

Springfield Platteview Community Schools

Elementary Student & Parent Handbook 2022-2023



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



SPRINGFIELD
ELEMENTARY SCHOOL

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

Springfield Platteview Community Schools

Board of Education

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Mr. Brian Wichman, Vice President
Mr. Kyle Fisher, Secretary
Mrs. Brenda Guenther, Treasurer
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Mrs. Jacci Lucas	Director of Special Services
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Elementary Schools

Springfield Elementary

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Dr. Kaela Heneger, Principal

Westmont Elementary

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Mr. Darin Johnson, Principal

Platteview Senior High

108th & Platteview Road
Springfield, NE 68059
402-339-3606
Mr. Mike McLaughlin, Principal
Mr. Josh Siske Assistant Principal/AD

Springfield Platteview Community Schools

Mission Statement

The mission of Springfield Platteview Community Schools is to ensure that all students acquire the college and career ready skills and behaviors necessary for each student to succeed now and into his/her future.

21st century skills and behaviors are defined as follows:

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

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

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

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

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SCHOOL DAY

Arrival and Dismissal Times

Westmont Elementary	Springfield Elementary
Monday: <ul style="list-style-type: none"> ● 9:00 Students enter the building ● 9:10 Tardy bell rings ● 3:05 K-1st dismiss ● 3:10 2nd-6th Grade dismiss 	Monday: <ul style="list-style-type: none"> ● 9:10 Students enter the building ● 9:20 Tardy bell rings ● 3:20 K-6th Grade dismiss
Tuesday-Friday: <ul style="list-style-type: none"> ● 8:00 Students enter the building ● 8:10 Tardy bell rings ● 3:05 K-1st dismiss ● 3:10 2nd-6th Grade dismiss 	Tuesday-Friday: <ul style="list-style-type: none"> ● 8:10 Students enter the building ● 8:20 Tardy bell rings ● 3:15 Start to dismiss bus students ● 3:20 K-6th Grade dismiss
Breakfast Served: <ul style="list-style-type: none"> ● Monday 8:45-9:05 ● Tuesday- Friday 7:45-8:05 	Breakfast Served: <ul style="list-style-type: none"> ● Monday 8:45-9:15 ● Tuesday- Friday 7:45-8:15

We would appreciate your cooperation on this arrival time. There is no supervision for students before 7:45 a.m. as teachers are preparing for the school day. We encourage students to arrive no earlier than 8:00 a.m. unless the student is eating breakfast. Students should enter the building through their designated door.

Attendance

It is our goal to have every student in school as many school days as possible and to work with parents and guardians to help students understand the importance of being in school. Students may be excused for illness, or if parents request, the student may miss school for a family emergency or special family need. We encourage students who are not feeling well or are running a fever to stay home and get healthy.

Parents and guardians are asked to call the school office by 9:00 a.m. if a student will be absent. Please include the reason so that we can properly document the absences. As a building we keep track of the illnesses that are affecting our students, so we are better able to respond to students' needs. Students may also be excused from school to participate in a school approved activity. Unless the school is notified, a call will be made to the student's home or parents' place of work to verify the absence.

Students not in class on time will be counted as tardy. Many times parents do not know that their child has been tardy to school, parents will be notified after 5 tardies and if deemed necessary a conference may be requested after 10 tardies. We hope that by keeping you informed, we can work together to help your child get to school on time.

Before and After-School Care

Springfield Platteview Educational Foundation is proud to offer a before and after school program for K-6 students at Springfield Elementary School. Students from Westmont Elementary will be provided transportation to Springfield Elementary. If you are interested in the program and have additional questions, please contact Kids Care program director Katrin Bishop at kidscare@spscne.org or 402-657-8125.

Birthday Treats/Prizes/Invitations

Bringing birthday treats or prizes is optional for parents/students. We request that any foods offered on the school campus meet or exceed the USDA Smart Snacks in School nutrition standards. This includes school lunches and treats brought in or sent to school by parents or guardians. All treats and prizes must be approved by the classroom teacher or building administration in advance. We are asking parents to choose snacks that meet the USDA Smart Snacks in school nutrition standards. The District will provide or make available to parents a list of foods and beverages that meet Smart Snacks nutrition standards and provide a list of alternative ways to celebrate children to be used as guidelines and resources when deciding how to celebrate your child's birthday.

The most convenient birthday treats are healthy, easy to hand out, do not require refrigeration, and are easy to clean up. If you choose to provide a treat, please provide the teacher with any serving items necessary to distribute the treats such as spatulas, eating utensils, plates, bowls, napkins, etc.

If you are having a birthday party for your child, please mail or email the invitations or phone parents unless you are inviting the whole class (all the boys or all the girls is also acceptable). Sending invites to only select students is not acceptable. This is intended to help avoid hurt feelings on the part of anyone in the class who may not be invited to the party. It also keeps distractions from learning to a minimum. Invitations are not the responsibility of the school or school staff.

Controlled Access Entry

All visitors will have to be buzzed in during school hours. Building doors will be locked at the start time of each of the school days. To enter any of the buildings, visitors will have to identify themselves to office staff or other designated staff member who will have to grant them access. Once inside, all visitors must adhere to the following procedure: Upon entering the building or school grounds, all parents and visitors are required to sign in at the office and wear a visitor badge for the duration of their visit. Visitors are asked to check out at the conclusion of their visit.

Dismissal and Pick Up of Students

Students should go directly home or to a school sanctioned activity after dismissal. It is important that all adults serve as good role models for safety. Please utilize the marked crosswalk and safety patrol personnel while crossing streets and driveways. Students should not play on school grounds after school unless supervised by a parent. Please talk with your child(ren) about their dismissal plans prior to leaving for school. Parents should call the office before 2:00 p.m. if there is a change in pick up routine for the child. The office will notify the student's teacher.

Students who are not picked up 10 minutes after dismissal should go to the office to call parents and/or wait for parents. If parents cannot be reached, emergency contacts or other adults authorized to pick up will be called to come to pick up the student. If picking up your student(s) late becomes a pattern a meeting with the building administration may be called in order to develop a plan. Action steps could include sending the student to the afterschool program (drop-in fees would be the responsibility of parents), and developing an alternative dismissal plan.

Westmont Elementary (additional dismissal & pick up procedures)

- Parents have a few options for pick up and drop off. Parents can use the car lane in the front loop, park in one of the designated parking spots in the front loop, or pick a designated location on Richland Drive where students can walk out to your car. If you choose to use the loop and your child is not outside at the time you pass through, a second trip through the drive may be necessary to keep the traffic flowing. When you see your student, please pull your car as far forward in the loop as you can get and over to the side. Please have them enter/exit your car on the curbside of the car for their safety.
- We respectfully ask you not to park your car in the loop at any time. If you need to leave your car, please park in the designated spots or on Richland Drive.
- Kindergarten and first grade students will be walked out of the building by staff for pick-up. Each parent is asked to complete a form indicating the child’s after-school plan. Parents should keep the teachers informed of this plan or any deviation in routine.

Springfield Elementary (additional dismissal & pick up procedures)

- Each grade level is assigned a door to enter and exit the building. When students arrive they should line up at their assigned door until 8:10 when the bell rings (if eating breakfast students may use Door A and go directly to the gym to eat). When leaving, at the end of the day, students need to check out with school staff assigned to the designated door.
- **Grade Level Door Assignments:** (These are tentative and will be updated and communicated out if changes are needed once we are in the new building).

Grade Level	Door	Grade Level	Door
Preschool	F	3rd Grade	B
Kindergarten	G	4th Grade	G
1st Grade	A	5th Grade	B
2nd Grade	A	6th Grade	B

- Each family will be assigned a family pick-up tag number. The tag needs to be displayed in the car’s front or passenger side window or maybe held by a parent waiting. As a student’s number is displayed (either in a car or by an adult holding the tag), a staff member will notify the classroom(s) that “Example Family’s” ride has arrived by putting the tag number into our system. The students will then be dismissed to leave out their assigned door (see above). Students will then check out with the dismissal staff when

they leave the building. This allows us to document and track students' whereabouts as they leave the building.

- All traffic will enter the parking lots from the East Entrance on North 10th Ave. Once a vehicle has entered the loop in front of the school the drive becomes one way with two lanes heading west. Students may be dropped off curbside from either of the two lanes directly in front of the school. It is important that you drop students off on the curb side. Students should NOT be allowed to get out of the car between lanes of traffic (non-curb side). There are parking stalls on the lower level (southside) of the loop. Parking is prohibited in the two lanes directly in front of the school. If you would like to park please loop around and park in the angled parking stalls on the south side of the loop. All students dropped off on the lower level or away from the building are required to walk on the sidewalk and be crossed by Safety Patrol or School Personnel.
- Please drive as far forward as possible when picking up or dropping off students. This could be east of the crosswalk. If your child is not outside at the time you pass through, a second trip through the drive may be necessary to keep the traffic flowing. Please do not stop on Main Street to load or unload children. The safety of the children is our primary concern.
- There is a designated bus lane. Cars should not utilize the bus lane. Please remember to continue to loop around until your student(s) is visible and if a bus is behind you.
-

Lost and Found

To help prevent lost articles, put your child's name on his/her belongings. If an article belonging to your child is missing, he/she should look in the lost and found area/box. **Students are asked not to bring expensive or fragile possessions to school.** It is important for the school and home to stress to our children the importance of being responsible with one's personal belongings. Please know that the school cannot be responsible for lost, stolen, or broken personal items.

Lunch Procedures

All foods offered on the school campus should meet or exceed the USDA Smart Snacks in School nutrition standards. This includes school lunches, treats brought in by parents or celebrations. Please refer to the guidelines as you plan to join your student for lunch at school.

Students may choose to eat a hot lunch at school or bring a cold lunch.

1. If a child wants a hot lunch they may:
 - a. bring cash or check (\$3.25 per meal)
 - b. deposit money in [e-Funds Account](#)
 - c. purchase an extra milk (\$.60) cash or use e-Funds account.
2. If using the [e-Funds account system](#), please check regularly to be sure adequate money is in each child's account. Each child will receive a note to bring home and the parents will receive an e-mail when accounts grow close to negative or become negative.
3. Parents may apply for free or reduced-cost lunch for their child. [Free or Reduced Lunch Applications](#) are available online at springfieldplatteview.org. Please complete a new application available at the beginning of each year. Paper applications are available for families to complete or pick up at the district office or at Westmont/Springfield

Elementary Office. (Eligibility for the free/reduced lunch program is determined by federal guidelines.)

4. Parents may attend the lunch with their child at any time, and are encouraged to let the office know by 9:30 a.m. if purchasing a hot lunch. Adult meals costs\$4.00.

If you are planning to join us for lunch you are welcome to order lunch through the cafeteria or bring your own meal. When bringing your own lunch or bringing lunch for your child we are asking you to bring healthy items that meet the federal guidelines for healthy snacks or meals. You may be asked to dine in a separate location due to available space in the cafeteria. Please call the office prior to arriving at school so we can ensure there is space reserved for you during the lunch period. Due to health concerns and diet restrictions you are only allowed to bring in food for your child. Please do not bring it for other students. It is important that any food brought into school meets health standards and is encouraging students to make healthy choices. If you choose to bring your lunch, we would ask you to bring your lunch in an unmarked container/bag so as not to advertise or promote an outside company. This request is due to Federal Lunch Program Guidelines. Those guidelines prohibit the advertising or encouragement of competition for the federally subsidized lunch program. Thank you for understanding. We look forward to you joining us for lunch.

School Breakfast Program

Westmont and Springfield Elementary Schools offer an optional before-school breakfast program. Breakfast is served at 7:45 a.m. each morning. The cost of breakfast is \$1.85. Children of families whose income falls within federal guidelines may eat breakfast at a cost of \$.40 (reduced) or free.

Lunch Account

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

Physical Education

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

SAFETY

Abuse and Neglect Reporting Procedures

Nebraska Child Abuse Reporting Law, State Statute 28-711, includes the following: When any physician, medical institution, nurse, school employee, social worker, or any other person has reasonable cause to believe that a child or an incompetent or disabled person has been subjected to conditions or circumstances which reasonably would result in abuse or neglect, he or she shall report such incident or cause a report to be made to the proper law enforcement agency or to the department. Such report may be made orally by telephone, with the caller giving his or her name and address, and shall be followed by a written report, and to the extent available, all contain the address of the person or persons having custody of the abused or neglected person, the nature and extent of the abuse or neglect, or the conditions and circumstances which would reasonably result in such abuse or neglect, and evidence of previous abuse or neglect including the nature and extent, and other information which, in the opinion of the person, might be helpful in establishing the cause of such abuse or neglect and the identity of the perpetrators.

Arrival and Dismissal Safety Practices

To provide safety for the pedestrian and the driver, your cooperation in helping your child observe the following rules will be appreciated:

1. Parents are encouraged to plan with their children the shortest and safest route to/from school.
2. Students should cross streets using the proper crosswalks.
3. Parents should instruct their children to cross at corners or areas where school crossing signs are posted and should assist students in understanding safety procedures.
4. For the safety of all and to model proper crossing for students, all adults and students need to follow the guidance and directions of the safety patrol on duty. Including only crossing at designated patrolled crosswalks.
5. If students are transported by motor vehicle to school, please follow the procedure outlined below:
 - a. Instruct your child to enter and leave your vehicle from the curbside. Never enter or leave on the street side of a vehicle. A serious accident could result from a child darting across the street or coming out between two parked cars.
 - b. If you choose to meet your child along streets not adjacent to the school, instruct your child to use proper crosswalks or to cross at the proper intersection.
 - c. Please do not drop off students in any of our parking areas/lots.

Behaviors That Lead to Success

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

Students who are responsible:

- A. Follow directions given by any school staff member; speak to and treat school staff respectfully.
- B. Solve problems peacefully, do not fight, threaten, “Put down” others, or force others to do what they don’t want to do.
- C. Respect the property of others; do not take or break things that belong to the school or others.
- D. Care about how others feel; do not hurt or try to hurt others.

- E. Treat others fairly; do not bully or force a student to give them money or valuables.
- F. Help keep the school a safe place; do not bring weapons or items that resemble weapons of any kind to school.
- G. Care about themselves; follow the laws and do not have, sell or use tobacco, alcohol, inhalants, other drugs or any imitations of these.
- H. Know that it is important to be in school every day. They are not truant.
- I. Arrive at school on time; are not tardy.
- J. Use language that is respectful of all people. They do not use offensive gestures, profanity, or “put down” people because of their race, religion, gender or ethnic background.
- K. Act in a way that makes others feel comfortable at school; follow the rules of public decency.
- L. Help make school a good place to learn.; do not repeatedly break the rules of the classroom, playground, lunchroom and school.
- M. Are good citizens; follow the laws of our state and nation.
- N. Dress properly for school; do not wear clothing that is unsafe, that offends or that distracts the learning of others. -
- O. Help keep buses safe for everyone; follow school bus rules. All school rules apply while students are being transported to and from school or a school activity.
- P. Respect their own bodies and the privacy of others; do not touch others inappropriately.

Springfield Platteview Elementary Rules
• BE SAFE • BE RESPONSIBLE • BE RESPECTFUL

Be Safe

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

Be Responsible

Follow the directions of all adults the first time. Take good care of all property. Listen actively and be ready to learn. Do your personal best.

Be Respectful

Use appropriate language and tone of voice. Treat everyone as you would like to be treated.
 No bullying.

Students and staff are asked to follow this guideline: Treat everyone as you would like to be treated. We believe in holding children accountable for behavior by allowing consequences that teach children appropriate behavior. Children are given opportunities to think about their behavior and make good decisions. We encourage students to manage their own behavior by not making problems for themselves or others. Good social skills are equally important for strong academic development. The following social skills are taught throughout the year in all classrooms. Parents are urged to practice these skills with their children at home as well.

- 1) How to greet someone.
- 2) How to follow instructions.
- 3) How to accept criticism.
- 4) How to accept no for an answer.
- 5) How to get the teacher’s attention. (Asking permission)
- 6) How to make a request.
- 7) How to disagree appropriately.
- 8) How to give negative feedback.
- 9) How to resist peer pressure (or say no).
- 10) How to apologize.

- 11) How to engage in a conversation.
- 12) How to give a compliment.
- 13) How to accept a compliment.
- 14) How to volunteer.
- 15) How to report peer behavior.
- 16) How to introduce yourself.

Bicycles, Skateboards, Rollerblades, and Scooters

Parents should use their judgment concerning the capabilities of their children to handle a bicycle and the traffic in which the child will have to ride. Bikes, skateboards, rollerblades, and scooters must be walked on and off the school grounds on the sidewalks. Bicycle racks are provided for bikes to be parked during the school day. We recommend your child lock the bicycle while in the rack.

Rollerblades, scooters, skateboards, and shoes with wheels are not to be used on school grounds. If your child has any of these items, they must be taken off and carried once they arrive on school grounds. Storing these items during the school day is a concern. Students are responsible for storing their own items within the personal space allotted in the classroom or locker area.

Bullying

SPCS is proactive in educating all students with good social skills and behaviors through our counseling courses, all-school assemblies, and programming. Bullying is not acceptable and will be dealt with on a case-by-case basis under the prohibited student conduct ([pg 32](#)) and procedures outlined within this handbook.

Bullying is any unwanted aggressive behavior(s) by another youth or group of youths that involves an observed or perceived power imbalance and is repeated multiple times or highly likely to be repeated. Behaviors could be verbal, physical, or relational. Bullying can include: making threats, spreading rumors, attacking someone physically or verbally, or excluding someone on purpose.

Cell Phones and Smart Watches (Students')

We understand parents wanting their students to have cell devices for after school communication. If you want your student to have a cellular device (phones, watches, rings, tablets, or any device that can send and receive messages or connect to the internet) it must be turned off during the school day. Each teacher will designate a safe place to store cellular devices within the classroom. All devices need to be stored and out of sight from the late bell (Westmont 8:10, Springfield 8:20) until the end of the day. Teachers will give students an opportunity to check their devices for messages from parents prior to being dismissed in order to confirm. Students are not to use their personal cellular devices throughout the day. Any unauthorized or inappropriate use of a cellular device during the day will lead the teacher to confiscate and store the device in the office. On the first offense, the student will pick up the phone in the office after the bell rings with a warning. The second offense, the student will come to the office and call their parents (on the school phone) to explain that the phone was taken away and why before the phone is returned to the student at the end of the day. The third offense, the device will be stored in the office until parents can come and pick up the student's device. Additional consequences may be put in place as needed.

Copyright and Fair Use Policy

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

Custodial/Non-Custodial Parents

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

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

Occasionally, information will be mailed using the parents' name and address provided at the time of enrollment. If a non-custodial parent or parent with joint custody wants information from the school, it is essential that you update/fill out the online verification through the district. If you have any questions or concerns, please notify the office.

Emergency Protocol

In the interest of creating the safest environment possible for all our students and staff, Springfield Platteview Public Schools has adopted a consistent district-wide vocabulary, protocol, and practice for defining our response to various school incidents. The ability to effectively respond to natural or manmade emergencies and disasters is an essential component of any emergency operations/response plan in our schools – and a critical ingredient in the safe school recipe is the uniform classroom response to an incident at school. Weather events, fires, accidents, intruders, and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff, and administration.

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

Emergency Protocol Drills (Fire, Intruder, and Tornado)

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

Field Trips

Field trips provide students with opportunities to learn about our community and more in-depth about an area of study. Some field trips may benefit from parent participation. The need for chaperones will be determined on an individual basis. At times chaperones will be asked to meet the students at the field trip location. School buses are primarily used to transport students on field trips. Students will ride to field trips with their classmates on school-sponsored transportation. If a parent wants to have their child ride home with them from a school-sponsored trip, they must fill out a release form. Teachers and sponsors will have the release forms with them. Parents/Guardians are asked to sign a form at the beginning of the school year giving permission for students to participate in field trips throughout the school year. Parents will be notified before each field trip as to the destination, date, and time of the trip. Students are expected to demonstrate appropriate conduct as a basis for participation on field trips.

Nuisance Items

Schools are not equipped to handle the security of personal items of value, items such as hand-held computer games, sporting equipment, sporting apparel, electronic devices, trading cards, toys, fidgets from home, etc. are not to be brought to school. If items of this nature do come to school, they may, upon the request of teachers or administrators, be stored in the office, or parents may be contacted to pick them up. SPCS does not provide insurance for personal items, nor is it responsible for lost or stolen items or money.

We discourage students from bringing electronic devices to school. If brought, it is the student's responsibility to secure and must be turned off during the school day.

Knives or any other item that might be considered a weapon (including toys that resemble a weapon) are strictly prohibited and should NEVER be brought to school.

According to state law, school personnel have the right at any time to search desks, school space assigned to students, or other school property such as computers or iPads. Students' personal belongings can be searched if there is reasonable suspicion of evidence of a rule or criminal violation.

Playground/Outside

When weather permits, every attempt will be made to use the playground for recess. If children are not well enough to play outside, they are usually not well enough to be in school. Unless a physician's excuse has been obtained, a note from a parent is required if a child is to remain indoors during recess. The note should state the reason for the request.

Students are encouraged to dress appropriately for the weather. During wet, snowy weather, students not adequately attired for the conditions (outdoor boots, snow pants, etc.) will be asked to remain on the hard-surfaced play area for recess. Students must be able to put on their snow gear independently.

We will be going outside for recess or lining up in the morning outside if the temperature (actual, feels like, and wind chill) is **above 10 degrees**.

- Precipitation may cause us to stay indoors even if the temperature is above 10 degrees.
- Boots, snow pants, and a pair of dry shoes to change into are required for any student wishing to leave the blacktop area when snow is present.
- When the temperature drops students may be asked to add an additional layer of clothing to what they are wearing while in the building. (Coats, hats, and gloves are the best attire to keep students' skin covered while playing outside.)

When the temperature (actual, feels like, and wind chill) is below 35 degrees, students will need to add an extra layer (hoodie, coat, jacket, sweatpants).

Student Appearance

It is everyone's responsibility to promote a school atmosphere in which all SPCS students make the most of their learning opportunities. Students are asked to dress comfortably and appropriately for the weather and are reminded that items that disrupt the learning environment, including inappropriate clothing, will not be permitted. If a student's dress results in a disruption to the educational process, parents will be notified and a change of clothing required or a disruptive item removed.

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

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

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

- Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or would encourage "horse-play," or that exhibits beer, alcohol, tobacco, illegal drugs, obscene or lewd words or images that carry double meanings.
- Headwear including hats, caps, bandanas, hoods, and scarves (except during designated times or for religious reasons).
- Clothing that shows an inappropriate amount of bare skin or underwear (no "sagging" pants).
- Students may color their hair or wear their hair however they choose. If their hair color or style becomes a distraction to the learning environment, they will be asked to change it.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the administration or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the administration for approval.

Student Rights, Conduct, Rules & Regulations and Responsibilities

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

These responsibilities, rights, rules, and standards apply to behavior within the school building and school grounds whether curricular or extracurricular activity. They also apply to any school function or event whether on or off school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his/her designee, or at a school-sponsored activity.

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

Technology & Network Use Guidelines

At the beginning of each year, parents/guardians will receive an agreement form(s) that address technology networking usage through the online verification system. These forms must be signed and submitted prior to students using any school issued technology. These forms are included in the online verification system.

Textbook, Material, and Technology Fines/Fees

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

A fee must be paid in order for students to use an iPad from Springfield Platteview Community Schools as part of our 1:1 iPad Initiative. . ***The current fee is \$10/student or max \$30/family annually. This fee is applicable for one academic school year.***

Coverage Table: The fee covers anything not covered by the AppleCare warranty program:

Claims	With Fee	Without Fee		Additional Items	Replacement Cost
Lost or Stolen iPad	\$300	\$350 (full replacement cost)		Sync Cable Only	\$10
Non-Repairable or Destroyed iPads	\$50	\$350 (full replacement cost)		Puck (Plug-In)	\$10
Cracked iPad Screen (Remains Usable)	\$30	\$350 (full replacement cost)		Puck and Sync Cable	\$20

iPads Repairs	covered	50% of total repair bill	School Issued Case (K-3)	\$20
			School Issued Case (4-12)	\$30

DRAFT: Submitted For Board Approval

SUPPORT SERVICES

Allergies

Due to the increasing number of students with allergies to certain foods, animals, or other materials, parents must get approval from the classroom teacher or building administration prior to bringing in any snack, treats, or pets into the building. The administration has the authority to restrict any foods, pets, or items allowed into the building if they believe the risk to other students warrants such restrictions.

If your child has an allergy or health concern, please set up an appointment to meet with our school district nurse and turn in the appropriate paperwork. The safety and health of our students is our utmost concern. Having their action plans on file helps us care for their individual needs.

Child Find Notice

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

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

Counseling Services

SPCS is proud to be able to offer elementary counseling services. Our counselor provides classroom lessons to help students see the many ways social skills can be used to communicate more effectively. The school counselor is also available for private counseling for any student needing his/her assistance. Parents/guardians are welcome to call the counselor directly to answer any questions you might have in this area of development.

Gifts

Giving gifts by children to school personnel is not encouraged.

Health, Accidents, Illnesses, and Medications

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

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

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

If over-the-counter (OTC) medication is needed at school, please provide a written consent form signed by the parent/guardian for the medication with detailed directions for administering with a start and stop date. If you would like to have OTC medication left at school for the year, please have a physician send a prescription for that medication. All medication must be in the original bottle and properly labeled.

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

Physical examination by a physician, physician assistant, or advanced practice registered nurse-nurse practitioner within the sixth months prior to the entrance of a child into the beginner-grade and the seventh grade, or in the care of a transfer from out of state, to any other grade of the local school is required. Either a completed, signed, and dated physical exam report, or a printed or typewritten form signed by a qualified examiner indicating that a physical examination was administered on a specific date within the previous sixth month period on a specifically named individual, provided to the school by the parent, guardian, constitutes sufficient evidence of compliance.

During the first quarter of each school year, health screenings will be conducted as per the Department of Health and Human Services minimum requirements per grade. The screening may consist of all or some of the following: hearing, vision, dental, height, and weight. Parents/Guardians shall be notified in writing of any concerns and encouraged to seek a professional evaluation. If a Parent/Guardian wishes to refuse school health screening, they must submit a written statement(s) from a qualified examiner annually that the child has received the minimum required screenings within the previous six months and there are no concerns, or the child will be screened at school.

Pets at School

Pets are an important part of many students' lives and can provide many good learning experiences. The school administration must approve a visit by a pet in advance. Pets should be brought for a school visit by a parent or guardian and in suitable carriers. The administration will ask for verification that the pet is up to date on vaccinations. (See Allergies)

Smoke-Free Environment

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students, or members of the public may be present or may be affected by the smoke, including, without limitation, the stands, and bleachers of outdoor athletic fields and near the entry of school buildings. For purposes of

this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes, non-medical, and other vapor dispensers - regardless of whether such products contain nicotine), alternative nicotine products, look-alike tobacco products, and products intended to replicate tobacco products either by appearance or effect.

HOME/SCHOOL COMMUNICATION

Change of Address, Phone Numbers, Work, etc.

Parents are requested to notify the school office staff whenever there is an address, a home telephone or a work telephone number change. Also, please report any changes in emergency numbers. This information is vital for the safety and well-being of your child if an emergency occurs. It is imperative that the school be able to contact you in case of emergency or illness. Parents are now able and encouraged to update this information online throughout the year on Parent Web. The Parent Web link is found on our district website www.springfieldplatteview.org. In order to receive emergency information or important notices from the district please opt into receiving communication through [School Messenger](#)

Communicating Student Progress

Report cards and progress reports will be sent home throughout the school year. Although teacher conferences with parents are scheduled twice a year, parents with questions about their child's academic progress should feel free to contact the teacher through email or by phone before or after the school day. In addition, you are also welcome to utilize school provided communication tools such as Schoology, SeeSaw, SPCSNE.org email, PowerSchool to ask questions or gain information about your student's progress. If you wish to meet with a staff member in person, please schedule those appointments in advance.

Homework

Homework refers to the tasks that a student is given to do on his/her own time after school hours. A student should experience a regularly scheduled time at home, free of distractions or interruptions, where he/she can develop self-discipline and individual responsibility for learning. The type of home study assigned will be appropriate for the developmental and instructional level of the student. When students are not assigned specific homework practice, it would be beneficial for them to read a book, practice spelling words or math facts, or write a story.

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

Make-up Work

We appreciate parents'/guardians' conscientious regard for picking up homework for their child.

- If your child will be absent only one day, work may be made up or taken home upon return to school.
- If your child will be absent for an extended period of time, please contact the classroom teacher to plan for the completion of work. Students receive a minimum of one day for each day missed to complete make-up work.

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

Parent Concern Procedure

If parents have a concern regarding a situation in their child's school, as outlined by the Board of Education policy, they should first contact the student's teacher to discuss the problem and possible solutions. Teachers are available for telephone calls between 7:45 a.m. - 8:00 a.m. or 3:15 p.m. - 3:25 p.m. at Westmont Elementary and 7:55 a.m. - 8:05 a.m. and 3:20 p.m. - 3:35 p.m. for teachers at Springfield Elementary. If the matter cannot be resolved, the parent should then request a conference with the building administration. If the parent still believes their concern has not received favorable consideration, they may appeal to the Superintendent of Schools and Board of Education.

Parent/Teacher Conferences

Parent/teacher conferences are held twice a year, once during the first semester and once during the second semester. Conferences are opportunities for parents and teachers to discuss progress, strengths, and areas for improvement in each child. Please note that we will only be able to provide one conference time per child. Having both parents or guardians present at the same conference ensures that each parent hears the same information at the same time. Multiple conferences for non-custodial family members are strongly discouraged unless a court order prohibits parent contact. Parents are encouraged at any time to contact their child's teacher(s) in the event of questions or concerns about their child's progress.

Parent-Teacher Organizations

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

School News

Announcements are published in the school Newsletter and Website. To access the website enter <https://www.springfieldplatteview.org/School-Info> click on Schools and Westmont/Springfield Elementary. The newsletters will be published throughout the year and will be available both online and sent through email. Another way that we will be sharing school updates and news will be through our schools' official Twitter accounts and Facebook Pages. The links to these accounts are on the websites. Please check your child's weekly Friday folder for news items.

Student Placement

All teachers work as a professional learning community at SPCS. As a team we collaborate about all students in their grade levels to discuss the best approaches to meet the needs of the students academically, behaviorally, socially, and emotionally. Many components are considered when developing a class list. The teachers at each grade level, specialists, and building administration begin building class lists for the next year using the following criteria:

-
- Academic Needs
- Learning Styles
- Classroom Dynamics (behavior, social, emotional, and personality considerations among students)

A great deal of thought and effort goes into making these class lists. Granting every request would undo the long process that has been carefully put together and jeopardize the integrity of that work. In addition, children need to work in and with a variety of circumstances now and in the future, both in terms of personnel and environment.

If you feel you have some circumstances that you feel you must address, please do the following:

- Make a formal request in writing addressing your child's learning style and the type, not the name, of the teacher that would benefit your child.
- If there has been a request made in a previous year that still applies, such as not placing your child with another particular student, please make sure we are aware of the necessary details again for placement.

The building administration has the final say when developing a class list. We appreciate your understanding of the process, and we look forward to another terrific school year.

Student Use of Telephone

Parents who need to contact or visit with their child during the school day will be asked to leave their messages with the secretaries. Families should make arrangements for after-school pick up prior to each day so as to eliminate the need to use the telephone after school. Permission for students' use of the phone will be determined by staff.

Visitors

Parents or legal guardians are encouraged to visit the school. All visits, including lunch, playground, and classroom visits, need to be arranged with and are at the discretion of the administration. For the safety and security of students, staff and our guests, all visitors are required to check in at the main entrance and may be asked to provide identification. Office staff will issue a nametag to inform other building staff that permission has been given and that the visitor has checked in at the office.

- Children not enrolled at Westmont/Springfield may visit the school during lunch period when accompanied by an adult.
- We know that children often have additional important people in their lives that may want to visit school. If someone besides a parent or legal guardian is planning to visit the school (grandparent, older sibling, adopted grandparent, etc.), parents or legal guardians must call prior to the guest arriving at school to give them permission for a visit and ensure that the visit can be accommodated. Please include the guest's name, the relationship, and the anticipated time frame. When they check-in at the office, they will be asked to provide identification.
- Visitors are encouraged to limit personal items brought into the building. Extra belongings can be hard to store or have with you.

When visiting the school, we hope you have a wonderful time interacting with your student, learning more about their school day, or helping them make memories. Some students are not allowed to be photographed. Please refrain from taking photos unless permission has been given by school personnel. When communicating with other people's children, interactions need to be positive. Any concerns need to be directed to school personnel. We want visits to be a positive experience for all.

Weather Emergencies

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

to receive [School Messenger Alerts](#). Every attempt will be made to avoid closing schools once classes are in session. Parents will be asked to complete an emergency plan for their child to follow if emergency closings during the school day should occur. The ultimate decision as to whether a child will attend school rests with the parents.

After three days of school cancellation for snow/severe weather or any other reason, students will be expected to participate in school remotely from home through eLearning or other schoolwork as communicated by the school's principal.

When a late start is called, the school will utilize the following schedule and buses will run accordingly if at all possible.

Weather or Emergency Late Start Schedule

Westmont Elementary	Springfield Elementary
Monday-Friday: <ul style="list-style-type: none"> ● 10:00 Students enter the building ● 10:10 Tardy bell rings ● 3:05 K-1st Grade dismisses ● 3:10 2nd-6th Grade dismisses 	Monday-Friday: <ul style="list-style-type: none"> ● 10:10 Students enter the building ● 10:20 Tardy bell rings ● 3:20 K-6th Grade dismisses
Breakfast Served: <ul style="list-style-type: none"> ● Monday 9:45-10:05 ● Tuesday-Friday 9:45-10:05 	Breakfast Served: <ul style="list-style-type: none"> ● Monday 9:45-10:15 ● Tuesday-Friday 9:45-10:15

Supervision will be on duty at 9:45 on when a late start is needed due to weather or emergency-related late starts. Families needing to drop off students prior to 9:45, please see Kids Care for drop-in options.

DISTRICT and FEDERAL REGULATIONS/NOTICES

Accreditation

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

Annual Notice of the Family Educational Rights and Privacy Act

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

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school administration (or appropriate school official) a written request that identifies the record(s) they wish to inspect.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the SPCS to amend a record that they believe is inaccurate or misleading. They should write the school administration, clearly identify the part of the record they want to be changed and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student by the superintendent or designee when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task such as an attorney, auditor, medical consultant, or a therapist; or a parent or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting in another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the SPCS discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by SPCS, District 46, Sarpy County, Nebraska, to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

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

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

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

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as “directory information” under § 99.37. (§ 99.31(a)(11))

Asbestos Notification

IEA, Inc. has been retained by the SPCS to review and prepare an asbestos management plan identifying the presence of asbestos, if any, within any of the school district buildings. The intent of these inspections is to comply with the requirements of the Environmental Protection Agency’s (EPA’s) Asbestos Hazard Emergency Response Act (AHERA). The district will conduct periodic surveillance of all asbestos materials on an annual basis. The periodic surveillance has been conducted to provide a continuous assessment to assure safety conscious management of any asbestos materials in all buildings. The detailed plan and updated information for each building, or for the entire district, is open to public review and is located in the office of each building. If you have any questions, please contact the Superintendent at (402) 592-1300.

Consent/Opt-Out for Specific Activities

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

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

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

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

Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that SPCS, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, SPCS may disclose appropriately designated “directory information” without written consent, unless you have

advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the SPCS to include this type of information from your child's education records in certain school publications. Examples include:

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. **[Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]**

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

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

Entrance Age

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

Students who turn five after July 31st and before October 16th of the current school year are eligible to request early entrance into kindergarten, provided that the child's parent or legal guardian requests admission under one of the following:

1. The parent/guardian provides a written statement that the child attend kindergarten in another public school in the current school year or that the family anticipates

- relocation to another school district where kindergarten admission will be allowed within the current school year;
2. The child demonstrates that he/she is capable of carrying out the work of the kindergarten curriculum through appropriate assessment procedures and entrance guidelines approved by the school board.

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

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

Evaluation components will include:

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

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

Wechsler Preschool and Primary Scale of Intelligence-Fourth Edition (WPPSI-IV)

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

Behavior Assessment System for Children-Third Edition (BASC-3)

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

Administrative Procedures

Parents/guardians seeking early kindergarten entrance for their child must submit the completed consent form, a copy of the child's birth certificate, and a \$25 assessment fee for the achievement portion of the test by July 15th. The remaining \$75 fee will be collected if/when cognitive and behavioral evaluations are conducted, \$50 and \$25 respectively. Evaluations will be completed prior to the first day of the upcoming school year. Results will be shared with parents/guardians, and a decision will be made by the district to accept or decline the early entrance application based upon assessment results.

An evaluation report documenting results and the eligibility decision shall be written by the school psychologist. This report will be provided to the parents/guardians and become part of the child's school records.

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

Title IX and the Rehabilitation Act Compliance

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

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

Use of School Facilities

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

Withdrawals

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

Nondiscrimination Statement

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

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

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

http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights I 400 Independence Avenue, SW
Washington, D.C. 20250-941 0

2. Fax: (202) 690-7442; or
 3. Email: program.intake@usda.gov
- This institution is an equal opportunity provider.

Zero Lunch Balance Protocol

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

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

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

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

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

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

Board Responsibilities

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

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

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

Prohibited Student Conduct

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

- 1) The use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
- 2) Willfully causing or attempting to cause damage to private or school property.
- 3) Stealing or attempting to steal private or school property.
- 4) Causing or attempting to cause physical injury to a school employee or to any student. (Snowball throwing is included.)
- 5) Threatening or intimidating any student with the intent of obtaining money or anything of value from a student.
- 6) Possessing, handling, or transmitting any object that is generally considered a weapon.
- 7) Engaging in the unlawful possession, selling, using, or dispensing of alcoholic beverages, smoking, chewing tobacco, narcotics, drugs, or controlled substances.
- 8) Truancy or failure to attend assigned classes or activities.
- 9) The repeated violation of any school rule which interferes with the purpose of the school.
- 10) Insubordination; is defined as the willful refusal of a reasonable request or the voicing of disrespect to those in authority.
- 11) The use of profanity or obscene language, or the possession and/or distribution of obscene printed material while on school premises.
- 12) Engaging in any other activity forbidden by the laws of the State of Nebraska which constitutes a danger to other students or interferes with the school program.

Emergency Exclusion

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

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

Terms Defined

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

2022-2023 SPCS School Calendar

Springfield Platteview Community Schools 2022-2023

10 New Teacher Workshop 11 All Certified Staff Report 16 All Classified Staff Report 17 First Day of Classes	AUGUST 2022	JANUARY 2023	2-3 Winter Break No School 4 Teacher Work Day No School 5 1st Day of 2nd Semester 16 Martin Luther King Day No School																								
	SEPTEMBER 2022	FEBRUARY 2023	15-16 Early Dismissal 1:25 PT Conferences 17 Comp Day - No School 20 President's Day No School																								
5 Labor Day - No School 30 Teacher In-Service No School																											
	OCTOBER 2022	MARCH 2023	10 End of 3rd Quarter 13-17 Spring Break-No School																								
14 End of 1st Quarter 19-20 Early Dismissal 1:25 PT Conferences 21 Comp Day - No School																											
	NOVEMBER 2022	APRIL 2023	7,10 No School 28 Teacher In-Service No School																								
23-25 Thanksgiving Break No School																											
16,19 Early Dismissal 1:25 NO LATE START <i>Non-Monday Start time</i> 20 Early Dismissal 11:25 1/2 Teacher Contract Day End of 1st Semester 21-30 Winter Break No School	DECEMBER 2022	MAY 2023	17 Last Day for Seniors 21 Commencement NO LATE START <i>Non-Monday start time</i> 22-23 Early Dismissal 1:25 24 Early Dismissal 11:25 Last Day for Students 25 Teacher Work Day																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="2">Color Code</th></tr> <tr><td style="background-color: #f00; width: 15px;"></td><td>New Teacher Workshop</td></tr> <tr><td style="background-color: #00b0f0; width: 15px;"></td><td>No School</td></tr> <tr><td style="background-color: #90ee90; width: 15px;"></td><td>Early Dismissal</td></tr> <tr><td style="background-color: #ffff00; width: 15px;"></td><td>1 Hour Late Start</td></tr> <tr><td style="background-color: #ffa500; width: 15px;"></td><td>Teacher Work Day/InService</td></tr> <tr><td style="background-color: #fff2cc; width: 15px;"></td><td>Regular School Day</td></tr> </table>	Color Code			New Teacher Workshop		No School		Early Dismissal		1 Hour Late Start		Teacher Work Day/InService		Regular School Day			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>1st Qtr</td><td>41 Student Days 46 Teacher Days</td></tr> <tr><td>2nd Qtr</td><td>43 Student Days 43 Teacher Days</td></tr> <tr><td>3rd Qtr</td><td>44 Student Days 45 Teacher Days</td></tr> <tr><td>4th Qtr</td><td>45 Student Days 47 Teacher Days</td></tr> <tr><td>TOTAL</td><td>173 Student Days 181 Teacher Days</td></tr> </table>	1st Qtr	41 Student Days 46 Teacher Days	2nd Qtr	43 Student Days 43 Teacher Days	3rd Qtr	44 Student Days 45 Teacher Days	4th Qtr	45 Student Days 47 Teacher Days	TOTAL	173 Student Days 181 Teacher Days
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2022-2023 Pre-school Calendar
Will be added once finalized

DRAFT: Submitted For Board Approval

2022-2023 Student Fees
Will be added once finalized
[SPCS Board Policy 5416](#)

DRAFT: Submitted For Board Approval

Supply List:

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

DRAFT: Submitted For Board Approval