime Fitness, Aerobics or ROTC III and IV, or 4 first semesters of Marching Band	
Fine Arts	10 credits
Choice of Intro to Drama, any Art class or any Music class	
CareerExploration/Principles of Computing	10 credits
College/Career	10 credits
Personal Finance and Capstone	
Electives	55 credits
Total Credit Hours	240 credits

***All students are required to complete a portfolio in order to graduate from PHS.**

Grade Level Classification

Students at Plattsburgh High School are classified by grade level according to the number of years in high school. Students should have the number of credits shown below for graduation.

End of 9th grade year	60-80 credits
End of 10th grade year	120-160 credits
End of 11th grade year	180-240 credits
End of 12th grade year	240-320 credits

GRADING SCALE AND SYMBOL DEFINITIONS

In order to calculate grades, the following scale is used to assign grades. In turn, the letter symbols give a description of the student's academic achievement.

Classes Other Than Advanced Placement, Honors, and Dual Credit

GRADE	PERCENTILE RANGE	GPA
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

Advanced Placement, Honors, and Dual Credit Courses

GRADE	PERCENTILE RANGE	GPA
A+	97-100	4.00
A	90-96	4.00
A-	87-89	3.67
B+	83-86	3.33
B	80-82	3.00
B-	77-79	2.67
C+	73-76	2.33
C	70-72	2.00
C-	67-69	1.67
D+	63-66	1.33
D	60-62	1.00
F	0-59	0.00

GRADE POINT SCALES AND CALCULATIONS

A. Grade Point Average (GPA) is based on grades earned in the following grade level group:

Grades 9-12

- a. All courses for which the student receives from an A to an F are included in the GPA.
- b. Both a Term GPA and a Cumulative GPA are calculated.
- c. An official transcript is maintained for grades 9-12.
- d. Pass grades are not included in the GPA calculation, but do count for graduation credit.

B. Annual audits of courses offered within Plattsburgh High School and taught by qualified teachers will be conducted by examining the course rigor to determine potential grade weighting. The criteria for a grade to be weighted are that the course must be of college level rigor. Content must significantly exceed the Plattsburgh content standards.

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 assign 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 semester to reward scholastic excellence. The Honor Roll distinction is awarded to students who earn a 4.0 GPA for the semester. The Merit Roll honors students achieving an average of 3.50 to 3.99 for the semester. Honorable Mention rewards students achieving an average of 3.00 to 3.49 for the semester.

Schedule Changes

Students are expected to carefully select their courses and to follow their selections. In special situations, individual requests for changes will be reviewed. Changes will not be made if the result causes the maximum class size to be exceeded. **Students will not be permitted to drop and add a class after the semester has begun.** Requests from students or their parents for a change in teachers cannot be allowed since such involve teaching loads and schedules. However, consideration will be given to requests from students assigned to repeat work with a teacher under whom they have previously failed. Finally, approval rests with the principal after a parent, student and principal meeting.

Dropping Classes

A student dropping a class after one week will receive a "F" for the semester, zero credits, and it will be calculated in his/her G.P.A. Any exceptions to this policy are at the discretion of the administration.

Progress Reports

Parents and students can monitor progress at all times via the internet, using the computer-based Infinite Campus Program.

Final Examinations

Time will be dedicated at the end of each semester for final exams and projects. Students are required to take these exams and complete the 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 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.

Report Cards

First and second semester report cards are distributed approximately two weeks after the semester ends.

What I Need (WIN) Time

Students who are failing one or more classes are required to attend WIN time from 3:00-3:30, Monday through Thursday or make arrangements with their teachers to get additional academic support. WIN time is assigned to give students academic support. Students that are on the WIN list are not eligible to participate in non-graded activities or athletic competitions while they are on the WIN list. Students who have an unexcused absence from their WIN time will be assigned to the Plattsmouth Academy for Learning (PAL) Room the next school day.

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.

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 school year will be excused for such visits. The Guidance Office should be notified of the visit and students must complete a form for the visit to be excused. Parents must also notify the Attendance Office.

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 Plattsmouth 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, they will forfeit the privilege to walk in the graduation ceremony.

Early Completion

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

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS) - ACADEMIC ACHIEVEMENT

Level 1

All students are Level 1.

Level 2

The Level 2 Coordinator monitors all students' grades. If a student has a grade below 60% in one or more classes, the student will be moved to a Level 2 for Academic Achievement. Grades will be checked every Friday at 4:00pm. Students will have a 4 week grace period at the beginning of the school year.

Students that are placed at Level 2 for academics will be required to attend What I Need (WIN) time for twenty (20) school days from 3:00 - 3:30pm, or until they are passing all of their classes for which they were placed in WIN. The Level II Coordinator will continue to monitor the student's grades for twenty (20) school days while a student is in WIN.

If after twenty (20) school days a student is still at or below a 60% in one class, they will be moved to Level 3 of the MTSS process.

Level 3

At the Level 3 placement, a School Psychologist could be utilized and a student may be placed on a Performance Improvement Plan (PIP). They could also potentially lose an elective for the next semester and be placed in the Plattsmouth Academy for Learning (PAL) Study Hall for the next semester.

Level 4

At the Level 4 placement a student will be referred for additional testing that could result in a Special Education service.

PLATTSMOUTH HIGH SCHOOL ATTENDANCE POLICY AND PROCEDURES

ATTENDANCE POLICY

Students are expected to attend school on a daily basis. The school administration and school board believe that the main responsibility for attendance lies with the student's parent/guardian. However, if that responsibility is not assumed by the parent/guardian, the school will do everything possible to enforce the attendance regulations of the school and the State of Nebraska. Cooperation between parents, students and school personnel can minimize the number of days a student misses.

Plattsmouth Community Schools District must report absences of students in accordance with Nebraska State Statute 79-209.

Once a student exceeds 20 days of absences per school year, a report may be filed with the Cass County Attorney for action under NEB. REV. STAT. § 43-247(3)(a) and (b). As part of the report, the report will either request additional time to work with the student prior to intervention by the county attorney OR the report will demonstrate the school has used all reasonable efforts to resolve the student's excessive absenteeism without success and recommends county attorney intervention.

Required Attendance

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

Attendance Officer

The high school has designated an attendance officer. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes, but is not limited to, filing a report with the county attorney of the county in which a student resides.

School Excused

School Excused Absences are defined as those that have been communicated with the attendance secretary (in advance whenever possible) for the following circumstances:

- Absences when a licensed health care provider has confirmed in writing that, in his/her professional medical opinion and within his/her scope of practice, the student or a child whom the student is parenting is so physically or mentally ill that attendance of the student is impracticable or impossible.
- Doctor or dental appointment which requires a student to be absent from school - with a medical slip provided to the attendance secretary upon student's return.
- School-sponsored activities which require students to be absent from school.
- Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents).
- College visits for juniors and seniors with proper documentation from the counselors (2 maximum per year).
- Students are suspended or expelled from school by the school district.
- Court appearances that are required by a court order with proper documentation.
- Absences required by law enforcement, child protective services, or a court of competent jurisdiction, confirmed in writing to the school district.
- Other absences that have received prior approval from the principal.

Not School Excused

Not School Excused Absences include, but are not limited to, illness, vacations, and medical appointments.

Extra Curricular Activity Attendance

On the day of a contest, performance or other activity, a student must be in attendance for the full day. A student who is not in attendance the full day is ineligible to participate in practice, competitions, or activity.

Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the principal or activities director.

Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

After 20 days of Not School Excused Absences, a student may lose credit for the course/s.

ATTENDANCE PROCEDURES

Step 1: At five (5) Not School Excused Absences, the following will be sent to parent/guardian by the attendance secretary:

- Five-day letter

Step 2: At ten (10) Not School Excused Absences, the following will be sent to the parent/guardian by the attendance officer:

- Ten-day letter
- Form A is to be completed by the parent/s or guardian/s

It is expected to be completed and returned to the attendance officer within five (5) days.

If Form A is not returned, the attendance officer will call parents and complete over the phone or invite parents to come into school and complete Form A. The attendance officer will document all meetings and what was discussed during the meetings and or phone calls.

If the parents don't complete or return calls in order to complete Form A within 5 days of the letter being sent, the school *may* submit a truancy filing to the county attorney's office.

Step 3: At fifteen (15) Not School Excused Absences, the following will occur:

- Fifteen-day letter will be sent home to parents requesting a meeting.
- Form B is to be completed by the student.

It is expected to be completed and returned to the attendance officer within five (5) days.

If Form B is not returned, the attendance officer *may* call the student in to complete. The attendance officer will document all meetings and what was discussed during the meetings.

- A parent/guardian meeting is required. Parents/guardians will need to meet with the attendance officer and any other school staff deemed necessary. Form C will be completed during the meeting.
 - o If the parent refuses to have a meeting or does not contact the school about setting one up, or the student does not complete the form or return calls within five (5) days of the letter being sent, the school *may* submit a truancy filing to the county attorney's office.

Step 4: At twenty (20) Not School Excused Absences, the following will occur:

- Twenty-day letter will be sent home to parents/guardians.
- A request is made that parents provide documentation within 7 days to excuse the student's absences.

Step 5: After twenty (20) Not School Excused Absences, the following will occur:

- A referral letter will be sent home to inform the parents/guardians that the school will be submitting a truancy referral to the county attorney's office including all documentation on efforts to remove barriers to the student's attendance.

Plattsmouth High School Attendance Form A Completed by Parents/Guardians

Belief Statement: All students must be in attendance to receive the proper learning experience needed to be successful both academically and emotionally.

Date/Time			
Participants			
Location	Via Mail/Email	Phone Conference	In-Person

1. What are the reasons that your child is not coming to school? What are some possible solutions for each reason?

2. Develop an attendance plan to combat this attendance problem.

3. Is there anything that the school needs to be aware of to support your student and/or family?

By signing this document, it means that you are aware of the attendance concerns and have participated in filling out this form.

Parent/Guardian Signature _____ Date _____

Plattsmouth High School Attendance Form B
Completed by Student

Belief Statement: All students must be in attendance to receive the proper learning experience needed to be successful both academically and emotionally.

Date/Time	
Student Name	
Grade	
Academy	

1. What is going well for you at school?

2. What is causing you to miss so much school?

3. What are some possible solutions to your lack of attendance?

4. How can Plattsmouth High School help you?

By signing the document, it means that you have participated in the conference.

Student Signature _____ Date _____

School Official Signature _____ Date _____

Plattsmouth High School Attendance Form C Completed at the Attendance Meeting

Belief Statement: All students must be in attendance to receive the proper learning experience needed to be successful both academically and emotionally.

Date/Time	
Participants	

1. Discuss current attendance concerns. The student has at least 15 absences at this time. Review answers submitted on Form B that were completed by the student.

2. How can Plattsmouth High School help you and your child?

3. Develop an attendance plan to combat this attendance problem.

By signing this document, it means that you have participated in this conference.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

School Official Signature _____ Date _____

Plattsmouth High School Attendance Policy - Tardies

Belief Statement

All students must be in attendance to receive the proper learning experience needed to be successful both academically and emotionally.

Definitions

A. Tardies

A tardy is any late arrival to any class period. This could be to the first period of the day or any class period including Advisory and Study Hall. A student will be considered tardy up to the first ten (10) minutes at the start of the day. After ten (10) minutes a student will be counted absent. A student will be considered tardy up to the first six (6) minutes at the start of each subsequent period of the school day. After six (6) minutes a student will be counted absent.

If a student arrives at school after 8:15 AM, they must be buzzed into the building, sign into the main office with the attendance secretary and receive an E-Hallpass before proceeding to class.

B. Reporting Period A tardy report will be run every day during the school year. This report will be analyzed by the attendance secretary, and the administrators will administer tardies.

Tardy Procedures

A student must serve a thirty (30) minute detention for each increment of three (3) tardies across all periods. A student will receive a (60) minute detention at six (6) tardies. At seven(7) tardies and above a student will receive .5 days of ISS. The parent/guardian will be notified by phone or email.

MAKEUP WORK

When a student is absent, they have two class periods to complete missed assignments. **After this period, any unfinished work *may* be marked as a zero in the grade book.** Students may need to come in before or after school to make up the work. Extra time will be granted for long-term absences.

CLOSED CAMPUS

Plattsmouth High School follows a closed campus policy. Students are not allowed to leave school before the regular dismissal time unless they have permission from the principal or the principal's designee.

If students wish to leave for lunch, they must be escorted by a parent or guardian, who must meet them in the office before leaving.

LEAVING DURING THE SCHOOL DAY

No student may leave school before the dismissal time unless accompanied by a school employee, police officer, court official, or their parent, or unless prior permission from the parent has been obtained. If a police or court official requests a student's dismissal, the student's parents should be notified as soon as possible.

Students must obtain office permission before leaving school during school hours, which will only be granted after contacting the parents or guardians. The student must then sign out properly in the office. Failure to follow these guidelines may result in In School Suspension (ISS).

STUDENT AND ADULT VISITORS

Current students are not allowed to bring visitors (except for parents, guardians, or grandparents) to school during the school day, as this can detract from the learning environment and distract the host student. All guests must have prior approval from the building principal or their designee, and students must sign their guests in at the office.

WITHDRAWAL FROM THE HIGH SCHOOL

Students transferring out of Plattsmouth High School must be accompanied by a parent or legal guardian. Notes or phone calls from parents or legal guardians **will not** be accepted as official notification. 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 the 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 and signed by the building principal.

STUDENT DRIVING AND PARKING - REGULATIONS AND RESPONSIBILITIES

All motorized vehicles driven by students must be parked in the south student and activities parking area. The north parking lot is for staff and visitors. Students are expected to park in designated parking stalls (between yellow lines). Parking in any other locations will make students liable for parking tickets. **All vehicles parked should have an authorized PHS Parking Permit. Once you enter the school parking lots, you are to park your vehicle.** Reckless driving, speeding, driving over non-road surfaces, illegal turns, drag racing, burnouts, or failure to observe parking regulations will result in disciplinary consequences which may include the loss of the privilege of parking and driving on campus.

Cars ARE NOT ALLOWED to be parked on or in front of either entrance without a driver in the vehicle. Loitering and/or cruising in any lot during the school day or normal drop-off or pickup times is strictly prohibited. Excessive radio or stereo noise from vehicles is prohibited! This distracts other drivers and may be dangerous.

Anytime a student's automobile is involved in an accident with another vehicle, pedestrian, or school property, those involved should report the incident to the School Resource Officer (SRO) no matter how minor. The office will help you contact the proper authorities and/or your parents.

Cars illegally parked may be ticketed, or towed. This may occur when a student parks in reserved parking lots, in handicap areas (indicated by blue paint), in fire lanes (indicated by red paint), on the grass, in any prohibited areas designated by yellow hash lines, or is double-parked. Payment for tickets issued during any one term is due by the end of that term. **Any vehicle left unattended for 24 hours in any school parking lot may be subject to towing at the owner's expense.** If a student or staff member needs to have their car left for more than 24 hours, they should have prior approval with the principal or the principal's designee. **Parking lots will be closed from 9:00 pm. until 5:00am. After activities students are expected to vacate the parking lot immediately and there should be no loitering in the parking lots or on school premises.**

Note: The speed limit on campus is 10 mph. **Safe driving on campus is the number one issue when it comes to driving and parking at Plattsmouth High School.** Surveillance cameras are utilized in the parking lots at PHS. Students are reminded to arrive at school early in order to secure a parking spot.

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS) - BEHAVIOR EXPECTATIONS

1. Arrive to class on time prepared for learning
 - Arrive before tardy bell with materials/supplies
 - Use work time appropriately - on task, engaged and doing what is asked
2. Respond appropriately to staff directives
 - Follow directions
 - Accept feedback from staff in a respectful manner
 - Own your behavior
 - Accept "No" as an answer
3. Demonstrate respect for people and property
 - Use appropriate language
 - Respect personal space and boundaries

Any one of these items that do not meet teacher expectations will require a problem solving conference with the teacher prior to the next period that the student has with the teacher. Conferences could take place before school, after school, or at the end of the class period. After the third problem-solving meeting, the student will be issued an office referral. If a student returns to class after an office referral for having three problem-solving issues with one teacher they will automatically receive an office referral on their next problem-solving issue with that teacher. - See PRIDE Form on the next page.

Consequence for not meeting expectations:

Minimum sanction - Detention, mandatory study hall, or short- term suspension

Maximum sanction - Long-term suspension, expulsion, legal authorities will be contacted

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, fondling or other displays of affection that would be considered embarrassing or a distraction to others. Students could face the following consequences for IPDA:

1. 1st Offense: Students will be confronted and directed to cease.
2. 2nd Offense: Students will be confronted, directed to cease, and parents will be notified.
3. 3rd Offense: Students will be assigned to In School Suspension for a minimum of 1 day; parents and students 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 students could face long-term suspension or expulsion.

Plattsmouth High School PRIDE Form

Student Name:

Grade: _____ Teacher/Class _____

Select the **PRIDE** culture norm you did not follow.

Positive	Respectful	Intentional	Determined	Engaged
arguing with teacher		talking out of turn		no <u>materials</u>
inappropriate language		throwing items		throwing <u>items</u>
technology violation		cheating		horseplay
ignoring teacher's directions		PDA (public display of affection)		harassment/insults/bullying

Before I was asked to have a Problem Solving, in my point of view, what happened was

Problem Solving #1 **Date** _____ To avoid this problem in the future, I will

___ Privately tell my teacher any needs or concerns I have before my actions become a problem

___ Listen the first time my teacher asks me to change my behavior

___ Ignore my classmates or ask them to stop their distracting behavior

___ Keep my hands, body, and/or comments to myself

Other _____

Problem Solving #2 **Date** _____ PRIDE culture norm you did not follow _____

To avoid this problem in the future, I will

___ Privately tell my teacher any needs or concerns I have before my actions become a problem

___ Listen the first time my teacher asks me to change my behavior

___ Ignore my classmates or ask them to stop their distracting behavior

___ Keep my hands, body, and/or comments to myself

Other _____

Problem Solving #3 **Date** _____ PRIDE culture norm you did not follow _____

To avoid this problem in the future, I will

___ Privately tell my teacher any needs or concerns I have before my actions become a problem

___ Listen the first time my teacher asks me to change my behavior

___ Ignore my classmates or ask them to stop their distracting behavior

___ Keep my hands, body, and/or comments to myself

Other _____

Teacher Use Only

___ MEETING between student and teacher completed ___ Is further action needed from the administrator?

___ COPY of form turned into academy administrators ___ LOG on Infinite Campus for Behavior Referral

STUDENT APPEARANCE AND ATTIRE

Plattsmouth High School strives to maintain a learning environment that is free from unnecessary distractions. Appropriate student attire is extremely important in maintaining a school climate which fosters academic success. These efforts also contribute to the mission of preparing students for appropriate dress in the workplace. School is a place for serious work and study. Certain types of clothing and student dress are not appropriate for school. The primary consideration for students in deciding on what to wear and how to groom should be cleanliness, neatness and appropriateness to the school.

The administration and faculty of Plattsmouth High School have the responsibility to help students develop habits that contribute to good taste in matters of dress and appearance. What is considered appropriate dress for school and all school related activities and events is at the discretion of the Plattsmouth High School administration.

For the safety and welfare of students and the continued maintenance of a positive and secure learning environment, the following rules relative to student appearance apply to all students on school grounds 7:30 AM - 3:45 PM. This list is not inclusive of all items that may be deemed inappropriate:

1. Students must wear:

- Top (shirt, blouse, sweater, sweatshirt, etc.);
- Bottom (pants, shorts, skirt, dress, etc.); and
- Footwear

2. Students may not wear attire that shows private parts, presents or promotes a health or safety hazard, and/or would contribute to a hostile or intimidating school environment. See-through clothing or clothing revealing excessive skin is deemed inappropriate. Underclothing may not be worn as outer clothing.

3. Students may not wear attire that displays inappropriate comments/words, obscene/vulgar writing or symbols, or products that are illegal for students to use. Any clothing or slogan that may cause a disruption to the school environment is prohibited.

4. Students are prohibited from wearing scarves, hoods, bandanas, hats, caps, and/or other headgear of any type, unless part of an individual education plan. All student hats, ball caps, and headgear worn to school must be kept in a locker or book bag and are not to be seen.

5. Chains (even if attached to a wallet), pliers, or other objects that could be used as a weapon are not to be worn to school or school activities.

6. Clothing that promotes guns and/or other weapons or promotes violence cannot be worn at school.

7. Sleepwear, blankets, and costumes are prohibited. Pajama pants and lounge pants will be allowed.

8. Sunglasses are not allowed to be worn in the school building, unless part of a medical plan.

9. Coaches, sponsors, or teachers may have additional requirements for students in class, performing groups, or representing the school as part of an extracurricular activity program.

Violations of the above, or dressing in a manner deemed “educationally inappropriate,” may result in asking the student to change/cover up or notifying the student’s parent/guardian. Continued infractions will be considered insubordination and may result in disciplinary action such as, but not limited to:

- Detention
- In School Suspension
- Out of School Suspension

STUDENT CONDUCT AT SCHOOL ACTIVITIES

Student conduct at all events, extracurricular and otherwise, is both an expression of the student as an individual and as a representative of the school and the city of Plattsmouth. Students should conduct themselves in such a way to mirror PHS’ **PRIDE** culture. Misbehavior at school activities will be handled in accordance with regular school policy. Student standards of good conduct (**positive, respectful, intentional, determined and**

engaged) apply on school grounds or in school-owned or utilized vehicles during any educational function on and off school grounds at a school sponsored activity or athletic event.

Participants in extracurricular activities assume a leadership role. The student body, the community and other communities judge PHS on its students' conduct and attitudes, and how they contribute to their school spirit and community image. The students' performance and devotion to high ideals make their school and community proud.

Extra-curricular activities have an important place in the educational program of Plattsmouth High School. It is a privilege for the students who choose to participate. Students who participate and are accepted into the program are expected to be **Positive, Respectful, Intentional, Determined, and Engaged (PRIDE)** as well as demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, and sportsmanship. It is the belief that accepting responsibility for one's actions is a part of that philosophy.

STUDENT CONDUCT AT SCHOOL DANCES

Our hope is that our school dances are very special events for our students as they interact in positive ways in a safe and supervised environment. Parents, sponsors, and chaperones have invested countless hours in ensuring that school dances are memorable events. Our students also invest time, energy, and money in preparation for the evening. We have had very few problems with school dances over the years. Our hope is that Plattsmouth High School dances will continue to be a part of the high school experience, and that each student will have a fun and safe night.

Inappropriate dancing is prohibited at all Plattsmouth High dances. Inappropriate dancing includes: 1) touching while dancing back to front, 2) touching of breasts, buttocks, or genital areas, 3) "hiking-up" of skirts or dresses, 4) leaning against the wall while dancing, and 6) dancing that appears to be "simulating sex" or "grinding." Additionally, any student that participates in dancing that creates an unsafe environment (crowd surfing, moshing, etc.) will be asked to leave.

All other Plattsmouth High School rules and student responsibilities apply at school dances.

Policy 5106 Students

STUDENT PERSONAL ELECTRONIC DEVICES

Plattsmouth Community Schools Student Personal Electronic Devices (i.e. Cell phones, headphones, earbuds, smartwatches, etc.)

These guidelines and procedures are being implemented to help maximize instructional time, reduce the number of outside distractions for students during the school day, standardize communication, and enhance student and staff safety.

Plattsmouth Elementary School (K-4), Middle School (5-8) and High School (9-12):

The expectation is that all elementary school students and middle school will keep personal electronic devices turned off or on silent in their lockers (MS and HS) or other designated area (ES).

- First offense: Phone (or other electronic device) is brought to the office by your teacher. You may pick it up at the end of the day.
- Second offense: Phone (or other electronic device) is brought to the office by your teacher. Your parent/guardian will pick it up.
- Third offense: Phone (or other electronic device) is brought to the office by your teacher. Your parents/guardians will pick it up. **YOU MAY NOT BRING YOUR PHONE TO SCHOOL FOR 30 DAYS** or turn it into the office each day for a period of 30 days.
- High school students are allowed to use their electronic devices during lunch unless otherwise directed by administration.
- It is recommended that these devices stay at home as the school is not responsible for the loss of personal items brought to school.
- Parents or guardians who need to communicate immediate information with their student during school hours can continue to contact the school office and a message will be shared with the student as soon as possible.
- All personal electronic devices must be out of sight or placed in the designated area and completely silenced or powered off during the instructional period (unless given permission by the teacher or it is required as part of the student's individualized education plan (i.e. IEP, 504, MTSS plan, health plan, etc. This includes all classrooms, library, gym, locker room, fitness center, auditorium, music room, etc.).
- Smartwatches may be worn, but cannot be used for communication purposes. If a violation occurs with a smartwatch, students will be asked to remove them to follow the personal electronic device procedures.
- Earbuds and headphones will not be allowed in the classroom unless it is required as part of the instructional activities and/or the student's individualized education plan (i.e. IEP, 504, MTSS plan, health plan, etc.).
- If earbuds or headphones are worn before school, after school, or during lunch, only one earbud may be worn due to safety concerns.
- Please note: If the student does not comply with this request and refuses to turn over the device, this interaction becomes a student disciplinary issue for refusal to comply and not following directions. Consequences for refusal to comply and not following directions will be administered in alignment with Policy 5101 Student Discipline.
- The teacher will contact the office and the device will be held in the main office for the remainder of the day and the incident will be logged as cell phone misuse.
- Students who need to contact parents/guardians for emergency reasons during the school day may request to use the phone in the school office.
- Parents/guardians who need to communicate immediate information with their student during school hours may contact the school office and a message will be shared with the student as soon as possible.

Adopted: July 15, 2024

When a student is referred to the office for discipline, they will be directed to secure their cell phone in the main office before meeting with an administrator.

Personal Electronic Device Violation Procedures:

- Cell phones will be placed in a pocket chart at the beginning of each class. Other personal electronic devices will be kept out of sight and powered off.
- If a student refuses to place the phone in the pocket chart the teacher will contact the office.
- An Administrator or their designee will go to the student with materials to secure the personal electronic device..
- The personal electronic device will remain in the office and the above policy will be enforced.

NUISANCE ITEMS

Items deemed a nuisance or distraction to the learning environment including, but not limited to: skateboards/longboards, laser light pens, pagers, air horns, cameras of any kind, sunglasses, safety glasses outside the classroom, pepper spray, canned air/aerosols or other items deemed by the school administration to deter from the educational process or school mission, are strictly prohibited, will be confiscated, and may or may not be returned to a parent or guardian. Lost or stolen items of this nature will not be the responsibility of the school and is one of the reasons these types of items are discouraged to be brought to school.

STUDENT PRIVACY PROTECTION POLICY

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Right of Parents to Inspect Instructional Materials: Parents have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable time and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" for purposes of this policy means individually identifiable information about a student including: a student or parent's first and last name, home address, telephone number, and social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information

shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above-listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be "sensitive" for purposes of this policy:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student's parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

EMAIL AND INTERNET USAGE

Network, E-Mail, Internet, and Other Computer Use Rules:

a. General Rules:

- i. The network is 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. Access for all staff and students is a privilege and not a right.
- ii. Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.
- iii. Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and ensure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
- iv. Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained, or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
- v. The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

b. Rules for Acceptable Use of Computers and the Network: The following rules for acceptable use of computers and the network, including Internet, shall apply to all students:

- i. Students shall not erase, remake, or make unusable anyone else's computer, information, files, or programs.
- ii. Students shall not let other people use their name, account, log-on password, or files for any reason (except for authorized staff members).
- iii. Students shall not use or try to discover another user's account or password.
- iv. Students shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
- v. Students shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
- vi. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate,

- damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software.
- vii. Students shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create, or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
 - viii. Students shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources.

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. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal 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 District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student 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 District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or 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 District 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 District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

Notice Concerning Directory Information

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's date of birth and place of birth;
6. Student's extra-curricular participation;
7. Student's achievement awards or honors;
8. Student's weight and height if a member of an athletic team;
9. Student's photograph; and
10. School or school district the student attended before he or she enrolled in Plattsmouth Community Schools.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two (2) weeks from the time this information is first received.

Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

The District may disclose information about former students without meeting the conditions in this section.

The District's policy is for education records to be kept confidential except as permitted by the FERPA law, and the District does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District does not either approve or disapprove such teaching practices and designates such student work as directory information and/or as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

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.

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 prepaid.

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 email. 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 at 402-296-3361. Online Payments: 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 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 the 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.

USDA NONDISCRIMINATION STATEMENT

SNAP and FDPIR state or local agencies, and their subrecipients, must post the following nondiscrimination statement:

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

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA

through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by:

1. Mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
2. Fax: 202-690-7442
3. Email: *program.intake@usda.gov*

This institution is an equal opportunity provider.

USDA NONDISCRIMINATION STATEMENT (continued)

For all other FNS nutrition assistance programs, state or local agencies, and their subrecipients, must post the following nondiscrimination statement:

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

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

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by:

1. Mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
2. Information Hotline: (202) 720-2791
3. Toll-free number: 1-833-ONE-USDA
4. Email: *program.intake@usda.gov*

This institution is an equal opportunity provider.

USDA NONDISCRIMINATION STATEMENT (continued)

Joint Application Form (HHS)

This institution is prohibited from discriminating on the basis of race, color, national origin, disability, age, sex and in some cases religion or political beliefs.

The U.S. Department of Agriculture also prohibits discrimination based on race, color, national origin, sex, religious creed, disability, age, political beliefs or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA

through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027), found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by:

1. Mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
2. Fax: 202-690-7442
3. Email: *program.intake@usda.gov*

For any other information dealing with Supplemental Nutrition Assistance Program (SNAP) issues, persons should either contact the USDA SNAP Hotline Number at 800-221-5689, which is also in Spanish or call the [State Information/Hotline Numbers](#) (click the link for a listing of hotline numbers by State); found online at: [SNAP Hotline](#).

To file a complaint of discrimination regarding a program receiving Federal financial assistance through the U.S. Department of Health and Human Services (HHS), write: HHS Director, Office for Civil Rights, Room 515-F, 200 Independence Avenue, S.W., Washington, D.C. 20201 or call 202-619-0403 (voice) or 800-537-7697 (TTY).

This institution is an equal opportunity provider.

**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, Plattsmouth Community 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 (email) 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 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 _____

Parent's Signature _____ Date _____

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

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

**PARENTAL AUTHORIZATION AND RELEASE
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.

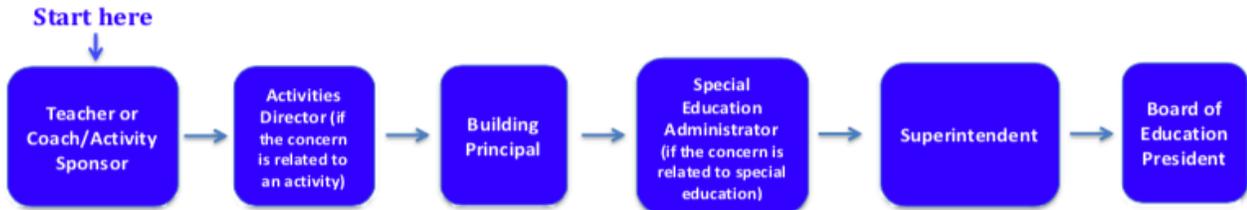
Dated this ____ day of _____, ____.

Name of Student

Parent/Guardian

Parent/Guardian

PROTOCOL FOR ADDRESSING CONCERNS (Chain of Command)



Going directly to the source of a concern will, in many cases, clear up misunderstandings and resolve the issue. If the issue cannot be resolved at the school level, please contact the Superintendent. If you contacted the teacher/coach, activities director (if the concern is related to an activity), principal, special education administrator (if the concern is related to special education), Superintendent, and the issue was not resolved, please contact the Board President.

The purpose of the protocol is to provide an avenue for concerns to be considered by the individuals identified above and determine whether or not there is a necessity for action. The protocol is not intended to guarantee that the identified individuals will implement all desired actions.

*Rev. July 11, 2022