

PLATTEVIEW HIGH SCHOOL 2023-24 OPERATIONS GUIDE



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The intent of the Platteview High School Operations Guide is to serve as a reference for students, parents and staff that should provide a guide to the rules, regulations, and general information about Platteview High School. The SPCS District Handbook can be found [here](#).

Although the information found in this guide is detailed and specific on many topics, it 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 possible rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration will be responsible for interpreting the rules contained in the Operations Guide. Should a situation or circumstance arise that is not specifically covered in the Operations Guide, the administration will make a decision based upon all applicable school district policies and state and federal statutes and regulations.



Platteview High School is accredited through the Nebraska Department of Education using the Nebraska Framework. PHS also participates in the continuous school improvement process at the local and state level using guidance from the Nebraska Framework.

The school maintains rigid standards to meet requirements set forth by the State of Nebraska Department of Education.

Platteview High School's athletic teams are classified in Class B in most sports with a few sports classified at the C1 level. PHS is a member of the Trailblazer Conference. The school is considered a Class III District in the state of Nebraska.



TRAILBLAZER
CONFERENCE



PHS Administration

Mike McLaughlin, Principal

Josh Siske, Assistant Principal/Athletics and Activities Director

Mark McLaughlin, Assistant Athletic Director

Counseling Department

Amie Christiansen, Counselor, 10th-12th grade students

Sarah Svoboda, Counselor, 9th grade students

Main Office Staff

Jackie Case, Administrative Assistant, Financial

Catherine Dodd, Administrative Assistant

Raina Dunston, Administrative Assistant

Bethany Stewart, Administrative Assistant

Department Chairs

Amie Christiansen, Special Education and Student Services

Jon Comine, Social Sciences

Alex Dostal, Mathematics

Kirsten Ehrke, World Languages

Jim Jennings, Career Education

Nick Crouse, Physical Education and Health

Michael Kersulov, Language Arts

Morgan Kroll, Performing and Visual Arts

Sarah Ortiz, Science



SPCS School Board

Brian Wichman, President
Kyle Fisher, Vice President
Brenda Guenther, Board Secretary
Brian Osborn, Treasurer
Lisa Roseland, Member
Lee Smith, Member



School Board Policies are found at: <https://www.springfieldplatteview.org/Board-of-Education>

SPCS Administration

Superintendent, Dr. Ryan Saunders
Director of Learning, Heidi Zierott
Director of Special Services, Jacci Lucas
Director of Technology, Frank Staskiewicz, Jr.
Director of Public and Community Relations, Nichol Baugh





****Statewide ACT Date for Juniors is Wednesday, March 27. It is vital that all students are in attendance**

Springfield Platteview Community Schools
2023-2024

9	New Teacher Workshop	<table><tr><th colspan="7">AUGUST 2023</th></tr><tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr><tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr><tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr><tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr><tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr></table>	AUGUST 2023							Su	Mo	Tu	We	Th	Fr	Sa			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			1-2	Winter Break No School							
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15	All Classified Staff Report						4	1st Day of 2nd Semester																																																				
16	First Day of Classes						15	Martin Luther King Day No School																																																				
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18	NO LATE START <i>Non-Monday Start time</i>	<table><tr><th colspan="7">DECEMBER 2023</th></tr><tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr><tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr><tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr><tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr><tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr><tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr><tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	DECEMBER 2023							Su	Mo	Tu	We	Th	Fr	Sa						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							15	Last Day for Seniors
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18-19	Early Dismissal 11:25	<table><tr><th colspan="7">MAY 2024</th></tr><tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr><tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr><tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr><tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr><tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr><tr><td>24</td><td>25</td></tr></table>	MAY 2024							Su	Mo	Tu	We	Th	Fr	Sa						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	19	Commencement												
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	Regular School Day																																																											
		2nd Qtr	44 Student Days 45 Teacher Days																																																									
		3rd Qtr	44 Student Days 46 Teacher Days																																																									
		4th Qtr	45 Student Days 47 Teacher Days																																																									
		TOTAL	174 Student Days 184 Teacher Days																																																									



PHS & PC BELL SCHEDULES

REGULAR BELL SCHEDULE

Period 0	7:15	-	7:59
Period 1	8:10	-	8:54
Period 2	8:58	-	9:42
Period 3	9:46	-	10:30
Period 4	10:34	-	11:18
*Advisory	11:22	-	11:43
Period 5	11:47	-	1:01
Period 6	1:05	-	1:49
Period 7	1:53	-	2:37
Period 8	2:41	-	3:25



1st Lunch
11:43 - 12:13

2nd Lunch
12:31 - 1:01

TUESDAY • WEDNESDAY • THURSDAY • FRIDAY

EARLY DISMISSAL « 1:25 PM

Period 0	7:30	-	7:59
Period 1	8:10	-	8:42
Period 2	8:46	-	9:18
Period 3	9:22	-	9:54
Period 4	9:58	-	10:30
Period 6	10:34	-	11:06
Period 5	11:10	-	12:12
Period 7	12:16	-	12:48
Period 8	12:52	-	1:25



1st Lunch
11:06 - 11:36

2nd Lunch
11:42 - 12:12

1:25 PM • EARLY DISMISSAL • 1:25 PM

MONDAY « LATE START

Period 0	8:20	-	9:01
Period 1	9:10	-	9:54
Period 2	9:58	-	10:37
Period 3	10:41	-	11:20
Period 4	11:24	-	12:03
Period 5	12:07	-	1:16
Period 6	1:20	-	1:59
Period 7	2:03	-	2:42
Period 8	2:46	-	3:25



1st Lunch
12:03 - 12:33

2nd Lunch
12:46 - 1:16

NO ADVISORY • LATE START • NO ADVISORY

EARLY DISMISSAL « 11:25 AM

Period 0	7:35	-	7:56
Period 1	8:10	-	8:31
Period 2	8:35	-	8:56
Period 3	9:00	-	9:21
Period 4	9:25	-	9:46
Period 5	9:50	-	10:11
Period 6	10:15	-	10:36
Period 7	10:40	-	11:01
Period 8	11:05	-	11:25



NO LUNCH

11:25 AM • NO LUNCH • 11:25 AM



Attendance

Regular attendance at school is a crucial for any student to be successful. The state of Nebraska creates mandatory attendance laws and the Springfield Platteview Community Schools Board of Education adopts policies for all of our schools. The SPCS attendance policies can be found here on pages 11-13 of the District Handbook [found here](#). The responsibility for regular attendance at school as stated by Nebraska law and by the policies of Platteview High School rests with the parent, but, for the same sources, it is equally as specific that the school is the only one who may excuse a student from attending school. Parents may ask to have a student excused but only the school may grant the excuse.

Absences will only be considered *communicated* if the office has received a phone call to the Attendance Secretary (a voice message may be left on voicemail if no answer) or an email prior to the absence whenever possible or by 9:30am the day of the absence. Failure to communicate absence(s) will result in the absence(s) being documented as unexcused.

Excessive absenteeism is defined as more than twelve (12) countable absences per semester for each individual class period for any reason other than school-sponsored activities, students participating in sanctioned school activities under the supervision of a school staff member and for those absences deemed as waived (**not counted in excessive absences total**). The principal will contact the parent/guardian after 12 absences and a meeting will be held in which a written attendance plan will be agreed upon with the goal of improving the attendance of the student.

Reporting Habitual Truancy. Students who accumulate twenty (20) unexcused absences or the hourly equivalent per year shall be deemed to be habitually truant. If the Principal has completed a 12 absence attendance contract and the attendance has not improved, he/she could file a report with the county attorney of the county in which such person resides.

Arrival at School/Dismissal From School

Students are expected to arrive at school no more than 20 minutes prior to the first class or school program in which they are participating. **Prior to that time, the school is not responsible for supervision of the students.** Students will be admitted to the academic hallways **10 minutes** prior to the first class or school program. Unless a student has a pass from a teacher, hall supervisors will not allow students to enter academic hallways until this time. Students should have scheduled appointment with teachers arranged the day before. Students will be dismissed at the end of the last period of the school day unless there are other circumstances (early dismissal, detention etc.). Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location unless participating in a school-sponsored activity. Students are expected to leave campus no later than 20 minutes after the conclusion of the school day or 20 minutes after participation in school activity whichever is later. **The school is not responsible for supervision of students once the students are to have left school grounds.**

Closed Campus

All students are required to remain on campus during the school day. Students must sign in and out of the main office if they arrive after school has started or if they are leaving prior to dismissal. Students who have been approved for an open period with an adjusted start or departure time are not required to sign out. **Parents may not call a student out to allow the student to drive off campus for lunch. Students who leave campus for lunch will be subject to rules regarding skipping classes regardless of a parent call.** If a parent wishes to take their child out for lunch, the parent must be present physically to take the student to lunch. In this situation, the parent may not take friends or other students and we ask that this occurs sparingly. Also, once school starts, students will not be allowed to go their car unless it is deemed absolutely necessary by admin. Students, please plan ahead at the start of the school day to avoid this type of disruption. **Also, to minimize disruptions during Semester Finals, students will be released per parent request only between classes on days that Finals are being given (Study Hall would be exempt from this policy).**

Lunch Expectations

Students are expected to bring their lunch to school or purchase food from the cafeteria. **Outside food delivery services of any kind (such as Doordash and Grubhub) can cause an unnecessary disruption for the office and are prohibited.** Parents may bring lunch to students but we ask that this is done sparingly as it can be disruptive.

Parking Lot Expectations

Students are expected to abide by the following general expectations for parking lot usage. Failure to abide by all expectations and safety guidelines may result in loss of privileges to park in parking lot areas and may subject the student to disciplinary action.

- All students should have a hanging parking tag shall be in place and visible from outside the vehicle to make sure only PHS student cars are in the parking lot.
- The West parking lot in front of the main entrance is for staff and visitors only during school hours.
- No one will be allowed to ride in the back of, or on the outside, of any vehicle.
- Students may not linger inside their vehicles in the parking lot areas.** At no time should a student have other students loitering in or around their vehicle before or after school.
- Any student driving recklessly in the parking lot (during or outside of school hours) will be referred to the Sarpy County Sheriff's Office and may also be subject to disciplinary measures, including loss of parking privileges.
- The posted speed limit in all parking lot areas on campus is 10 mph.

Personal Items/Cell Phones

The school provides the necessary equipment for classroom and school day activities. Students should not bring items such as athletic equipment, electronic devices, toys, blankets or other similar personal items to school unless they have the prior permission of their classroom teacher or a school administrator. The school is not responsible for damaged or lost personal items or equipment.

[2023-24 PHS Cell Phone Policy.](#)

Student Fees

The school district shall provide free instruction in accordance with the Nebraska State Constitution and Nebraska state law. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. Below is a list of classes that require extra fees at PHS:

Intro to Skills & Technical Science - \$25

Foundations of Art - \$15

Drawing and Painting - \$20

Advanced Art, Pottery, 3D Art - \$25

Environmental Sustainability - \$20

Woods 1 - \$40

Woods 2 - \$85

Foods 1 - \$20

Foods 2 - \$30

Material Science 1 & 2 - \$25

****Fee waivers are available to those who qualify for free/reduced lunch***

iPad Damage Fees

A fee of \$10 provides help in the coverage of expenses incurred if a student's iPad is damaged or lost. There is a \$30 limit to this fee per family and the coverage is good for one academic year. Below is the coverage amounts provided:

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)	\$25	\$350 (full replacement cost)		Puck and Sync Cable	\$20
iPads Repairs	covered	50% of total repair bill		School Issued Case	\$30

MacBooks are made available to Juniors and Seniors when they are necessary for use in a specific class. Costs for MacBooks are the full value of replacement or repair with a cap of \$75 per incident.

Scholastic Achievement



Each year, the staff of Platteview High School will publish a Curriculum Guide that outlines the policies and procedures for taking classes at Platteview High School that provides information in great detail. Students and parents can access the current Curriculum Guide [here](#).

Class Load

Students in grades 9-10 are required to carry a **minimum of seven academic periods during each semester of high school**. A 9th or 10th grade student may:

- be enrolled in seven (7) courses and a study hall or
- be enrolled in eight (8) classes

Students in grade 11 are required to carry a **minimum of six academic periods during each semester of high school**. Administration reserves the right to waive this requirement for an Internship or academic program that takes the student outside of PHS such as Metro Academy. This waiver will only be considered for students who are in good academic standing and on course for graduation.

Students in grade 12 are required to carry a **minimum of four academic periods during each semester of high school**. Seniors in good academic standing, on course for graduation or planning to graduate early may request abbreviated schedules. The Principal and Counselor will make scheduling decisions based on the needs of the individual student.

Open Periods

Senior Open Periods:

In order to be eligible for an open period, a senior must meet (and maintain) all of the following qualifications:

- A minimum of a 2.5 cumulative grade point average during the preceding semester.
- Less than nine (9) countable absences in all class periods during preceding semester.
- Less than ten (10) total tardies during the preceding semester.
- Counselor verification that the student is on track for graduation.
- No discipline resulting in an out-of-school suspension during the preceding semester.
- No more than five (3) days of assigned in-school suspension during the preceding semester.

Additional notes regarding open periods:

- The only time frames allowed for open periods to be scheduled by students that qualify will be 1st or 8th period.
- A student may request to have a maximum of one open period per day.
- Students with an open period may not be on campus during the open period unless the student has scheduled time with a staff member.
- Students violating any of the criteria listed above may have their open period revoked.
- The high school administration may assign alternate schedules to a student when extenuating circumstances arise.
- The process for requesting an open period will occur during a student's scheduling meeting with the counselor or admin.

Study Hall/Online Academy Open Periods

In order to be eligible for an open period in lieu of attending their study hall or online academy period in person, a 10th-12th grade student must meet (and maintain) all of the following qualifications:

- A minimum of a 2.67 cumulative unweighted grade point average (no rounding) during preceding semester.
- No more than 5 tardies the previous semester.
- No discipline referrals resulting in the student being suspended (in-school or out-of-school) the previous semester.
- Must remain in good standing throughout the semester.
- It is the responsibility of the student to apply for exemption from Study Hall or Online Academy each academic quarter.

Once a student qualifies for the open period for study hall and online academy periods, the following will apply:

The PHS administrative team will review the status of all students at the end of each grading period (end of quarters and semesters) to assure the student remains in good standing. If a student fails to remain in good standing, the student loses the privilege of the open period until the next checkpoint opportunity to regain good standing. Students in good standing must have:

- No unexcused absences.
- No more than two (2) tardies arriving to school (if open period starts the day).
- No grades of D or F in any course the student is currently enrolled.
- No discipline referrals

PHS Admin reserves the right to decide if students with special needs or situations that do not meet the requirements laid out above can be allowed an open period if it is determined that the student would benefit from this arrangement.

Student Schedule Changes

Student schedule changes may be made without penalty during the first five days of each semester. Drop and Add slips are to be obtained from the office of the Guidance Counselor and must be signed by the guidance counselor and building principal before they are presented to the teacher of the class that is to be added or dropped. After the first week of the semester, students who insist on dropping a class, except for instances of an extended illness, will receive a "0" on their permanent records, and that grade will be averaged into the student's cumulative grade point average. g

If an extended illness makes it impossible or impracticable for a student to successfully complete a class or classes, the student may be allowed to withdraw from a class or classes as (WP) - Withdraw Passing or (WF) - Withdraw Failing. If permission to withdraw as WP or WF is given by the building principal and guidance counselor, the grade(s) will not be averaged into the cumulative grade point average of the student. Before students are allowed to withdraw from a class as WP or WF, the student, the parents of the student, the guidance counselor, and the building principal must meet and review the circumstances of the situation. All available means that could be utilized to allow the student to successfully complete the course(s) must be reviewed before permission to withdraw as WP or WF is given by the building principal and guidance counselor.

Tardiness

A student who does not have a valid excuse for being tardy to any class may be required to serve detention or some other assigned intervention. At PHS, consequences for being tardy begin on the 4th occurrence. [Here is a link to those specific consequences.](#)

Graduation Requirements

Platteview High School requires 49 credits to complete graduation requirements. Listed below are specific credits required from individual departments. An additional 17 elective credits are needed to meet all graduation requirements.

Language Arts (8): To include English 9 (2) or Honors English 9 (2), English 10 (2) or Honors English 10 (2), English 11 (2) or Honors English 11 (AP Literature and Composition) (2), and any (2) classes offered to Seniors (Literature & Communication, Contemporary Literature, World Literature, Multicultural Literature, Intro to British Literature, Intro to American Literature).

Social Science (7): To include US History 9 (1), World History (2), US History (2) or *US History 1 (1) and *US History 2 (1), US Government (1) and a Social Science elective (1). ****Both are dual credit courses.***

Mathematics (6): To include math in succession. The typical path of succession is Algebra 1, Geometry and Algebra 2. Students are encouraged to take a fourth year of math. Course depends on the future path of study/career field.

Science (6): To include Biology (2), Chemistry 1 (1), Earth and Space Science (1), Physics 1 (1) and one additional semester of a Science elective (i.e. Chemistry 2, Physics 2, Material Science 1, Material Science 2, Anatomy/Physiology, Chemistry 2). Students pursuing a degree in any science related field at the college or university level are encouraged to take Chemistry 2 and Physics 2 as elective options.

Business (2): College & Career Readiness (1) and Personal Finance (1)

Physical Education (2): Any combination of (2) PE classes.

Health (1): Health (1)

Academic Integrity

Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values. Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

Use of Artificial Intelligence

The emergence of Artificial Intelligence and online programs like ChatGPT has contributed to rising episodes of academic dishonesty at PHS made easily accessible by these new tools. ChatGPT is a natural language processing tool driven by AI technology that can answer questions and assist anyone with tasks, such as composing essays and answering questions. These generative AI sources make it simple for anyone to plagiarize any written assignment or create a full first draft then simply make changes to the source material not generated by the student. PHS views any use of AI and online programs like ChatGPT as plagiarism when the expectation is for students to create their own original work. PHS staff uses the help of Turnitin, an internationally recognized program that identifies uncited, unoriginal information in student work in our efforts to detect when work is being submitted that is not generated by the student. Teachers will use Turnitin to detect possible use of unoriginal information with the knowledge that no program is 100% accurate. Therefore, Turnitin will serve as a first line of detection but teachers will retain the ability to use their professional judgment with input from administration if needed when making a decision on the authenticity of a student submission.

Prohibited Behavior

Students may not cheat, plagiarize, or otherwise participate in any academic dishonesty in any form. Prohibited behavior includes:

- Obtaining, attempting to obtain, or aiding another person to obtain credit for work by any dishonest or deceptive means. This includes the use of any artificial intelligence or resources such as ChatGPT.
- Copying another person's work or answers.
- Willingly sharing your work with another student and allowing them to hand it in as their own.
- Discussing the answers or questions on a test or assignment unless specifically authorized by the teacher.
- Taking or receiving copies of a test without the permission of the teacher.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Submitting work or any portion of work completed by another person.
- Failing to give credit for ideas, statements, facts, or conclusions which rightfully belong to another person.
- Failing to use quotation marks or other appropriate means of attribution when quoting directly from another person or source.

Students will face immediate consequences for making the choice to cheat. Because cheating leaves a teacher without any way to know whether or not a student has mastered a standard, it is important to provide a mechanism for re-measuring students' mastery of the standard - at least on the first offense. The following sanctions will be applied to students who have been caught cheating:

Sanctions for Academic Dishonesty

First Offense:

- The student will be notified of the violation.
- The parents/guardians will be notified of the violation.
- The student will immediately receive a zero (0) on the assignment involved, but will be allowed an opportunity to make up the assignment in whatever manner and time frame the teacher deems appropriate. At completion of the make up assignment, the student can be awarded up to a 60% grade.
- An “Academic Dishonesty 1st Offense Warning” will be documented in PowerSchool.
- Additional consequences may be considered – e.g., loss of student leadership positions, loss of candidacy for or membership in Platteview High School Honor Societies, eligibility for academic awards. This is at the discretion of the school administration.

Second Offense:

- The student will be notified of the violation.
- The parents/guardians will be notified of the violation.
- The student will receive a zero (0) on the assignment involved, and will not be allowed an opportunity to make up the assignment.
- The student will be ineligible for all academic awards.
- An “Academic Dishonesty 2nd Offense” will be documented in PowerSchool.
- Additional consequences may be considered – e.g., loss of the privilege to participate in school activities, loss of student leadership positions, and loss of candidacy or membership in Platteview High School Honor Societies. This is at the discretion of the school administration.

Third & Subsequent Offenses:

- The student will be notified of the violation.
- The parents/guardians will be notified of the violation.
- The student will receive a zero (0) on the assignment involved, and will not be allowed an opportunity to make up the assignment.
- If the third offense occurs in the same course as one of the prior two offenses, the student's grade for the semester will be lowered by one full letter grade.
- If the third offense occurs in the same course as both of the prior two offenses, the student will receive an F in the course for the semester, potentially impacting graduation and athletic eligibility. In addition, the student may be declared academically ineligible for a period no longer than two weeks at the discretion of the PHS Activities/Athletic Director.
- The student will be ineligible for academic awards.
- An "Academic Dishonesty 3rd Offense" will be documented in PowerSchool.
- The student will lose any student leadership positions held.
- The student will not be considered as a candidate for Honor Societies.
- The student will have membership in Honor Societies rescinded.

The student and parent retain the right to appeal any decision regarding academic dishonesty/cheating and sanctions imposed. The appeal will consist of a meeting with the school Principal, Assistant Principal, Counselor and teacher whose class the incident occurred. The Principal will make a final decision on the appeal with input from all involved.

Grading Policy

The Springfield Platteview Board of Education has established grading policies for the entire district. That policy can be [found at this link](#). A few of the most frequently used policies are:

- Effort, participation, attitude, and other behaviors shall not be included in grades.
- Formative/summative percentages as part of an overall grade are determined within each department. Formatives shall not exceed 40% of an overall grade, summatives shall account for at least 60% of an overall grade.
- Students are expected to complete all required formative work through each summative assessment period.
- Before summative assessments, teachers may set due dates and deadlines for all marked work that will be part of a student grade. **This means that formative work will not be accepted after a summative assessment.**
- Penalties on late work shall not exceed 10% if turned in prior to the student taking the summative assessment.
- Students with excused absences shall be given at least 1 day, per day of absence, for make-up opportunities for all missed assignments/assessments.
- Second Chance opportunities shall be made available to students who would like a retake to improve their assessment/project score. All students must follow the department guidelines for second chance assessment opportunities. Students who are enrolled in dual credit courses will follow the partnering institute's guidelines and complete a credit intention form that will be on file at Platteview High School.
- The highest grade a student can attain on a second chance summative assessment is a 100%. Retake opportunities are not available for Finals assessments or Finals projects.
- Scheduling intervention(s) for a retake must be done within 1 calendar week of the original test/due date and the actual retake must be completed no more than 1 week after that. **This means that 2 weeks after an assessment/project is graded there will be no further opportunities for that retake.**
- If a student does not complete a summative project on the due date, they will have a 10% reduction on their project grade. The student's parents will be informed of a late summative project. On the 5th day the project is late, the student may not receive higher than a 79% on the project grade. If the student does not turn in the project on the 6th day, the student will receive a zero.

Credit Recovery/Trojan Academic Center

A student who has failed a course may either be referred to the Trojan Academic Center for credit recovery or will be advised to repeat the entire course. This decision will be based on the amount of work the student completed in the failed class and if skills or standards were achieved at a level that the student can move forward in that academic area. The TAC is designed for unit recovery, not course recovery and cannot be used for initial credit in any class. When repeating a course that a student has failed, it is important to note that the “F” will remain on a student’s transcript and calculated in GPA, while a “P” (not calculated in GPA) will be recorded if credit is earned in making up the credit.

Graduation/Commencement

It is the responsibility of each senior student to work with the school counselor to insure that they are on track to graduate by earning credits in all necessary courses. In addition, notices are sent starting early in the year to seniors and their parents regarding cap and gown rentals or purchasing. It is the responsibility of the student to acquire a cap and gown to participate in the commencement ceremony.

The purpose of the Commencement Ceremony at Platteview High School is to recognize and honor the achievements of the graduating class. It is a formal event and should be treated as such. Platteview High School reserves the right to set guidelines and expectations to assure that we remain true to the purpose of the event. Participation in scheduled commencement practice/rehearsal is a requirement for a student to participate in the PHS Commencement unless otherwise arranged with the principal. The practice/rehearsal will be held during the morning of the last day for seniors

Early Graduation (Board of Education Policy):

Any senior that wishes to graduate at midterm must adhere to the following guidelines:

1. He/she must declare intent to graduate at midterm no later than June 1st preceding their senior year by filling out a form that is available in the counselor's office.
2. Upon an examination of credits to see if midterm graduation is possible, a letter will be sent to the student and a duplicate put in the student's file to confirm the intent of midterm graduation.
3. Any intent to graduate early is contingent upon the student passing course work he/she is enrolled in.
4. Midterm graduates may participate in graduation exercises in the spring with the rest of their class. There will be no formal midterm graduation ceremony.
5. Application to waive a semester of attendance must be made no later than June 1st of the preceding school year.
6. Students must have attended Platteview High School for 2 semesters.
7. At the point of withdrawal from classes the student shall become ineligible for participation in any interscholastic activity sanctioned by the Nebraska School Activities Association.

Graduation at the End of the Junior Year:

The Board of Education has authorized the Superintendent of Schools to permit students to graduate after the junior year in very special circumstances. The procedure to be followed to request graduation after the junior year is as follows:

- The student or parent will request a meeting with the Principal and the Senior Counselor. Both student and parent will attend this meeting.
- The student and parent will explain the special circumstances that they believe necessitate an early graduation. ▪ The Principal and Counselor, based on the parent/student meeting, will make a recommendation to the Superintendent of Schools.
- The Superintendent will make the final decision and notify the parent and student.
- The student will have to successfully pass all graduation requirements in order to graduate early.

Academic Honors

Class Rank

Class rank for all students is determined at the end of each semester and may be obtained from the counselor.

Principal's List

The Principal's List is a designation that is earned by a student who achieves a grade point average of 4.00 in a semester, and is enrolled in each of the four core academic classes (note 9th grade students may only be in three core courses one of their semesters and are still eligible).

Honor Roll

The PHS Honor Roll recognizes students who have achieved a grade point average of 3.75 or above, and are enrolled in each of the four core academic classes (note 9th grade students may only be in three core courses one of their semesters and are still eligible). This recognition is given only at the end of the semester grading periods.

Merit Roll

This is an academic achievement at PHS for students who have achieved a grade point average of 3.50 or above. This recognition is given only at the end of the semester grading periods.

Academic Lettering

Students who have been named to the Honor Roll for four consecutive semesters may request recognition and an academic letter.

English Excellence Award

To earn this award a student must achieve the following: 3.75 GPA, English composite score in the 85th percentile on the ACT, SAT, or PSAT, entered 3 to 5 writing contests or submissions to publications, and earn an 'A' in all Honors or Honors-related English courses or complete four years of Honors English Courses.

Boys State/Girls State

The American Legion and Auxiliary votes on and honors a select group of junior boys and girls from a field of applicants.

Academic Excellence in Mathematics

Students who have completed four years of mathematics courses, have no more than two B's in their math courses and score in the 75th percentile or greater on the ACT qualify for this recognition.

Key Staffer Awards

Recognition for this award is based on participation and excellence in the Journalism Department.

Hugh O'Brian Award

This award is presented to a sophomore student selected by staff to represent Platteview High School at the Youth Leadership Institute.

Most Representative Students

This award is voted on by teachers to recognize students who excel in all areas.

Man/Woman of the Year

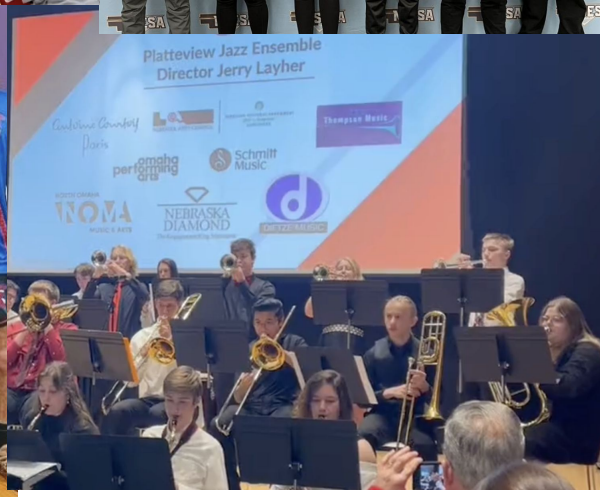
This award is voted on by students to honor one boy and one girl from each class as the man or woman of the year.

Top Ten Percent of the Senior Class

This designation is determined by the weighted grade point average of students. No rounding will occur. Seniors will be officially informed of this honor as soon as possible when all grades have been entered and finalized. In the past, this has been included at Honors Night which occurs before the end of the academic term and therefore changes in the official list might occur after semester final grades are entered.



Extracurricular Activities



Definition

Extracurricular activity shall be defined as “any activity involving students of Platteview High School outside the established academic discipline, at which public attendance is encouraged, or involves contests involving students from other schools.” Such activities at Platteview High School include, but are not limited to athletics, vocal music, band, cheerleading, dance team, Debate, One-Act, National Honor Society, FBLA, Student Council, FCCLA, speech, dramatics and other activities that are NSAA-sanctioned.

Extracurricular Code of Conduct

Participation in Platteview High School extracurricular programs is a privilege, not a right. Students participating in our programs serve as representatives of PHS in and out of the classroom. In addition student health and fitness must be maintained on a year-round basis to meet the demands of interscholastic competition. For these reasons, student-athletes are required to comply with the standards set by these training and personal conduct rules. Students that participate in Platteview High School extracurricular programs must abide by behavior and code of conduct standards as outlined below. The Code of Conduct rules apply regardless of whether the conduct occurs on or off school grounds. Generally, the school favors credible reports and evidence which come from a member of the certified school staff, law enforcement, or admission by the student or student’s parent or guardian. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.



Individual Program Expectations

Individual coaches and sponsors may have program specific expectations that are unique to their particular program that students are expected to follow as a condition of participation and/ or lettering in the program. Such rules may exceed standards of the Platteview High School Parent-Student Handbook and NSAA By-laws, but may not be lower standards/expectations for participation in such a program. Any such additional standards and expectations that are program specific must be approved by the Activities Director and should be clearly communicated to all participants and parents in advance of participating in that program.

Ejection from an Athletic Contest

Athletes or fans that are ejected from a contest will be suspended from play from the date of the ejection through the completion of the next contest the athlete or fan was suspended from. If the ejection was during the last contest of the season the suspension will be carried over into the next activity but not the next year.

Quitting or Being Removed from a Sport/Program

Any student who quits a sport or who is removed from a team automatically forfeits any letter he/she has earned during that season for that sport/program.



Attendance

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.
3. On the day of a contest, performance or other activity, be in attendance for a minimum of four (4) full periods (no periods during day may be unexcused). A student who is not in attendance for four full periods (no periods during day may be unexcused) is ineligible for the contest, performance, or activity. Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception should be approved in advance by the Principal or Assistant Principal.

Academic Participation Policy

A student who chooses to participate in extracurricular activities and athletic programs must meet standards of the Nebraska School Activities Association and those of PHS in order to continue to participate and perform. Failure to do so may result in a loss of the privilege to participate in competition or performances, as outlined in the guidelines to follow. Any student who is participating in an extracurricular activity or athletic program, must be enrolled and pass at least 4 classes (20 credit hours) the previous semester in order to be eligible for varsity competition (NSAA Rule). In addition, Platteview High School has established weekly eligibility criteria for all NSAA extracurricular activities. Weekly eligibility will be established each Monday morning at 9:30AM throughout each semester beginning with the second full week of each semester. The criteria is as follows:

- No student may compete if they are in failing status in two (2) or more classes at time of weekly eligibility check.
- Students in failing status in two or more classes, will be declared ineligible to participate in game competitions or performances, but may continue to practice.
- Student that fail to serve detentions for other discipline (including tardy consequences) will be deemed ineligible at the discretion of the administration.
- Students notified of their ineligibility for competition or performance, should initiate contact with their teacher(s) to create a plan of improvement.

Procedures

- The PHS Activity Eligibility List will be generated beginning on the second, full week of any new semester.
- All work submitted through 5PM on Friday each week will be included in grading for the next eligibility period.
- Teachers are asked to communicate with students that are failing or near failing. However, Schoology is available for student and parent access.
- The PHS Activity Eligibility List is run on Monday mornings at 9:30 AM.
- The Athletic and Activities Director will send the PHS Activity Eligibility List to all athletic and activity coaches/sponsors each Monday AM.
- The Athletic and Activities Directors will notify parents/guardians of students (and students) on the ineligible list via email on Monday AM.
- Coach/Sponsors will make contact with the students on the ineligible list at practice or during class to notify them of their status.

Concussions: Return to Learn Protocol

Students who sustain a concussion and return to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical and academic staff until the student is fully recovered. *Parents are responsible for notifying the health office when their student sustains a concussion during any school or non-school related activity.*

The school administration of Platteview High School adopts NDE Guidance entitled “Bridging the Gap From Concussion to the Classroom,” as its return to learn protocol, with the recognition that each student who has sustained a concussion will require an individualized response which may require time away from a sport or activity.

Students who participate in any extracurricular program and have suffered a concussion must follow the process set up in Return to Learn. The athletic trainer and athletic director retain the right to hold out of practice or a contest any student who sustained any level of concussion and has not been cleared by a medical professional or completed the Return to Learn protocol.

Specific grounds for extracurricular discipline and areas such as drug & alcohol use [can be found at this link.](#)



Trojan Awards for Athletics and Activities

Students will be recognized at Honors Night in the following areas:

Mighty Trojan Award - Three-sport athletes for the current school year.

Iron Trojan Award - SENIORS who completed each season in three sports for all four years of high school.

Trojan Star Award - Students who participated in at least 4 activities during the current school year.

Golden Star Award - SENIORS who completed each season in at least 4 activities during all four years of high school.

Platinum Star Awards - Students who participated in a combination of at least 5 activities and athletics during the current school year

All Star Award - SENIORS who completed each season in a combination of at least 5 activities and athletics during all four years of high school.