

# Plattsmouth High School Student Handbook

## 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's wall-to-wall 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 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 are invaluable to our students and help them realize the importance and relevance of their education.

## Plattsmouth High School Vision Statement

Plattsmouth High School is a dynamic school committed to excellence in education. It promotes respect, responsibility, pride, commitment, and good citizenship, along with engaged and intentional learners. 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 lifelong learners, critical thinkers, and problem solvers. It is a place where open and all-inclusive channels of communication exist to create a flexible and cooperative atmosphere. Plattsmouth High School is a place where problems are viewed as opportunities and progress in solving them is ongoing.

## 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 **P**ositive, **R**espectful, **I**ntentional, **D**etermined, and **E**ngaged.

**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.

## **AdvancED Accreditation**

Plattsmouth High School was first accredited by the North Central Association in 1914. In 2016, Plattsmouth 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 expectations, procedures, 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 in assisting their child to meet the expectations as outlined 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. 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

Mary Caverzagie, Secretary

Karen Tesarek-Parsons, Treasurer

Mike Brodersen

Tony Foster

Don Freeburg

Shane Jensen

Cory Wehrbein

## **Plattsmouth Community School District Administrators**

Dr. Richard E. Hasty - Superintendent/Director of Special Education

Dr. Cherie Larson - Director of Instructional Services

Pam Dobrovolny - Assistant Special Education Director

Tonda Haith - Business Manager

Barb Baker - Data Manager

## **Plattsmouth High School Staff**

### **2018 - 2019**

#### **Administration**

Principal - Todd Halvorsen

Asst. Principal - Kim Caniglia

Asst. Principal - Shaun Brothers

#### **AFJROTC**

Col. Ernie DeSimone \*\*\*

CMsgt Bruce Price \*\*\*

#### **Business**

Jordyn Kelley \*\*

Tyson Schroeder \*

Jana Shuey \*\*

### **Counselors**

Sabrina Ayala \*\*  
Jim Knierim \*

### **English/Foreign Language**

Laura Phillips (Dept. Chair) \*\*\*  
Kyle Graves \*  
Christine Knust \*\*  
Ardena Mrasek \*  
Monica Olsen \*\*  
Eileen Rodriguez \*\*\*  
Janel Schweitzer \*\*\*

### **Family & Consumer Science**

Lisa Micek-Johnson (Dept. Chair) \*\*  
Brynn Jobman \*\*

### **Social Worker**

Keryl Mines \*\*

### **Fine Arts**

Meri Sedlak (Dept. Chair) \*  
Chris Work \*\*  
Tyler Orvis \*\*  
Michael Casavant \*\*

**ATEAM** \*  
**BEACH** \*\*  
**STEAM** \*\*\*

### **Industrial Technology**

Joe LaRosa \*  
Nicole Mowry \*  
Andrew Wessling \*

### **Math**

Sarah Siedlik (Dept. Chair) \*\*  
Mikayla Rhone \*\*  
Rick Titus \*\*\*  
Todd Nott \*  
Trey Cossel \*  
Nicole Springer \*\*

### **Physical Education**

Bob Dzuris \*\*\*  
Kevin Tilson \*\*  
Chris Wiseman \*

### **Science**

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

### **Nurse**

Amy Anderson \*\*\*

### **Social Studies**

Jaima Negrete (Dept. Chair) \*\*  
Dan Oatman \*\*\*  
Steve Owens \*\*  
Brett Shuler \*  
Cheyenne McClain \*\*\*

### **Special Education**

Curtis Larsen \*  
Corinne Schwenk \*  
Charlotte Urbauer \*\*  
Jamie Wood \*\*  
Barbara Morehead \*\*\*

### **Library/Media**

Diane Ulrich \*\*\*

### **Administrative Assistants**

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

### **Teacher Associates**

Kari Casey  
Missy Haswell  
Deanna Rader  
Dawn Haines  
Dakota Hintz  
Sheila Nelson

## **Bell Schedule**

### **Regular**

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

### **Inclement Weather Late Start Schedule A/B**

Pd. 1	10:00 – 10:35
Pd. 2	10:39 – 11:14
Pd. 3	11:19 – 11:54
Pd. 5	11:58 – 12:59
<b>Lunch 1</b>	<b>11:54 – 12:24</b>
<b>Lunch 2</b>	<b>12:29 – 12:59</b>
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
<b>Lunch 1</b>	<b>11:25 – 11:55</b>
<b>Lunch 2</b>	<b>12:05 – 12:35</b>
Pd. 6	12:35 – 1:20
Pd. 7	1:25 – 2:10
Pd. 8	2:15 – 3:00
<b>SH</b>	<b>3:00 – 3:30</b>

## 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
<b>Lunch 1</b>	<b>11:00 – 11:30</b>
<b>Lunch 2</b>	<b>11:45 – 12:15</b>
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](http://www.pcsd.org)

### Policies

- [1000 Community Relations](#)
- [2000 Administration](#)
- [3000 Business Operations](#)
- [4000 Personnel](#)
- [5000 Students](#)
- [6000 Instruction](#)
- [7000 New Construction](#)
- [8000 Internal Board Policies](#)
- [9000 By-laws of the B](#)

## Academics

### Graduation Requirements

The Plattsburgh 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 Comp., 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

**Business** .....10 credits  
(Personal Finance and Intro to Business or College Study Skills)

**Electives**.....55 credits

Total Credit Hours.....240 credits

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

### **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 Infinite Campus Program. A parent password will be provided for each student. Computers are available for use at the high school and at the city library. First and third mid-term Progress Reports report cards are distributed during Parent-Teacher Conferences. Academic Progress Reports will be mailed if a parent requests it.

### **Report Cards**

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, or during study hall, for sessions of supervised study.

## **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 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.

## **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 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 Plattsmouth High School. Generally, students will be required to complete the necessary course work and graduate from high school at the end of grade twelve.

## **Multi-Tiered System of Supports (MTSS) - Academic Achievement**

### **Level 1**

All students who have not met the criteria for early dismissal will attend Study Hall from 3:00 - 3:30pm with their last hour teacher. If they need to visit another teacher, they must present a pass to their last hour teacher and sign out to leave for the other classroom. They are to remain at that classroom until dismissal.

Seniors will be allowed to dismiss and leave school grounds at 3:00pm if they meet the following criteria:

- Currently passing all grades
- Have sufficient credits in order to graduate on time
- Not be assigned any Edgenuity coursework required for graduation.
- Have a minimum cumulative 2.0 GPA at the end of the prior semester
- Have a completed Permission to Leave Building form turned into the Main Office

### **Level 2**

The Level 2 Coordinator monitors all students' grades. If a student has a grade below 60% in two or more classes, the student will be moved to a Level 2 for Academic Achievement. Grades will be checked every Friday at 9:00am. Students will have a four week grace period at the beginning of the school year. Students that are placed at Level 2 for academics will be required to attend an After School Study Hall (ASH) for twenty (20) school days from 3:35 - 4:15 pm, or until they are passing one of the classes which caused them to be placed into ASH. The Level 2 Coordinator will continue to monitor the student's grades for twenty (20) school days while a student is in ASH.

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

### **Level 3**

If after twenty (20) school days a student is still at or below a 60% in one or more class, at the end of the semester they could potentially lose an elective for the next semester and be placed in the Plattsmouth Academy for Learning (PAL) Study Hall for the next semester.

At the Level 3 placement, a school psychologist could be utilized and a student may be placed on a Performance Improvement Plan (PIP).

### **Level 4**

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

## **Attendance**

### **Attendance Policy and Excessive Absenteeism**

Regular and punctual student attendance is required. 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 regular and punctual student attendance. The Principals and teachers are required to maintain an accurate record of student attendance.

### **Plattsmouth High School Attendance Policy**

#### **Belief Statement**

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

#### **Definitions**

##### **A. Excused Absence-"EX" Code in Infinite Campus**

The following is a list of qualifiers for an Excused Absence:

1. Planned Vacation- As long as there is an educational plan for a student to catch up prior to leaving on vacation. The student must complete their educational plan consisting of schoolwork and assessments that must be completed by the student within three (3) school days of the child returning to school. Failure of a student to complete their educational plan will result in an Excused Absence (EX) becoming an Unexcused Absence (UAB) in Infinite Campus.
2. Bereavement Leave
3. School Sponsored Activities

4. Court Ordered Reasons- This can be any court ordered appearance or detention out of the family home. Work can be provided to a student who is placed into foster care, shelter, or detention type placement.
5. Parent call-A parent may excuse an absence by contacting the High School Attendance Secretary. The student must complete their educational plan consisting of schoolwork and assessments that must be completed by the student within three (3) school days of the child returning to school. Consistent calls for excusing a student without reason will be included in attendance documentation for the school and may be reported to the Cass County Attorney's Office for truancy filing. Failure of a student to complete their educational plan will result in an Excused Absence (EX) becoming an Unexcused Absence (UAB) in Infinite Campus.

**B. Medically Excused Absence-“MED” Code in Infinite Campus**

The following is a list of qualifiers for a Medically Excused Absence:

1. Doctor Visits- Must have a note from the doctor
2. Hospitalization (admitted stays)- Must have documentation
3. Illness (at home)- After two (2) consecutive days or six (6) out of ten (10), a note from a doctor must be provided regarding the student's illness. In addition, the student must complete their educational plan consisting of school work and assessments that must be completed by the student within three (3) school days of the child's return to school. If a student does not complete their educational plan or there is not a doctor's note provided, the missed time becomes Excused and will be documented as illness without documentation.

Whether an absence is Medically Excused or Unexcused, notice and communication to the teachers by the student, and to the school by their parent/guardian is necessary.

**C. Unexcused Absences-“UAB” Code in Infinite Campus**

The following list of things are not approved as excused and would be entered or classified as an Unexcused Absence:

1. Planned Vacation- Student fails to complete education plan in a timely manner. (“UAB” Code in Infinite Campus)
2. Any absence with any failure of a parent to contact the High School Attendance Secretary to verify the absence. A parent/guardian must contact the High School Attendance Secretary within 2 school days of the absence in order for it to be considered Excused. (“TRU” Code in Infinite Campus)

**D. Absence**

An Absence is considered to be any time a student is unaccounted for by their scheduled classroom teacher or other staff member.

A full-day absence is missing 4 periods of a block schedule day or 8 periods of a Friday. For reporting purposes, any 4 periods of a block schedule or 8 periods of a Friday will also equal a full-day absence. For example, if a student misses their 2nd period class 4 times, that will equal a full-day absence for reporting purposes. The equivalent of the absences and periods is shown below

Day Total	M-Th Period Total	Fri Period Total
1	4	8
5	20	45
10	40	80

15	60	120
20	80	160

A half-day absence is missing 2 periods of a block schedule day or 4 periods of a Friday. If a student misses two periods in the same day that are not directly adjacent, It is still the equivalent of a half-day absence. In addition, for reporting purposes, any 2 periods of a block schedule or 4 periods of a Friday will also equal a full-day absence.

**After 20 absences of any kind, a student may lose credit for the course.**

## Procedures

**Step 1:** After five (5) unexcused absences, or equivalent of, the following will be sent to parent/guardian by the Attendance Secretary:

- Five-day letter
- Flyer regarding school attendance

**Step 2:** After ten (10) unexcused absences, or equivalent of, the following will be sent to the parent/guardian by the Attendance Secretary:

- Ten-day letter
- Form A
  - It is expected to be completed and returned to the Attendance Secretary within five (5) days.
  - If Form A is not returned, the Attendance Secretary will call parents and complete over the phone or invite parents to come into school and complete Form A. The Attendance Secretary 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 10 days of the letter being sent, the school *may* submit a truancy filing to the County Attorney's Office.

The School Social Worker or Academy Administrator will develop an Attendance Collaboration Plan, Form B with the student live or via email.

Students who have habitual excused absences above ten (10), or equivalent of, may also also be required to complete Step 2.

**Step 3:** After fifteen (15) unexcused absences, or equivalent of, the following will occur:

- Fifteen-day letter will be sent home to parents requesting a meeting.
- A parent/guardian meeting is required. Parents/guardians will need to meet with the Academy Administrator, School Social Worker, and any other school staff deemed necessary. Form C will be completed during the meeting.
  - If the parent refuses to have a meeting or does not contact the school about setting one up, or does not complete the form or return calls within 10 days of the letter being sent, the school *will* submit a truancy filing to the County Attorney's Office.

**Step 4:** After twenty (20) unexcused absences, or equivalent of, the following will occur:

- Twenty-day letter will be sent home to parents.
- School will submit a truancy filing to the County Attorney's Office including all documentation on efforts to remove barriers to the student's attendance.

**Blue Devils Attend- Blue Devils Succeed**

## **What do you do when you find out that your child has not been going to school?**

- Talk things through with your child
- Avoid making our child the problem, it's the behavior that is the problem and behavior can be changed
- Avoid blaming (It's all your fault)
- Be clear about how serious missing school is
- Listen carefully to your child's concern (work is too difficult, bullying, etc.)

### **Talk to the school:**

- We will be glad to arrange a meeting with any school personnel deemed necessary
- Bring a friend or relative with you to the meeting
- School jargon can be confusing- please ask questions

### **Some common responses to finding out kids are not getting to school:**

#### ***"I think my child is having problems at school"***

This may be an excellent time to discover what problems your child is encountering at school.

- **Stress-** while it's sometimes difficult for parents and adults to realize stress is often a major factor in kids lives. Discuss this area with the social worker or counselor.
- **Educational needs-** it's possible that your child's educational needs are not being met. Discuss testing to determine your child's capabilities with the assistant principal.
- **Bullying-** this is unacceptable behavior. Often kids are afraid to reveal this. The only way to effectively intervene with bullying is to identify the participants. School will need help in combating this serious problem.
- **Health-** we often overlook possible health problems. Discuss any possible concerns with the school nurse or your doctor.

#### ***"I have enough problems already"***

Being a parent is often an overwhelming job. Life can be difficult with one crisis at a time. Death, divorce, or economic difficulties hit families hard. Feel free to talk with a social worker about any of these other areas you feel you need to talk about.

#### ***"I don't think it's a problem"***

Please understand that truancy has serious short and long-term repercussions. Initially, truancy is against the law. Perhaps more seriously, lack of education leads to delinquency, lower lifetime and job benefits and poor health.

#### ***"I'm shocked and don't know what to do"***

The school social worker is dedicated to helping families overcome the barriers that may prevent children for attending school on a regular basis.

## Plattsmouth High School Attendance Form A

**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 person                      Phone Conference                      In-

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/GuardianSignature\_\_\_\_\_

Date \_\_\_\_\_

## Plattsmouth High School Attendance Form B

**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. How can Plattsmouth High School help you?
  
  
  
  
  
  
  
  
  
  
4. What are some possible solutions to your attendance concerns?

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

**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. Student has at least 15 absences at this time. Review answers submitted on Form B that was completed by the parent.

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 Representative 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 of a period. After ten (10) minutes a student is counted as Absent.

#### B. Tardy to Absence Conversion

For every increment of six (6) tardies in a class period, per semester, the tardies will be converted to an Unexcused Absence. The comments will document it as a Tardy to Absence Conversion and the six (6) tardies will be removed.

#### C. Reporting Period

The High School Attendance Secretary will run a report on the last day of each week at 9:00 AM. This report will be analyzed by the Attendance Secretary and the Administrators will administer tardies. The Administrator that administered tardies is responsible for their completion and following through on ISS if the student did not attend, and letting the Attendance Secretary know if they attended so that the tardy count can be adjusted. Required tardies, detentions, and ISS time will be recorded on a shared document.

### Procedures

**Step 1:** After every increment of three (3) tardies across all periods, a student will be notified that they must serve a 30 minute detention. This detention may take place before or after school and the parent/guardian will be notified by phone or email.

- A student must serve a thirty (30) minute detention for each increment of three (3) tardies across all periods.
- If a student serves the detention, the tardies will be removed.
- If a student does not serve a detention and reaches an increment of six (6) tardies in one period, the Tardy to Absence Conversion will take place.

**Step 2:** If a student does not serve their detention for every increment of three (3) tardies, they will be assigned an ISS (In School Suspension) for one day. Tardies will not be removed or converted in this case as the student did not appear for their original detention time.

**Step 3:** Once a student reaches 9 tardies across all periods because they have chosen not to attend any detention time, the parent/guardian will be asked to come to a conference with their student and the Academy Administrator and the School Social Worker. Form D will be completed during the meeting.

If a student fails to follow through on their plan to mitigate tardies, additional disciplinary actions may be pursued and may be reported as part of truancy to the County Attorney's Office. The parent/guardian will be updated on the student's failure to attend class on time.

## Plattsmouth High School Attendance Form D

**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 related to tardiness. Student has at least 9 tardies and has not completed any detentions to remove the tardies from their record.

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

3. Develop a plan to combat the problem and issues with getting to school and/or class on time.

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

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Student Signature

Date

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Parent/Guardian Signature

Date

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School Representative Signature

Date

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School Representative Signature

Date

## **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.

## **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.

## **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.

## **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 - Policy 5101 Student Discipline 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.

## **Multi-Tiered System of Supports (MTSS) - Behavior Expectations**

1. Arrive to class on time and prepared for learning
  - a. Arrive before tardy bell with needed materials/supplies
  - b. Use work time appropriately-on task, engaged and doing what is asked
2. Respond appropriately to staff directives
  - a. Follow directions
  - b. Accept feedback from staff in a respectful manner
  - c. Own your behavior
  - d. Accept “No” as an answer
3. Demonstrate respect for people and property
  - a. Use appropriate language
  - b. 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 with one teacher, they will automatically receive an office referral on their next problem solving with that teacher.

**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

**Violations Against Persons**

**Use of Violence:** Use of violence, force, coercion, threat, intimidation or similar conduct in a manner that constitutes a substantial interference with school purposes.

BEHAVIOR	STATE CODE(S)	CONSEQUENCE
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<b>Pushing, Shoving, or Related Non-Injurious Behaviors</b>	Fighting (Mutual Altercation), Harassment/Non-Sexual, Insubordination/Disobedience, Physical Altercation/Minor, Disorderly Conduct, Threat/Intimidation, Violation/School Rules	Maximum Sanction-- Short Term suspension
<b>Fighting:</b> Mutual attempt to physically harm another person through mutual combative physical contact.	Battery (Physical), Fighting (Mutual Altercation), Harassment/Non-Sexual, Insubordination/Disobedience, Disorderly Conduct, Threat/Intimidation, Violation/School Rules	Minimum Sanction— Short Term Suspension Maximum Sanction-- Expulsion <b>(2 Semesters)</b> Legal authorities shall be contacted.
<b>Physical Altercation:</b> Initiation of a violent act against another person through aggressive physical contact.	Battery (Physical), Fighting (Mutual Altercation), Harassment/Non-Sexual, Insubordination/Disobedience, Disorderly Conduct, Threat/Intimidation, Violation/School Rules	Minimum Sanction-- Long Term Suspension Maximum Sanction-- Expulsion <b>(2 Semesters)</b> Legal authorities shall be contacted.
<b>Physical Injury:</b> Physical misconduct that causes injury to another person.	Battery (Physical), Fighting (Mutual Altercation), Harassment/Non-Sexual, Insubordination/Disobedience, Disorderly Conduct, Threat/Intimidation, Violation/School Rules	Minimum Sanction— Short Term suspension Maximum Sanction— Expulsion <b>(2 Semesters)</b> Legal authorities shall be contacted.

**Use of Threats or Intimidation:** Use of threats or intimidation or similar conduct in a manner that constitutes a substantial interference with school purposes including, but not limited to, online communication during school hours or with school equipment.

BEHAVIOR	STATE CODE(S)	CONSEQUENCE
<b>Threat—Level 1:</b> Using a threat as part of a common expression or in a context that the recipient does not feel threatened, frightened, or coerced (“Oh, I could just kill you for that” or “I ought to punch you in the nose.”)	Disorderly Conduct, Harassment/Non-Sexual, Harassment/Sexual, Insubordination/Disobedience, School Threat, Obscene Behavior, Threat/Intimidation, Violation/School Rules	Maximum Sanction-- -Short term suspension

<p><b>Threat—Level 2:</b> Using an expression (verbal or non-verbal) or an implied or veiled threat with the intent of threatening, frightening, or coercing another and the recipient feels threatened, frightened, or coerced.</p>	<p>Disorderly Conduct, Harassment/Non-Sexual, Harassment/Sexual, Insubordination/Disobedience, School Threat, Obscene Behavior, Threat/Intimidation, Violation/School Rules</p>	<p>Minimum Sanction-- Short term suspension Maximum Sanction-- -Long term suspension Legal authorities shall be contacted.</p>
<p><b>Threat—Level 3:</b> Threatening to kill or injure another person or threatening to damage property with potential for personal injury, without possessing a weapon or other object that could kill or injure the threatened or intimidated person, and the student describes how it will be done, including any threats that concern dangerous chemical substances, biochemical attacks, or bioterrorism.</p>	<p>Disorderly Conduct, Harassment/Non-Sexual, Harassment/Sexual, Insubordination/Disobedience, School Threat, Obscene Behavior, Threat/Intimidation, Violation/School Rules</p>	<p>Minimum Sanction-- Long term suspension Maximum Sanction-- -Expulsion Legal authorities shall be contacted.</p>
<p><b>Threatening With An Object:</b> Threatening with an object which looks like a weapon or an object that could be used to injure someone. To qualify as a lookalike weapon, the object must closely resemble a real weapon in size, shape and color even when examined up close.</p>	<p>Disorderly Conduct, Harassment/Non-Sexual, Harassment/Sexual, Insubordination/Disobedience, School Threat, Obscene Behavior, Threat/Intimidation, Violation/School Rules, Weapons</p>	<p>Minimum Sanction-- Short term suspension Maximum Sanction-- -Expulsion Legal authorities shall be contacted.</p>
<p><b>Bomb Threat (verbal or written):</b> Threatening to use any type of explosive or incendiary device generally referred to as a bomb to injure a person(s) or destroy property.</p>	<p>Disorderly Conduct, Harassment/Non-Sexual, Insubordination/Disobedience, School Threat, Obscene Behavior, Threat/Intimidation, Violation/School Rules</p>	<p>Minimum Sanction-- Long Term Suspension Maximum Sanction-- -Expulsion Legal authorities shall be contacted.</p>

### **Firearms, Explosives, and Weapons**

BEHAVIOR	STATE CODE(S)	CONSEQUENCE
<p><b>Guns, Knives, and Other Weapons:</b> Possessing, handling, transmitting, using, intimidating with, or threatening with any object or material that is ordinarily and/or generally considered a firearm, explosive, destructive device, or weapon, including, but not limited to, guns, firearms, knives, throwing stars, brass knuckles, chemical substances (including but not limited to mace, pepper guns, and bleach) and any other object that could be used to injure a person.</p>	<p>Arson, Disorderly Conduct, Violation/School Rules, Weapons, Threat/Intimidation, Insubordination/Disobedience</p>	<p>Minimum Sanction—Long term suspension Maximum Sanction-- Expulsion <b>( 1 year)</b> Legal authorities shall be contacted.</p>

<p><b>Possession of Look Alike Weapons:</b> Possessing a lookalike weapon, the object must closely resemble a real weapon in size and shape even when examined up close.</p>	<p>Arson, Disorderly Conduct, Violation/School Rules, Weapons, Threat/Intimidation, Insubordination/Disobedience</p>	<p>Minimum Sanction—Short term suspension Maximum Sanction—Long term suspension Legal authorities shall be contacted.</p>
<p><b>Possession and/or Use of Fireworks, or ammunition.</b></p>	<p>Arson, Disorderly Conduct, Violation/School Rules, Weapons, Threat/Intimidation, Insubordination/Disobedience</p>	<p>Minimum Sanction—Short term suspension Maximum Sanction— Expulsion <b>(1 Year)</b></p>

### **Extortion**

BEHAVIOR	STATE CODE(S)	CONSEQUENCE
<p>Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student.</p>	<p>Disorderly Conduct, Harassment/Non-Sexual, Harassment/Sexual, Insubordination/Disobedience, School Threat, Obscene Behavior, Threat/Intimidation, Violation/School Rules</p>	<p>Minimum Sanction—Long Term Suspension Maximum Sanction—Expulsion Legal authorities shall be contacted.</p>

### **Sexual Assault/Battery**

BEHAVIOR	STATE CODE(S)	CONSEQUENCE
<p>Any sexual assault or attempt to sexually assault any person. Sexual assault shall include sexual assault in the first or second degree as defined in Neb. Rev. Stat. §§28-319 and 320 or sexual assault of a child in the first, second or third degree as defined in Neb. Rev. Stat. §§28-319.01 and 320.01. Neb. Rev. Stat. §79-267(9). <b>Even off school grounds</b></p>	<p>Battery (Physical), Harassment/Sexual, Obscene Behavior, Sexual Battery/Assault, Sexual Offenses (Other), Violation/School Rules, Disorderly Conduct, Insubordination/Disobedience, Threat/Intimidation</p>	<p>Minimum Sanction— Long Term Suspension Maximum Sanction—Expulsion Legal authorities shall be contacted.</p>

### **Sexual Contact**

BEHAVIOR	STATE CODE(S)	CONSEQUENCE
<p>The intentional touching of another person's sexual or intimate parts or the intentional touching of another person's clothing covering the immediate area of the other person's sexual or intimate parts, without the consent of the other person. Sexual contact also includes the non-consensual touching by the other person of the actor's sexual or intimate parts or the clothing covering the immediate area of the actor's sexual or intimate parts when such touching is intentionally caused by</p>	<p>Battery (Physical), Harassment/Sexual, Obscene Behavior, Sexual Battery/Assault, Sexual Offenses (Other), Violation/School Rules, Disorderly Conduct, Insubordination/Disobedience, Threat/Intimidation</p>	<p>Minimum Sanction— Long Term Suspension Maximum Sanction-Expulsion <b>(2 Semesters)</b> Legal authorities shall be contacted.</p>

<p>the actor. The sexual contact must be such that it can be reasonably construed as being for the purpose of sexual arousal or gratification of either party. Neb. Rev. Stat. §§28-318 and 320.</p>		
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**Sexual Harassment**

BEHAVIOR	STATE CODE(S)	CONSEQUENCE
<p>Unwanted or unwelcome activity of a sexual nature which materially interferes with or substantially disrupts the educational process. This may include, but is not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, written messages, notes, cartoons or graffiti of a sexual nature, and unwanted body contact.</p>	<p>Harassment/Sexual, Obscene Behavior, Sexual Offenses (Other), Violation/School Rules, Disorderly Conduct, Insubordination/Disobedience, Threat/Intimidation</p>	<p>Minimum Sanction— Long Term Suspension Maximum Sanction-Expulsion Legal authorities shall be contacted.</p>

**Harassment**

BEHAVIOR	STATE CODE(S)	CONSEQUENCE
<p>Any hurtful, demeaning, or disparaging acts, words, symbolic representations, or behavior used by a student(s) against another student(s) or staff member(s) that is disruptive of the educational process including any activity on the internet. This includes, but is not limited to, verbal, physical, visual, or graphic actions such as name-calling, taunting, mocking, slandering, humiliating, defaming, teasing, pestering; and making derogatory remarks, demeaning jokes, disparaging drawings or notes.</p>	<p>Harassment/Non-Sexual, Violation of School Rules, Disorderly Conduct, Insubordination/Disobedience, Threat/Intimidation</p>	<p>Minimum Sanction—Short term suspension Maximum Sanction-Expulsion Legal authorities shall be contacted.</p>

**Bullying**

BEHAVIOR	STATE CODE(S)	CONSEQUENCE
<p>Any hostile or offensive verbal, written, graphic, demonstrative, or physical act that has the purpose of exerting domination over another student or staff member through the act of intimidating, frightening, oppressing, or adversely controlling the student or staff member, and that is disruptive of the educational process or any ongoing pattern of physical, verbal, written, graphic, demonstrative 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 designee, or at school-sponsored activities or school-</p>	<p>Harassment/Non-Sexual, Harassment/Sexual, Obscene Behavior, Violation/School Rules, Disorderly Conduct, Insubordination/Disobedience, Threat/Intimidation</p>	<p>Minimum Sanction—Short term suspension Maximum Sanction-Expulsion</p>

<p>sponsored athletic events. This may include, but is not limited to, verbal, graphic, written or electronic activities such as name-calling, taunting, blackmailing, inciting to fight, terrorizing, or physical or demonstrative activities such as poking, blocking or impeding, following, hair pulling, mock hitting motions, bumping, tripping, and damaging clothing.</p>		
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### Hazing

BEHAVIOR	STATE CODE(S)	CONSEQUENCE
<p>Hazing by classes, clubs, athletic teams or other student organizations is prohibited. Hazing means any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization. Such prohibited hazing activities include but are not limited to whipping, beating, branding, <b>an act of sexual penetration, an exposure of the genitals of the body done with intent to affront or alarm any person, a lewd fondling or caressing of the body of another person</b>, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, sexual conduct, nudity, or any brutal treatment or the performance of any act which endangers the physical or mental health or safety of any person or the coercing of any such activity.</p>	<p>Harassment/Non-Sexual, Harassment/Sexual, Obscene Behavior, Violation/School Rules, Disorderly Conduct, Insubordination/Disobedience, Threat/Intimidation, Battery (Physical), Physical Altercation/Minor, Kidnapping</p>	<p>Minimum Sanction—Short term suspension Maximum Sanction—Expulsion Legal authorities shall be contacted.</p>

### Violations Against Public Health and Safety

#### Building Safety and Security

BEHAVIOR	STATE CODE(S)	CONSEQUENCE
<p>Tampering with school entrances/exits for the purpose of later entry by self or peers, student loitering during non-school hours, skateboarding, longboarding, rollerblading, letting people into the building, littering, unsupervised activities during the school day, or any other activity deemed by administration to threaten building safety and security.</p>	<p>Disorderly Conduct, Insubordination/Disobedience, School Threat, Trespassing, Vandalism, Violation/School Rules</p>	<p>Minimum Sanction—Verbal Warning Maximum Sanction—Long Term Suspension Legal authorities may be contacted.</p>

#### Possession of Alcohol or Other Drugs

BEHAVIOR	STATE CODE(S)	CONSEQUENCE
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Possession or use of an illegal narcotic drug, controlled substance, mood-altering or behavior-affecting substance, or look-a-like substance, or possession or use of a prescribed medication by a student for whom the prescribed medication was not prescribed; or possession or use of drug paraphernalia. Possession or use of alcohol or an alcohol -containing beverage or liquor capable of human consumption. Possession or use of paraphernalia to be used for conveying alcohol or other drugs, as well as publications regarding possession of publications regarding the use of drugs. Refusal to submit to an alcohol or drug test.	Alcohol, Drugs Ex. Alcohol, Inappropriate Med Use, Tobacco, Violation/School Rules, Insubordination/Disobedience, Disorderly Conduct	Minimum Sanction—Long Term Suspension Maximum Sanction—Expulsion Legal authorities shall be contacted.
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### **Distribution of Alcohol or Other Drugs**

<b>BEHAVIOR</b>	<b>STATE CODE(S)</b>	<b>CONSEQUENCE</b>
Distribution or attempted distribution to any other person, of any illegal narcotic drug, controlled substance, look-a-like substance, mood-altering or behavior affecting substance, drug paraphernalia, or alcohol.	Alcohol, Drugs Ex. Alcohol, Inappropriate Med Use, Tobacco, Violation/School Rules, Insubordination/Disobedience, Disorderly Conduct	Minimum Sanction—Expulsion Legal authorities shall be contacted.

### **Under the Influence of Alcohol or Other Drugs**

<b>BEHAVIOR</b>	<b>STATE CODE(S)</b>	<b>CONSEQUENCE</b>
Being intoxicated or under the influence of any illegal narcotic drug, controlled substance, prescribed medication by a student for whom the prescribed medication was not prescribed, mood-altering or behavior-affecting substance, or alcohol.	Alcohol, Drugs Ex. Alcohol, Inappropriate Med Use, Tobacco, Violation/School Rules, Insubordination/Disobedience, Disorderly Conduct	Minimum Sanction—Long Term Suspension Maximum Sanction—Expulsion Legal authorities shall be contacted.

**Possession, Use, and Transportation of Medications:** The possession, use, and transportation of prescribed and non-prescribed medications shall be in accordance with the following rules.

<b>BEHAVIOR</b>	<b>STATE CODE(S)</b>	<b>CONSEQUENCE</b>
<b>Possession of Medications:</b> Possession of prescribed medications is prohibited. Students may possess non-prescribed medications, but they may not possess prescribed medications except in transport to and from school. Prescribed medications must be turned into the nurse upon arrival at school.	Drugs Ex. Alcohol, Inappropriate Med Use, Tobacco, Violation/School Rules, Insubordination/Disobedience, Disorderly Conduct	Minimum Sanction—Detention Maximum Sanction—Expulsion Legal authorities shall be contacted.
<b>Distribution of Prescribed Medications:</b> Distribution or attempted distribution to any other person of any prescribed medication.	Drugs Ex. Alcohol, Inappropriate Med Use, Violation/School Rules, Insubordination/Disobedience, Disorderly Conduct	Minimum Sanction—Long Term Suspension Maximum Sanction—Expulsion Legal authorities shall be contacted.

<b>Distribution of Non-Prescribed Medications:</b> Distribution or attempted distribution to any other person, of any non- prescribed medication.	Drugs Ex. Alcohol, Inappropriate Med Use, Violation/School Rules, Insubordination/Disobedience, Disorderly Conduct	Minimum Sanction— Short term suspension Maximum Sanction—Expulsion Legal authorities shall be contacted.
<b>Receiving Non Prescribed Medications:</b> Receiving non-prescription medications that are distributed by another student at school.	Drugs Ex. Alcohol, Inappropriate Med Use, Violation/School Rules, Insubordination/Disobedience, Disorderly Conduct	Minimum Sanction— Short term suspension Maximum Sanction—Expulsion

### **Possession and/or Use of Tobacco**

BEHAVIOR	STATE CODE(S)	CONSEQUENCE
Possession and/or Use of Tobacco or look-a-like substance, including cigarettes, chewing tobacco, cigars, lighters, matches, and other paraphernalia, including vapor products (i.e. e-cigarettes), associated with the physical inhalation or absorption of tobacco.	Tobacco, Violation/School Rules, Insubordination/Disobedience, Disorderly Conduct	Minimum Sanction— Short term suspension + confiscation Legal authorities shall be contacted.

### **Exposure to Bodily Fluids**

BEHAVIOR	STATE CODE(S)	CONSEQUENCE
Spitting, throwing, wiping, biting, or otherwise dispersing bodily fluids on or to another student or staff member.	Disorderly Conduct, Obscene Behavior, Violation/School Rules, Insubordination/Disobedience, Threat/Intimidation, Sexual Offenses (Other)	Minimum Sanction— Long Term Suspension Maximum Sanction— Expulsion

### **Violations Against Public Decency and Good Morals**

BEHAVIOR	STATE CODE(S)	CONSEQUENCE
<b>Public Indecency:</b> Behavior resulting in public indecency. "Public indecency" shall mean performing, procuring, or assisting any other person to perform, in a public place and where the conduct may reasonably be expected to be publicly viewed: (1) An act of sexual penetration; (2) An exposure of the genitals, female breasts or buttocks of the body done with intent to affront or alarm any person; or (3) A lewd fondling or caressing of the body of another person of the same or opposite sex.	Disorderly Conduct, Obscene Behavior, Violation/School Rules, Insubordination/Disobedience, Threat/Intimidation, Sexual Offenses (Other).	Minimum Sanction—Long term suspension Maximum Sanction—Expulsion Legal authorities shall be contacted.
<b>Profanity and Obscenity</b> [including profanity directed toward staff or in reference to a staff decision]	Disorderly Conduct, Obscene Behavior, Violation/School Rules, Insubordination/Disobedience, Threat/Intimidation	Minimum Sanction—Short term suspension Maximum Sanction—Expulsion
<b>Disparaging Language/Symbolism:</b>	Disorderly Conduct, Obscene Behavior,	Minimum

Disparaging, demeaning language, or symbolic actions of any kind including, but not limited to gestures, drawings, symbols, or language.	Violation/School Rules, Insubordination/Disobedience, Threat/Intimidation	Sanction—Short term suspension Maximum Sanction-Expulsion

## Violations Against Property

BEHAVIOR	STATE CODE(S)	CONSEQUENCE
<p><b>Damage to Property:</b> Causing or attempting to cause damage to property, or repeated damage to property. This shall include school property lent to the student which the student damages. As to any such damaged property, the student's parent(s) or guardian(s) shall be liable for the damage to the school property. Neb. Rev. Stat. §79-267(2).</p>	Burglary/Unlawful Entry, Disorderly Conduct, Insubordination/Disobedience, Vandalism, Violation/School Rules	Minimum Sanction—Short term suspension Maximum Sanction-Expulsion Legal authorities shall be contacted.
<p><b>Theft/Larceny/Burglary:</b> Stealing, attempting to steal property, being in possession of stolen property, or repeated theft of property. This will include school property lent to a student that is not returned upon demand by an authorized staff member and for which there is no reasonable justification for the failure to return the property. This also includes thefts from PHS food service outlets. Neb. Rev. Stat. §79-267(2).</p>	Burglary/Unlawful Entry, Disorderly Conduct, Insubordination/Disobedience, Theft/Personal Property Other, Robbery, Vandalism, Violation/School Rules	Minimum Sanction—Short term suspension Maximum Sanction-Expulsion Legal authorities shall be contacted.
<p><b>Arson or False Fire Alarm:</b> Intentionally starting a fire. Use of any fire causing agents to start or attempt to start a fire. Purposely or knowingly causing a false fire alarm. Neb. Rev. Stat. §§28-502 to 504 and 907; Neb. Rev. Stat. §79-267(10).</p>	Arson, Disorderly Conduct, Insubordination/Disobedience, Violation/School Rules, School Threat	Minimum Sanction—Short term suspension Maximum Sanction-Expulsion Legal authorities shall be contacted.
<p><b>Computers:</b> Direct or indirect use of District computers, computer networks, or computer systems, which involves offensive, personal, commercial, and/or religious messages, or any unauthorized access or use of a District computer, computer network, or computer system which violates District policy or state or federal law. Neb. Rev. Stat. §§28-1341 to 1348; Neb. Rev. Stat. §79-267(10).</p>	Disorderly Conduct, Insubordination/Disobedience, Obscene Behavior, Sexual Offenses (Other), Threat/Intimidation, Violation/School Rules	Minimum Sanction-Detention Maximum Sanction-Expulsion

## Violations Against Administration of the School

BEHAVIOR	STATE CODE(S)	CONSEQUENCE
<p><b>Truant from a Class Period:</b> Unauthorized absence from school for one class period. Neb. Rev. Stat. §§ 79-201 and 209.</p>	Attendance, Insubordination/Disobedience, Violation/School Rules	Minimum Sanction—Detention Maximum Sanction— Short Term Suspension

<p><b>Truant All Day:</b> Unauthorized absence from school for the entire school day. Neb. Rev. Stat. §§ 79-201 and 209.</p>	<p>Attendance, Insubordination/Disobedience, Violation/School Rules</p>	<p>Minimum Sanction—Detention Maximum Sanction— Short Term Suspension</p>
<p><b>Tardiness:</b> Failure by a student to be in the assigned classroom when the tardy bell rings.</p>	<p>Attendance, Insubordination/Disobedience, Violation/School Rules</p>	<p><b>6+ tardies in one class period—Will convert to one unexcused absence.</b></p>
<p><b>Gambling:</b> Playing any game of chance for money or other stakes. Neb. Rev. Stat. §79-267(10).</p>	<p>Disorderly Conduct, Insubordination/Disobedience, Violation/School Rules</p>	<p>Minimum Sanction—Detention Maximum Sanction—Long term suspension</p>
<p><b>Dishonesty:</b> Dishonesty that interferes with the educational process.</p>	<p>Disorderly Conduct, Insubordination/Disobedience, Violation/School Rules</p>	<p>Minimum Sanction—Detention Maximum Sanction—Long Term suspension</p>
<p><b>Insubordination:</b> Disrespect for, defying authority of, or refusing to obey requests or directions of teachers, school officials or school employees.</p>	<p>Disorderly Conduct, Insubordination/Disobedience, Violation/School Rules</p>	<p>Minimum Sanction—Detention Maximum Sanction—Expulsion</p>
<p><b>Disruptive Behavior:</b> Behavior or possession of any item that materially interferes with or substantially disrupts class work, school activities, or the educational process.</p>	<p>Disorderly Conduct, Insubordination/Disobedience, Violation/School Rules, Obscene Behavior</p>	<p>Minimum Sanction—Detention Maximum Sanction—Expulsion</p>
<p><b>Nuisance Items:</b> Any item in a student's possession that is sufficiently annoying, offensive, unpleasant, or obnoxious that it substantially interferes with or materially interrupts the educational process. This may include using social media sites in a manner that is not Respectful, Intentional, Supportive, or Engaged.</p>	<p>Disorderly Conduct, Insubordination/Disobedience, Violation/School Rules</p>	<p>Minimum Sanction— Confiscation Maximum Sanction— Short Term Suspension <b>NOTE: Violation of this school rule may also result in extracurricular consequences being assessed by the Activities Director for students who participate.</b></p>
<p><b>Unlawful Activity:</b> Engaging in any unlawful activity not specifically covered herein, which constitutes a danger to other students or school personnel, or interferes with school purposes or the educational process. Neb. Rev. Stat. §79-267(10).</p>	<p>Disorderly Conduct, Insubordination/Disobedience, Violation/School Rules</p>	<p>Minimum Sanction— Short Term Suspension Maximum Sanction—Expulsion Legal authorities shall be contacted.</p>
<p><b>Violation of Unauthorized Area:</b> Being in an area off-limits to students.</p>	<p>Disorderly Conduct, Insubordination/Disobedience, Violation/School Rules</p>	<p>Minimum Sanction—Detention Maximum Sanction—Expulsion</p>
<p><b>Violation of School Rules</b> Violating school rules or consequences for violation thereof.</p>	<p>Disorderly Conduct, Insubordination/Disobedience, Violation/School Rules</p>	<p>Minimum Sanction— Short Term Suspension Maximum Sanction—Expulsion</p>

<b>Repeated Violation of School Rules:</b> Repeatedly violating school rules or consequences for violation thereof.	Disorderly Conduct, Insubordination/Disobedience, Violation/School Rules	Minimum Sanction— Short Term Suspension Maximum Sanction—Expulsion
<b>Dress Code Violation:</b> Violation of PHS dress code rules (see "Student Appearance and Attire" section of handbook).	Disorderly Conduct, Insubordination/Disobedience, Violation/School Rules	Minimum Sanction—Verbal warning Maximum Sanction— Short Term Suspension

## 5102 Alternative Education Programs or Plans For Expelled Students

In the event action is being taken to expel a student from this school district, the Administration shall select one of the following described educational options to be made available to the expelled student during the period of expulsion, to-wit: (1) An alternative school, class, or educational program (hereinafter referred to as an "alternative program"); or (2) The development of a plan of behavior modification, educational objects, and financial resources and community programs available to meet the behavioral and educational objects, and monthly reviews to assess the student's progress toward meeting the specified goals and objects. The superintendent or superintendent's designee shall make known to the expelled student which of the alternative educational options the administration has selected for the student's expulsion. Such information shall be made known to the expelled student on or before the date the expulsion becomes effective. An expulsion becomes effective, as to a student who has been given a written notice of a recommendation to expel, on the earliest of the following dates: (1) if the student, parent, or guardian has not requested a hearing, the sixth school day following receipt of the notice of the recommendation to expel, (2) if the student has requested a hearing, the date the student, parent, or guardian receives notice of the determination of the superintendent or superintendent's designee to expel the student, or (3) such other date as may be mutually agreed by the student, parent, or guardian and the administration.

### A. ALTERNATIVE EDUCATION PROGRAM:

The approved alternative programs are: (1) community-based programs, (2) home-based programs, (3) specialized tutorial experiences, and (4) distance-learning. The Board of Education may, from time to time, approve other alternative programs and may approve specific alternative programs and may enter into contracts for the provision of such specific alternative programs. To the extent that the alternative programs are to be provided on-site, the individuals responsible for providing such on-site alternative program shall hold a valid Nebraska Teaching or Administrative Certificate. To the extent that the alternative program is to be community-based or off-site, such alternative program shall be

planned in cooperation with and monitored or supervised by a school district staff member who holds a Nebraska Teaching or Administrative Certificate. Alternative programs may be conducted at times other than the regular school day.

The superintendent or superintendent's designee shall determine which alternative programs shall be made available to each specific expelled student based on a consideration of the interests of the school district and the student's educational and behavioral objectives and needs, as determined in the discretion of the superintendent or the superintendent's designee. If a parent or guardian refuses to participate or have their expelled child participate in the alternative programs made available, the district shall have no further obligation with regard to the provision of an alternative program. The superintendent or superintendent's designee shall establish a specific date or time within which the parent or guardian shall be required to state in writing an agreement to participate in the alternative program. As a condition of participation in alternative programs which involve the payment of tuition or other similar expenses, the student, parent, or guardian may be required, as a condition of such alternative program being available, to agree in writing to pay the tuition or other similar costs for such program in the event the expelled student fails to successfully complete the program.

The standards of student behavior and cooperation required of students in the regular programs of this school district shall also be required of expelled students throughout the entire time period of the alternative program. Additional standards may be established in each specific program and for each specific expelled student. If the expelled student fails to meet the required standards of student behavior or cooperation, the student may be further disciplined by disciplinary punishment up to and including expulsion for an additional period of time beyond that being served by the expelled student. Further, if the expelled student fails to meet any of the conditions of the learning program, the district may, by action of the superintendent or superintendent's designee, terminate the alternative program for the expelled student. A due process hearing substantially in compliance with the statutory provisions for suspension and expulsion of students shall be made available, unless waived by the parent or legal guardian.

Upon preapproval by the superintendent or the superintendent's designee, academic credit towards graduation or advancement in grade level shall be available to students participating in alternative programs for expelled students. The academic credits to be awarded shall be equal to the same academic credit a student in the school district's regular educational program would earn for completion of a similar educational program, as determined in the discretion of the superintendent or superintendent's designee. Such academic credits shall not be earned unless the expelled student has successfully completed the conditions of the alternative program, as determined by the teacher and the superintendent or superintendent's designee. The superintendent or superintendent's designee shall determine whether or to what extent such academic credits should be assigned to subject area or other specific graduation or advancement requirements. The achievement mark (i.e., grades) assigned for such academic credits shall not be available to the advantage of the expelled student for honor roll, class rank, or other academic honors or recognition.

#### B. EDUCATION PLAN PROGRAM:

If the administration elects not to provide an alternative education program outlined in subparagraph A. above, the following procedures shall be followed prior to expelling a student unless the expulsion was required by subsection (4) of the Neb. Rev. Stat. § 79-283; said procedures being as follows, to wit:

(1) A conference shall be called by a school administrator and held to assist the district in the development of a plan with the participation of a parent or a legal guardian, the student, a school representative, and a representative of either a community organization with a mission of assisting young people or a representative of an agency involved with juvenile justice.

(2) The plan shall be in writing and adopted by a school administrator and presented to the student and the parent or legal guardian.

(3) The plan shall:

- (a) Specify guidelines and consequences for behaviors which have been identified as preventing the student from achieving the desired benefits from the educational opportunities provided,
- (b) Identify educational objectives that must be achieved in order to receive credits toward graduation,
- (c) Specify the financial resources of the community programs available to meet both the educational and behavioral objects identified, and
- d) Require the student to attend monthly reviews in order to assess the student's progress toward meeting the specified goals and objectives.

The school district shall submit such plan on the form "Section 79-266(2) Plan" attached to this policy as Appendix "1".

**Legal Reference: Neb. Rev. Stat. §79-266**

**Adopted: June 13, 2005**

**Reviewed: July 14, 2008, July 13, 2009, July 12, 2010, July 11, 2011, Jan. 9, 2012, Apr. 8, 2013, Apr. 14, 2014, Apr. 13, 2015, Apr. 11, 2016, Apr. 10, 2017, Apr. 9, 2018**

#### APPENDIX "1"

#### SECTION 79-266(2) PLAN

Student: \_\_\_\_\_

Date and Participants: \_\_\_\_\_

(List parent or legal guardian, school representative, and community or agency representative)

(a) Guidelines and Consequences for Behaviors

The student has been recommended for expulsion for conduct as specified in correspondence and memoranda recently provided to the student and the student's parents. This conduct has had the effect of preventing the student from achieving the desired benefits from the educational opportunities provided. The student is expected to conform his conduct to the school rules for which he has been recommended for expulsion and all other established school rules. Further disciplinary measures, including possible future expulsions, can result from future violations of such behavioral guidelines and expectations.

(b) Educational Objectives

In order to graduate, the student needs to receive the credits listed in Attachment "A", subject to future modifications in graduation requirements.

(c) Financial Resources and Community Programs Available

The financial resources and community programs available to meet the educational and behavioral objectives identified in this plan include school resources (e.g., upon return from the recommended expulsion, counseling with the school counselor, and meetings with the school administration and teachers) and community organizations which assist young people (e.g., civic organizations, local college and university programs, and community college programs).

(d) Monthly Reviews & Other

During the period of the expulsion, the student shall be required to attend monthly reviews with the Principal or designee to assess the student's progress toward meeting the specified goals and objectives. The student shall be responsible for contacting the named school official to schedule the monthly meetings. (Attach separate sheet for any additional information or terms of plan).

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, adopted by the school administrator after a conference held to assist the district in the development of the plan with the participation of a parent or legal guardian, the student, a school representative, and a representative of either a community organization with a mission of assisting young people or a representative of an agency involved in juvenile justice, and presented to the student and parent or legal guardian at the conference prior to the student being expelled in accordance with law.

Adopted by \_\_\_\_\_

[Administrator]

Attachments: Attachment "A" (academic credits needed to graduate or other, if applicable)

## Public Displays of Affection (PDA)

The openly public displays of affection such as kissing, embracing in a long and sustained manner, patting of body parts, etc., are often offensive to others and are strictly prohibited. Students may face consequences ranging from warnings to detentions and even suspension, depending upon the nature of the situation and the cooperation of the individuals involved.

## 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 Plattsburgh. 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 Plattsburgh 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. Students will not be allowed to participate unless he/she is in attendance at school the day of a contest or activity. Students must be in attendance for at least 50% of their scheduled classes immediately prior to the scheduled event in order to participate, practice, perform or compete.

## **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) feet that are raised off the floor and hands that are touching the floor, 4) "hiking-up" of skirts or dresses, 5) 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 dances. All other Plattsmouth High School rules and student responsibilities apply at school dances.

## **Personal Electronic Devices**

An electronic communication device (ECD) is any technology capable of sending or receiving messages using a network, such as a mobile phone, iPod, laptop, scanner, or video game system. All ECDs, whether owned by Plattsmouth Public Schools, the student, or anyone else, are subject to the rules and regulations of the Plattsmouth Community School District if they are on school property or using the Plattsmouth Community School District's network. Social media is any form of electronic communication (as Web sites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (pictures, videos, etc.)

Cell phones are not to be used during class time, without direction of the teacher. Violation of this rule shall result in confiscation of the device. The use of cell phones and other personal electronic devices are permissible during extracurricular activities at the coaches/sponsors discretion. Violation of this rule shall result in confiscation of the device. The confiscated device shall be held by the coach/activity sponsor until such time that the parent or guardian can pick it up at their convenience. If a student athlete/activity participant refuses to give up the cell phone or other electronic device to a coach/sponsor when a violation occurs, this constitutes insubordination and may result in suspension from the sport/activity as well as school consequences. If pictures/videos are taken to intimidate, embarrass, or harass any person (staff, student, or otherwise) consequences may range from confiscation of the phone to suspension and possible law enforcement contact if privacy issues are violated.

Additionally, student athletes/activity participants who use social media to intimidate, embarrass, or harass any person (staff, student, or otherwise) will be subjected to a consequence that will be assessed by the Activities Director. Repeated violations of the personal electronic device and social media rule may result in suspension from games/activities or removal from the team/club.

## **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, white out, 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 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.

The following clothing or types of dress are prohibited as noted below:

1. Clothing that either causes or has the potential to cause a substantial disruption or material interference with the educational process.
2. Clothing that is not worn appropriately or considered inappropriate is prohibited.
3. Clothing that creates or has the potential to create a health or safety problem/risk.
4. Clothing that contains vulgar or offensive words (written or implied) or language that is sexual, indecent, or lewd.
5. Clothing and other personal items, which promote, advocate, or advance the use of illegal drugs, alcohol, or tobacco, including clothing which displays a logo or trademark of any brand of alcohol or tobacco cannot to be worn at school.
6. Clothing that promotes guns and/or other weapons or promotes violence cannot be worn at school.
7. Students are prohibited from wearing hats, caps, and/or other headgear of any type **inside the school buildings** from the time a student arrives at school until the student leaves the building. 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.
8. 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. Sunglasses may not be worn indoors. Safety goggles should only be worn in classes that require such safety measures.
9. Sagging pants are not appropriate for school. Pants should be worn at or above the hip level.
10. Any message on clothing that contains a double meaning or suggests vulgar, offensive, or disparaging words, language, or symbols or is sexual in nature are not to be worn to school or a school-related activity.
11. Clothing or body art (i.e. face paint) that is characteristic of a costume or is considered unusual and normally not worn during the school day is prohibited unless approved beforehand by the administration.
12. All group or class T-shirts must be approved by the administration before worn to school or any school-related activities or events.
13. Students are not to bring blankets to school unless it is for a specific school activity.

Infractions of Plattsmouth High School's dress codes and standards may result in directing the student to correct the infraction, sending a student home to change, suspension, or other student discipline depending on the degree of infraction. Dress code infractions and consequences are determined by the administration. In any situation relative to dress, accessories, or grooming which is not specifically covered in this rule, the PHS administration shall have the authority to rule on the appropriateness of the attire. **The basic standard to be applied is whether the dress, accessories, or grooming are a disruption to the learning environment.**

## **Driving and Parking - Regulations/Responsibilities**

### **Student Automobiles: Driving and Parking Responsibilities**

All motorized vehicles driven by students must be parked in the south student and activities parking area. The west parking lot is reserved for staff parking and 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. **Do not park in a "visitor" spot in the east lot! You are not a visitor.**

**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, parks in a handicap area (indicated by blue paint), is double parked, parks in fire lanes (indicated by red paint), on the grass, parks in any prohibited areas as designated by yellow hash lines. 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.

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 to school early in order to secure a parking spot.

If students abuse any of the driving and or parking privileges at Plattsmouth High School they may be subject to consequences ranging from detention to loss of driving privileges on school property.

## **Policy 5104 - Drug and Substance Use and Prevention**

### **Drug-Free Schools**

The District shall implement regulations and practices which will ensure compliance with the Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe

and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

### **Education and Prevention**

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades of this School District. Further, the District will have proper in-service orientation and training for all employed staff.

### **Standards of Conduct; Notice to Students and Parents**

Students are to be provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities. It shall be the further policy of the District to keep a file showing receipt of standards of conduct and a statement of disciplinary sanctions that may be taken for violations of such standards of conduct. The receipt shall be signed by both student and parent or guardian and returned to the respective Principal. It shall contain in prominent letters the following language:

"RECEIPT SHALL SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING PLATTSMOUTH COMMUNITY SCHOOLS HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXPECTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO P.L. 101-226 AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN ANY FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREIN ABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS."

### **Drug and Alcohol Education and Prevention Program of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations**

Students are to be provided an age appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

### **Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs**

Students are to be provided information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within sixty miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District upon request by the counselor.

In the event of disciplinary proceedings against any student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student and his or her parent or parents or guardian.

### **Safe and Drug-Free Schools-- Parental Notice of Right to Withdraw**

Parents will be notified that, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

### **Standards of Student Conduct Pertaining to the Possession, Use, or Distribution of Illicit Drugs, Alcohol or Tobacco.**

These standards are in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation. The District's standards prohibit the possession, use, or distribution of illicit drugs, alcohol or tobacco on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession, use distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession, use, distribution or being under the influence of alcohol.
4. Possession, use, distribution, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.
5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.
6. Possession, use or distribution of any tobacco product.

### **Disciplinary Sanctions**

Violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents or legal guardian will be notified.
5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

### **Intervention**

The Plattsburgh Public School District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational climate or activity, the school then has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students and employed staff information about any drug and alcohol counseling, and rehabilitation and re-entry programs, which are available to students.

### **Administration**

The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

Adopted: June 13, 2005

Reviewed: July 14, 2008, July 13, 2009, July 12, 2010, July 11, 2011, Jan. 9, 2012, Apr. 8, 2013, Apr. 14, 2014, Apr. 13, 2015, Apr. 11, 2016

Revised: Aug. 8, 2016

Reviewed: Apr. 10, 2017, Apr. 9, 2018

## **Policy 5308 - Drug Testing for Students in Extracurricular 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. Applicable school sponsored competitive extracurricular activities include, but are not limited to, athletic programs, spirit squad (cheer and dance), student council, National Honor Society, academic teams that do not include performances required to receive credit in a course, and one-act.

Students remain eligible for testing throughout the school year, even if they have been previously selected for testing. As such, a student may be randomly selected for testing multiple times in a given school year.

To participate in a school sponsored competitive extracurricular activity, students must submit a completed Consent to Test Form by the identified deadline. The form must be signed by the student and the student's parent or guardian.

Specifically, deadline dates for activities in the 2018-2019 school year are as follows:

FALL:

August 6, 2018 High School Football, Girls Golf & Softball  
August 6, 2018 High School Cross Country & Volleyball  
August 14, 2018 All Middle School Fall Activities

WINTER:

October 24, 2018 Middle School Boys Basketball  
November 14, 2018 High School Basketball & Wrestling  
January 11, 2019 Middle School Girls Basketball  
February 18, 2019 Middle School Wrestling

SPRING:

February 25, 2019 All High School Activities  
April 5, 2019 Middle School Track

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 and guards 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 mechanisms are to be created by the Superintendent or designee. The tests are to be designed to detect the use of alcohol, tobacco, and illegal drugs identified in Policies 5103 and 5104, including but not limited to amphetamines, marijuana, cocaine, steroids, opiates, and barbiturates, not medical conditions or the presence of authorized prescription medications.

In the discretion of the Superintendent or designee, two specimens may be required to be collected, one of which is to be securely retained by the District. If collected, the second specimen will be available for testing in the event of an appeal.

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 members that 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, such that the confirmed presence of any level of illegal substance shall be considered a positive test result;
- 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 objective 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 Policy 5103 Extracurricular Activity Grounds for Suspension. 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 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, and/or an initial test of the second specimen retained by the District, if such exists, at their own expense from a list of laboratories provided by the Superintendent. Requests must be made within twenty-four (24) hours of receiving the results of their drug test. The specimen(s) 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, and/or initial test of the second specimen, 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.

Adopted: July 14, 2014  
Reviewed: April 9, 2018

### Consent to Test Form

I understand fully that my performance as a student and the reputation of my school are dependent, in part, on my conduct as an individual. I hereby agree to accept and abide by the standards, rules and regulations set forth by the Board of Education of Plattsmouth Community Schools, the administration, and the coaches and sponsors for the activities in which I participate.

I consent to and authorize Plattsmouth Community Schools to conduct a drug and alcohol test if my number is drawn from the random pool. I also authorize the release of information concerning the results of such tests to designated District personnel.

I understand that this form remains in effect until the submission of an Activity Drop Form or graduation and/or withdrawal from the District.

_____ Student Name (print)	_____ Parent or Guardian Name (print)
_____ Student Signature	_____ Parent or Guardian Signature
_____ Date	_____ Date

I plan to participate in one or more of the following school sponsored competitive extracurricular activities:

\_\_\_\_\_

\_\_\_\_\_ I am volunteering to be placed in the testing pool.

### Activity Drop Form

I, \_\_\_\_\_ wish to withdraw from

\_\_\_\_\_

I will submit this form to the Activities Director. My name will be withdrawn from the testing pool on the date this is received by the Activities Director.

Completing this form will pertain to all school sponsored competitive extracurricular competitive extracurricular activities. I understand, by withdrawing, I can no longer participate in any school sponsored competitive extracurricular activities, and I may not receive recognition as a member of these activities or athletic programs. I may re-enter the testing pool after a period of one (1) calendar year by filling out a new Consent to Test form.

I UNDERSTAND THAT I HAVE 15 DAYS TO RECONSIDER THE DECISION AND RE-ENTER THE POOL.

_____ Student Name (print)	_____ Parent or Guardian Name (print)
_____ Student Signature	_____ Parent or Guardian Signature
_____ Date	_____ Date

\_\_\_\_\_  
Activities Director

\_\_\_\_\_  
Date of Receipt

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: Apr. 8, 2013

## **5403 Married or Pregnant Students**

### **Married Students**

Married students shall have the same educational opportunities in this school system as unmarried students. There shall be no discrimination on the basis of sex, marital status of any person, or the condition of being a parent. To enforce this prohibition, aggrieved persons shall use the District's anti-discrimination policies.

**Legal References:   Neb. Rev. Stat. §§ 79-2,114 to 79-2,124**  
**20 U.S.C. § 1681 (Title IX)**

**Adopted: June 13, 2005**

**Reviewed: July 14, 2008, July 13, 2009, July 12, 2010, July 11, 2011, Jan. 9, 2012, Apr. 8, 2013, Apr. 14, 2014, Apr. 13, 2015, Apr. 11, 2016, Apr. 10, 2017, Apr. 9, 2018**

**Revised: July 9, 2018**

## **5406 Search and Seizure**

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.

## **5410 Students with Disabilities**

Students with disabilities will be provided an equal opportunity for education according to their individual needs from date of diagnosis to age twenty-one (21) or termination of program.

All procedural safeguards, policies, and programs administered within the school district shall be in accordance with state and federal statutes and rules.

Adopted: June 13, 2005

Reviewed: July 14, 2008, July 13, 2009, July 12, 2010, July 11, 2011, Jan. 9, 2012, Apr. 8, 2013, Apr. 14, 2014, Apr. 13, 2015, Apr. 11, 2016, Apr. 10, 2017, Apr. 9, 2018

## **5416 Anti-Bullying Policy**

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 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.

## **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.

## **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; or
- (3) email: [program.intake@usda.gov](mailto: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, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [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; or
- (3) email: [program.intake@usda.gov](mailto: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, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027), found online at: [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; or

(3) email: [program.intake@usda.gov](mailto: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.

## Visitors - Student / Adult

Current students are not permitted to bring visitors (other than parents, guardians, or grandparents) to school with them during the school day as this detracts from the learning environment and causes the host student to lose focus.

If a visitor is desired, they will be limited to the following restrictions:

1. Adult visitors must always report to the Attendance Office and state the reason for visitation, who is being visited, and the duration of their visit; Plattsmouth High graduates, including "mid-term graduates" are considered adult visitors and are not entitled to use PHS facilities without expressed permission of the administration and/or the completion of a "Building Facility Use Request" form;
2. Visitors must obtain a "**visitor ID badge**" from the Attendance Office;
3. Former Plattsmouth High students that are still of school age (non-graduates) will not be allowed during the school day;
4. Visitors are limited to parents, guardians, or grandparents of enrolled students (no preschool, elementary, middle school, high school, or post-high school visitors);
5. Counselors will arrange for possible new enrollees and their parents to take a tour of the building..

**The PHS administration or security will have the discretion to deny any visitation or visitor.** The police will be contacted when a person(s) is asked to leave by any staff member and doesn't comply.

## 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 I 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 email address.

- 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.