

# *Platteview High School 2024-25 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.

The school district prohibits sex discrimination in any education program or activity that it operates and individuals may report concerns or questions to the Title IX Coordinator. The school district's Title IX policy, notice, and other information may be accessed at the following link: <https://www.springfieldplatteview.org/Title-IX-Information>



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, 10<sup>th</sup>-12<sup>th</sup> grade students

Sarah Svoboda, Counselor, 9<sup>th</sup> grade students

### Main Office Staff

Jackie Case, Administrative Assistant, Finances

Catherine Dodd, Administrative Assistant, Athletics & Activities

Amy Kiser, Administrative Assistant, Attendance

Katie Wallman Administrative Assistant, Principal

### Department Chairs

Deb Vahle, Special Education and Student Services

Jon Comine, Social Sciences

Andrew Hopp, Mathematics

Kirsten Ehrke, World Languages

Patti Layher, Career Education

Nick Crouse, Physical Education and Health

Michael Kersulov, Language Arts

Morgan Kroll, Performing and Visual Arts

Sarah Ortiz, Science



## SPCS School Board

Lisa Roseland, President  
Kyle Fisher, Vice President  
Brenda Guenther, Board Secretary  
Lee Smith, Treasurer  
Brian Osborn, Member  
Adam Larson, 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, Tim Seretta  
Director of Public and Community Relations, Nichole Baugh  
School Resource Officer - Adam Huff  
District Nurse - Kelli Haynes





[illegible]

**\*\*Statewide ACT Date for Juniors is Wednesday, April 2nd. It is vital that all students are in attendance**





# The School Day





# 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	<b>1st Lunch</b> 11:43 - 12:13
Period 5	11:47	-	1:01	<b>2nd Lunch</b> 12:31 - 1:01
Period 6	1:05	-	1:49	
Period 7	1:53	-	2:37	
Period 8	2:41	-	3:25	

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	<b>1st Lunch</b> 11:06 - 11:36
Period 7	12:16	-	12:48	<b>2nd Lunch</b> 11:42 - 12:12
Period 8	12:52	-	1:25	

1:25 PM • EARLY DISMISSAL • 1:25 PM

## MONDAY « LATE SART

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	<b>1st Lunch</b> 12:03 - 12:33
Period 6	1:20	-	1:59	<b>2nd Lunch</b> 12:46 - 1:16
Period 7	2:03	-	2:42	
Period 8	2:46	-	3:25	

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	

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 in the District Handbook. 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 twelve (12) or more countable absences per semester for each individual class period for any reason other than school-sponsored activities, medical issues verified by a note from a physician and three college visits per school year. Attendance at a funeral of a direct family member, a required court appearance and a religious observance will also not be considered countable absences. School absences that do not meet the previously stated criteria and are excused by parents are countable absences. The school will notify the parent or guardian after 7 and then at 12 absences. Next steps will be considered by Admin at this time if needed.

**Reporting Habitual Truancy** Students who accumulate twenty(20) unexcused absences or the hourly equivalent per year shall be deemed to be habitually truant. If attendance issues have not improved after contact from PHS, the Principal could file a report with the county attorney of the county in which such person resides. The full SPCS Compulsory Attendance and Excessive Absenteeism Policies [can be found here.](#)



## 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. In the event that a student does have food delivered to PHS during the school day, administration will store the food and return it to the student at the end of the school day.

[2024-25 Lunch Prices can be found here.](#)

### **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 student should park there during the school day (7:15am-3:25pm). Any violation of this policy will result in an immediate consequence which could include up to a day of In-School Suspension. This includes using cameras to confirm if a student did park in the West lot after the fact.
- 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. PHS believes cell phones create a consistent disruption to the learning environment and requires a more strict approach. Our updated policy can be found here: [2024-25 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 35

Foundations of Art - \$15 25

Drawing and Painting - \$20 25

Advanced Art, Pottery, 3D Art - \$25 30

Material Science 1 & 2 - \$25 30

Woods 1 - \$40 50 PROPOSED INCREASES

Woods 2 - \$85

Foods 1 - \$20 30

Foods 2 - \$30 40

Photography - no more than \$50

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

### **Dress Code**

The school district establishes a dress code that can be found in the District Handbook. Enforcement of the dress code begins at the start of Zero Hour every school day. On Mondays, start time is 8:20am. Tuesdays-Friday, start time is 7:15am.

## iPad/MacBook Damage Fees

Students must pay a fee to check out an iPad and MacBook (when approved) from Springfield Platteview Community Schools as part of our 1:1 iPad Initiative. If the parent does not want their student to check out the device and use it 24/7, the device must be returned to the school's media center at the end of each school day. **The current fee is \$20 annually per device, applicable for one academic school year. The fee should not exceed \$60 per family annually.**

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

Claims	With Fee	Without Fee	Additional Fee	Replacement Cost
*Lost/Stolen iPad/Non-Repairable	<b>\$300</b>	<b>\$350 (full replacement cost)</b>	Sync Cable Only	<b>\$10</b>
Cracked iPad Screen (Remains Usable)	<b>Covered</b>	<b>\$350 (full replacement cost)</b>	Puck (Plug-In)	<b>\$20</b>
iPads Repairs	<b>Covered</b>	<b>Actual Repair Cost (not to exceed \$350.00)</b>	Puck and Sync Cable	<b>\$30</b>
*Lost, Stolen Laptop/Non-Repairable	<b>\$500</b>	<b>\$750 (total replacement cost)</b>	School Issued Case	<b>\$30</b>
Cracked Laptop Screen/ Repairs (Remains Usable)	<b>Actual Repair Cost (not to exceed \$500.00)</b>	<b>Actual Repair Cost (not to exceed \$750.00)</b>	Laptop Charger	<b>\$79</b>

\*Fees will be applied at the district's discretion due to the incident.

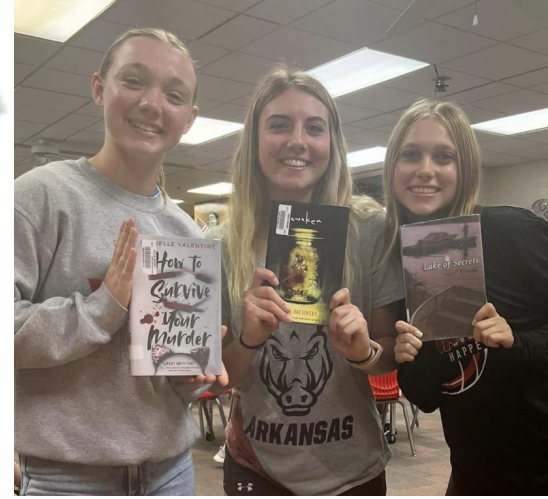
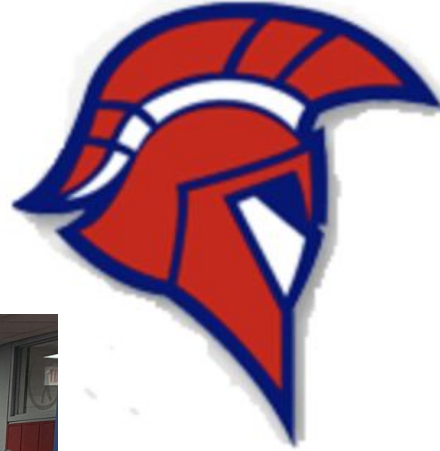
Peripheral devices (e.g., Apple Pencil, Logitech Crayon) will be charged to the student at the district's cost for replacement.

Parents will have the option to pay the annual fee of \$20. Since MacBooks do not have AppleCare, the district will apply fees at its discretion due to the incident.

If there is an outstanding fee (including lunch balance) from the previous year, devices will not be issued in the new school year.

The student/guardian will review and sign off on these fees during returning student verification.

# 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 [at this link.](#)

### **Class Load**

Students in grades 9-10 are required to carry a **minimum of seven (7) 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 (6) 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 (4) 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.

## **20+ Absences Procedure**

When a student hits more than 20 countable absences in any single period, they will be dropped from that class with an 'F'. School-sponsored activities, medical issues verified by a note from a physician, three (3) college visits per school year, attendance at a funeral of a direct family member, a required court appearance and a religious observance do not count toward the total absences in this area. School absences that do not meet the previously stated criteria and are excused by parents are countable absences. Here is a link to the [Contract](#) that will be issued and signed when this occurs. Credit recovery will be immediately arranged for any student that has this procedure applied.

## **Senior Open Periods**

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

- 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 three (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 1<sup>st</sup> or 8<sup>th</sup> 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, any student must meet (and maintain) all of the following qualifications:

- No discipline referrals resulting in the student being suspended (in-school or out-of-school) the previous semester.
- Must remain in good academic standing throughout the semester (no D's or F's)
- 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. 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 and Springfield-Platteview Community Schools, in accordance with the Nebraska Department of Education and our local School Board, mandates 49 credits to complete graduation requirements. A semester class is worth 1 credit. Specifically, the following number of credits are required in academic areas:

8 in ELA, 6 in Math, 6 in Science, 7 in Social Studies, 2 in Business/College (3 starting with the Class of 2028 as the State of Nebraska mandated a Computer Sciences Class), 3 in PE/Health, 17 Electives (this number is 16 starting with the Class of 2028 due to new Computer Science class).

[Here is a link](#) to all credit requirements and what is taken during each of the four years.



## **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 1<sup>st</sup> 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 2<sup>nd</sup> 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 in the District Handbook. 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 or above in a semester, and is enrolled in each of the four core academic classes (note 9<sup>th</sup> 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 3.5 to 3.99, and are enrolled in each of the four core academic classes (note 9<sup>th</sup> 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.

### **Academic Lettering**

Students who have been named to the Principal's List or Honor Roll for both current semesters may request recognition and an academic letter. Seniors who Academically Letter for four years will receive special recognition at Commencement.



### **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. This will not be announced at Honors Night which occurs before the end of the academic term and therefore changes in the official list might happen after semester final grades are entered.



# Extracurricular Activities



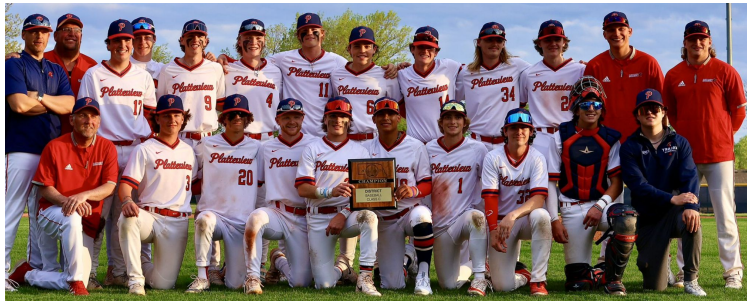


## **Definition**

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.





## **Good Standing Policy and Student Participation in School Sponsored Dances/School Events**

To attend Homecoming or Prom or other school events as designated, a Platteview HS student must be in “Good Standing” specific to academics, daily attendance and tardies. To be in “Good Standing” at Platteview HS, students must achieve all three of the following criteria at the time of ticket purchase. Eligibility checks for “Good Standing” will not be extended further than the last school day before the event - this will be a hard deadline.

### **Academics**

\*Grades 9-10 must earn a passing grade in at least Five (5) classes. Grade 11 must earn a passing grade in at least Four (4) classes. Grade 12 must earn a passing grade in at least half of their classes.

### **Daily Attendance**

\*Absent 10% or fewer total school days. School-sponsored activities, medical absences verified by a note from a physician, up to three (3) college visits per school year, attendance at a funeral of a direct family member, a required court appearance, or a religious observance will not be considered countable absences toward “Good Standing.” PHS Admin reserves the right to determine countable vs. uncountable absences if necessary. School absences that do not meet the previously stated criteria but are excused by parents are countable absences.

### **Tardiness**

\*A cumulative total of fewer than 12 tardies.

**Students failing to achieve “Good Standing” in all 3 categories (Academics, Daily Attendance, Tardiness) will not be permitted to attend the Homecoming Dance, Prom or other school events as designated. PHS Admin will communicate to students who are not in “Good Standing” periodically in hopes that this will motivate students to achieve “Good Standing.”**

### **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.

### **Sunday Activities**

In order to provide students with sufficient time away from school for family-related interests, PHS does **not** allow the scheduling of athletics or activities practices on Sundays. In the event that a team or group has a unique scheduling event such as playing/performing on a Monday or if Districts/State are in the coming week, this rule can be waived by the Principal and/or the Activities Director.

### **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 and PowerSchool are 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.

