Plainview Elementary

Parent/Student Handbook

2023-2024

301 West Woodland Ave
Plainview, NE 68769
(402) 582-3808
www.plainviewschools.org

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Plainview Public Schools

DR. DARRON ARLT
Superintendent
Phone 402-582-4993

MRS. JEN HODSON
PK-6 Principal
Phone 402-582-3808

MR. KYLE SCHMIDT
7-12 Principal
Phone 402-582-4991

A Message to Our Parents

Dear Parents/Guardians:

Welcome to a new school year at Plainview Elementary School! The faculty, staff, and I are proud to partner with you in the education of your children.

Educational success for all students cannot be complete without the effective partnership with all parents. You are the most essential part of your children's education, and it's important that we build a strong relationship in order to best serve your children's educational needs. Therefore, we strongly encourage you to participate in our Parent-Teacher Conference Days and other school activities.

You will find in the Parent/Student Handbook some very important information regarding some of the policies and procedures established for the safety of the children and the smooth operation of the school. Please read this information carefully and keep it for future reference. All guidelines and regulations herein are open to interpretation and application by the administrative team based on variables unique to the circumstances involved. Should you have questions, feel free to contact the school staff at (402)582-3808.

My hope is that the partnership you develop with your children's teacher and the school will reflect a positive feeling about education and will be impactful for you and your children. Here at Plainview Elementary we strive to build an uncommon learning experience for all students by incorporating excitement, energy, and enthusiasm into everything that we do. Amazing things happen every day and we want you to be part of that experience at Plainview Elementary School.

Educationally,

Jen Hodson
Principal, Plainview Elementary School

Plainview Elementary Quick Facts

School Mascot	Plainview Pirates
School Colors	Red & White
School Motto	Preparing Innovative, Resilient, and Accountable Thinkers towards an Empowering future.

School Song

So here's a cheer for dear old Plainview High.
That's where you'll always see those banners fly.
That's where the students show their pep and vim.
And with a cheer they give a yell, a yell, a yell!
That's where they students surely can't be beat.
They'll show their sportsmanship in all their feats.
So let us show that we appreciate ('preciate) Plainview High
Go! Fight! Go-Fight-Win! Let's Go! Fight! Go-Fight-Win!

School Goal

To show growth in reading comprehension with the focus on main ideas and supporting details.
Year 1--60%
Year 2--65%
Year 3--70%
Year 4--75%
Year 5--80%

Teachers & Staff

Preschool	Crystal Hoffman
Kindergarten	Rhonda Arlt
Kindergarten	Sage Wortman
First Grade	Karissa Eichberger
First Grade	Whitney White
Title I	McKenzie Hostert
Music/Band/Vocal	Wynter Fulsaas
Music/Vocal	Brittani Beegle
Physical Education/Guidance	Maureen Hamm
Art	Manndi Silhacek
Special Education Paraeducators	Ann Spulak, Amy Dummer & Gina Utecht
Title I Paraeducators	Amanda Baird & Melissa Jacot
Upper Elementary Guidance	Jeremy Peter
Second Grade	Ann Gutz
Second Grade	Abby Simpson
Third Grade	Dawn Williams
Fourth Grade	Brittany White
Fifth Grade	Brandi Alexander
Sixth Grade	Matt Chambers
Special Education	Paige Goetzinger
Administrative Assistant	Tracy Westrom
Media/Librarian	Bernice Yilk
Media/Library Para	Kristina Richter
Classroom Paraeducators	Angie Rafert, Candace Coover & Trynity Sauser

---Procedural Information---

Attendance Procedures

Regular attendance is required for students to achieve their maximum potential and is supported through our Board's Policies. A student who has unexcused absences may be considered truant as per state law, Neb.Rev.Stat. 79-201. Truancy is a violation of school rules with consequences that may include time being made up, loss of credits, and or summer school. Students that leave school grounds unexcused during the academic day without permission will be considered truant.

Students that are going to be absent from school will be required to have their parent or guardian contact the school before 8:30 a.m. Work from an absence will be granted the same amount of time that was missed to make up the work. Ex. If a student misses one day of school due to illness, the student will have one day to make up the work. There will no longer be excused and unexcused absences. If a student is gone from school for any reason other than a school activity it is considered an absence.

Excessive Absenteeism - Students that accumulate 10 or more absences in a semester or 20 or more absences in an academic year. When a student has excessive absences, the following protocol will be put into place:

1. After 10 absences a letter will be sent home making parent(s)/legal guardian(s) aware of their students' absences.
2. After 15 absences a letter will be sent home as well as setting up a meeting with the student and their parent/legal guardian to come up with a plan to get the student to school on a regular basis and explain the severity of missing school. This meeting will need to be held within 10 days of the phone call/letter going out.
3. After 20 absences in one school year, students will automatically be enrolled in summer school at this time to make up missed time from school. A letter will also be filed with the county attorney at this time.

Late Arrivals/Tardies

Students will be considered tardy to school if they are not in their classroom when the tardy bell rings. The first bell rings at 8:00 a.m. with the tardy bell ringing at 8:05 a.m. Discipline for tardiness:

1. Students that acquire 5 tardies will stay from 2:00–3:30 Friday with the principal.
2. Students that acquire 10 tardies total will serve a 1 day in school suspension along with a phone call made to the student's parent/guardian.
3. Students that acquire 15 tardies total will have a 1-day absence added to their attendance along with a phone call made to the student's parent/guardian.

---Behavioral Expectations--

Conduct/School Rules

Schools provide an environment conducive to learning and to the development of each student's full potential. Guidelines have been established to maintain the environment and to provide for the safety and well-being of students. School regulations apply in the school building, on the school grounds, while traveling to and from school, and at events where the school is represented. Disruptive students who interfere with the educational process and/or do not comply with the regulations and procedures set out in this handbook are subject to disciplinary action as deemed appropriate by the principal and/or the administrative team.

Disciplinary action on a student may be taken by any school employee. Parents will be advised of disciplinary action when the teacher or principal feels it necessary. Parents can easily assist in promoting good behavior by:

- Supporting the school in requiring students to observe all school rules and accepting responsibility for any misbehavior on their part.
- Maintaining an active interest in your child's daily work. Make it possible for students to complete assigned homework by providing suitable conditions for studying at home.
- Checking both sides of the story before taking action.

Rules for conduct will be established in each area of the school: classrooms, lunchroom, playground, bathrooms, hallway, busses. The following is a list of some major infractions which may result in detention, in-school suspension, or out of school suspension:

- An excessive accumulation of minor infractions
- Possession of tobacco, alcohol, or any other drugs or paraphernalia
- Disrespectful behavior shown toward teachers, school officials, other adults, or peers
- Cursing at adults or peers
- Hitting, kicking, biting, or spitting on or toward others
- Insinuating weapon/gun play of any sort, or any language used about weapon/guns

Playground Rules

When on the playground, the teacher and/or paraeducator on duty is in charge. Students will follow all playground rules. Students are expected to play nicely. If students do not follow the rules, they will be asked to sit out for a time deemed appropriate by the recess monitor.

Below are recess rules that all students are expected to follow:

<u>Equipment</u>:

- You may not come back in for equipment once you are outside
- Carry equipment to the playgroups and carry it back inside after recess

    - do not bounce balls or toss balls in the air
    - do not drag or swing jump ropes
- If you take a piece of equipment out, you are responsible for bringing it in
- Do not bounce balls against the walls of the school - other classes are in session
- Do not kick balls while on swings

Playground:

- Leave all nature materials (leaves, acorns, flowers) outside
- Games are not exclusive to certain groups. Anyone who wants to join a team may play
- When the whistle blows, recess is over. Line up immediately to come back into the building

Outdoor Equipment:

- Do not climb on top of monkey bars, tunnels, or other equipment
- Only one person may go down the slide at a time
- Slide down the slide on your bottom
- No running up the slide
- Sit with your bottom on the swing (not knees)
- Only one person on a swing at a time
- No "under dogs" on the swings
- Do not run between swings
- Do not jump off of swings
- No throwing sand, dirt, or snow
- Do not bury bodies or outdoor equipment in the sand
- Do not hang on, run into, or mess with the volleyball nets - simply play volleyball
- Football games will be TOUCH FOOTBALL only - NO TACKLE.
- If there are fights or unsettled disputes during football, volleyball, or basketball the ball will be taken away for the remainder of the recess or longer if the recess monitor deems necessary.
- No hitting, spitting, or yelling at other students

Student Cell Phones

Students are allowed to bring cellular telephones onto school property. The device must remain off and out of sight **at all times** until the end of the instructional day at which time use is permitted. Any student found using a cellular telephone or any unapproved electronic device on school property during the instructional day may have the device confiscated. If this is a continual problem, parents will be contacted, and devices may no longer be allowed on school premises.

Dress Code

Students at Plainview Elementary are expected to dress in a way that is appropriate for a school setting. The appearance and dress of Plainview students shall be that style, which is consistently in good taste, socially acceptable, and does not endanger the health, welfare, or safety of anyone or interfere or detract from the learning environment or teaching process in our school. Following is a
list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the principal may be deemed inappropriate for the school setting:

- Clothing or jewelry that is gang related, advertises beer, alcohol, tobacco, guns, or illegal drugs.

- Clothing that shows an inappropriate amount of bare skin or undergarments (midriffs, halter tops, sagging pants, tank tops, see through clothing, biker shorts, spaghetti straps)
- Clothing or jewelry that could be used as a weapon or for "horse-play" (spikes, chains, slap bracelets)
- Head wear including hats, caps, and bandanas.
- Clothing or jewelry which exhibits nudity, makes sexual references, carries a double meaning or is in any way obscene or in bad taste.
- Lounge/pajama bottoms may not be worn
- Yoga pants or tights may be worn as long as a shirt, skirt, or dress is worn over the top and is at least palms length.

---General Information---

School Hours

The school office is open Monday-Friday from 7:30 a.m. to 4:00 p.m. If you need to contact the school before or after these hours, you may call (402) 582-3808 and leave a message. Someone will return your call, during our normal school hours.

School Hours for elementary students for the 2022-2023 school year are 8:00a.m.-3:27p.m. Monday through Thursday and 8:00a.m.-2:00p.m. on Friday.
PRESCHOOL: Morning preschool will be from 8:00a.m.-11:30a.m and afternoon preschool will be from 12:00p.m.-3:27p.m. Monday through Thursday. The first Friday of the month there will be NO PRESCHOOL and all other Friday's morning students will come from 8:00a.m.-10:45a.m. and afternoon students will come from 11:15a.m.-2:00p.m.

Arrival: 7:45a.m. – 8:00a.m.
PLEASE DO NOT DROP OFF YOUR CHILD TO SCHOOL BEFORE 7:45 a.m. There are no staff on duty to supervise students before this time. Students who would like breakfast are allowed into school at 7:30a.m. If your child has breakfast at home, please do not send your child to school before 7:45a.m. Students must be dropped off in front of the school in the designated drop off area.

Dismissal: Begins at 3:27p.m.
Bus Students: All bus students are dismissed at 3:27p.m. (or as soon as all 4 busses arrive in the front of the school)

- **Parents**: Please do NOT park in the street in front of the school as that is reserved for busses.

Student Walkers: All walkers are dismissed at 3:32p.m. and are expected to begin walking to their after-school destination at that time. They will not wait on or near the school premises for friends or for a ride.

Parent Pick-Up: A second bell will ring at 3:32p.m. for all students who are being picked up from school.

- Once all four busses have passed through on Woodland Ave, traffic is to come through and pick up elementary students. We ask that you pull all the way to the front and we will send your child to you. This allows several students to load into cars at the same time thus expediting our pick-up process.
- Please do not wait in other parking areas and have your child come out on the early bell. This defeats the purpose of the bell system.

- Except for emergency situations, parents should not regularly come to the office to pick up their children.
- Parents of students who are picked up early on a regular basis will be contacted by the principal to discuss the reasons and to develop a preventative plan.

Please Note: When a child is left at school after dismissal, we make every reasonable attempt to reach the parent/guardian. Should all efforts fail, the Police or Child Protective Services may be contacted for assistance.

Walking Club

Walking club begins at 7:40 each day in the Pirate Gym. Students participating in Walking Club and also wanting to eat breakfast will need to east breakfast ***before*** they go to Walking Club. If students have been at Walking Club and then come into the school building at 8:00 and want breakfast, they will NOT be able to. Eating breakfast should have taken priority over going to Walking Club.

Walking Club is a privilege. If students are not able to follow directions and behave in an appropriate manner, they will not be able to participate in Walking Club.

Change of Address/Phone Number

It is vital in the educational process to be able to contact parents/guardians via phone and mail regarding student emergencies, behavior, progress, and other pertinent information. If your phone number or address changes during the year, please notify the school office so that this information can be updated immediately.

Educational Records Request

Requests by parents/guardians for information regarding their children's educational records should be made to the office at least two (2) days in advance. This includes requests for student transfers and requests to view your child's record. It is important to be mindful that requests to the school may not be able to be fulfilled immediately.

Concerns & Complaints

From time to time a situation may arise in which you have a concern or a complaint about how something in the classroom or playground was dealt with. Should there be a concern, **please contact the classroom teacher first**. They are the first line of support for your child. If a solution to the problem cannot be found, then contact the elementary principal.

Bike Rules

If students ride bikes to school, they must follow rules to ensure the safety of themselves and other students. The rules are:

- Bikes must be parked in or near the bike racks after arrival at school.
- All riders must obey the safety rules.
- The school is not responsible for lost or stolen bikes; however, we will do all we can to aid in the recovery.
- Bicycles ridden to school must be maintained in safe, operating condition at all times.
- Bikes must be walked away from parked busses.

- Bicycles may NOT be ridden on the sidewalk in front of the school during drop-off or pick-up times. Riders must walk their bikes during this time.

Bus Procedures

The bus drivers have the responsibility of transporting children to and from school each day in a safe manner. Therefore, it is critical that all children follow the rules that have been established. When a child's conduct is excessively disruptive or endangers the others riding the bus, he/she will be excluded from the bus until the school can be assured of acceptable behavior.

The following rules MUST be followed while riding on busses to and from school:

1. Students must be seated while the bus is in motion.
2. Students must follow the direction of the bus driver the first time the directions are given.
3. Students must be quiet when stopping at railroad tracks.
4. Hands and feet must remain to self at all times.
5. All trash must be thrown away.
6. No profanity or rude comments.

Library Services

Students in Preschool through Sixth grade will be able to check out books from the library. Students are expected to take care of the books that they are checking out. If a book comes back to the library and it has been destroyed, the student will be responsible for the cost of replacing the book. If a student loses a book that has been checked out to them, the student will be responsible for the cost of replacing the book.

Students may check out the following number of books at a time:

PK, K, 1st Grade – 2 books at a time
2nd & 3rd Grade – 3 books at a time
4th, 5th, & 6th Grade – 4 books at a time

Student Fees

Student Fees Policy (Refer to school policy 504.19)

The district may charge student fees or require students to provide specialized equipment or attire in the following areas:

1. Participation in extracurricular activities, including extracurricular music courses;
2. Admission fees and transportation charges for spectators attending extracurricular activities;
3. Post-secondary education costs, limited to tuition and fees associated with obtaining credits from a post-secondary institution;
4. Transportation fees for option students not qualifying for free lunches and nonresident students as allowed by state statute;
5. Copies of student files or records as allowed by state statute;
6. Reimbursement to the district for property lost or damaged by the student;
7. Before-and-After-school or pre-kindergarten services in accordance with state statute;
8. Summer school or night school; and
9. Breakfast and lunch programs.

The Superintendent shall establish a Student Fee Fund and ensure that funds collected as fees for the following purposes are properly recorded and deposited to it:

1. Participation in extracurricular activities;
2. Post-secondary education costs; and
3. Summer or night school.

Lost and Found

Articles found in the building or on school grounds should be turned into the office. Articles not claimed by the end of each semester will be discarded or be donated to charitable organizations. To assist in recovery of lost items, please ensure items have your child's name written on them.
We will have tables of lost and found items at Parent/Teacher Conferences. Please be sure to check these tables thoroughly as this will be a great opportunity to claim items before they are sent out for donation

Field Trips

School sponsored field trips are designed to complement the curriculum and are related to the Nebraska Department of Education Standards for each grade level. A field trip permission form will be sent home and must be completed by the parent/guardian before students are able to attend their respective grade level field trip. The following are true for all grade level field trips:

- Parent/guardian will be notified of each field trip.
- Parent/guardian may be required to escort a child on a field trip due to his/her behavior.
- Any student with 2 or more ISS/OSS before their field trip or the fun day will not be allowed to participate.
- In some cases, a student may be denied going on a field trip; should this occur, the parent/guardian will be notified.
- Some grade levels may ask for parent volunteers, in these cases, parents will need to pay for their own entrance into the field trip.

Releasing of Students

Students will only be released to the parent/guardian listed on school forms. Any other adult requesting to pick up a student MUST be an approved person on file and must have a written request from the parent. In addition, the school follows all custody and court orders regarding placement of students. It is also against our policy to release children via telephone or to other siblings under the age of eighteen (18) years of age during school hours.

Telephone Usage

The office telephone is for business calls. Students may use the office telephone only in the case of an emergency and with written permission from the teacher. Also, parents should avoid calling the school requesting to speak with students.

Valuables

Please do not allow your child to bring large amounts of money and/or other valuable items to school. Plainview Elementary School is not responsible for lost or stolen items.

Visitors

For the safety and protection of the students and staff, all persons entering the building must report to the office and sign in to receive an identification badge. This badge is to be displayed while in the school. This includes parents, family members, and volunteers. At the end of the visit, visitors are to return to the office and sign out. All visitors are requested to enter and exit through the front of the building.

Volunteering/ Parental Involvement

We value the volunteer services of parents/guardians. During the school year, there will be numerous opportunities for volunteers to support school programs, classroom parties, and various activities throughout the school. If you are interested in serving as a volunteer, please let your child's teacher know so they can add your name to their list! They will contact you when volunteer opportunities arise throughout the year.

---Health Information---

Health Program

The school clinic is operated by a school nurse only when she is available, otherwise it is ran by office personnel. Parents are called if their child has a fever of 100 degrees or appears to be suffering from an illness or injury. **To ensure prompt notification it is critical that all emergency forms are current**.
If students are sent home with a fever, they are not to return to school until they have been fever free ***without medication* for at least 24 hours.
**If students have live head lice, they be sent home & asked to treat the problem. If nits are present parents will be contacted and asked to treat & remove nits and students may remain in school.

Limited Physical Activities

If a health condition prevents a student from participating in physical activities over an extended period of time, a note from the doctor indicating the limitation is required.

Medication Policy

If your child is in need of either prescribed or over the counter medication, you must fill out a medication form and have it on file at the office. All medication (prescription and OTC) will be kept in the office at all times. Students will need to come to the office to take medication. Any medication brought to school must be brought in the original container by the parent/guardian and not the student.
If your child is administered medication at school daily, when attending a field trip, the nurse will send a single dose of the medication with the teacher who has received training from the school nurse. If your child uses a multi-dose inhaler at school, the one you provided will be sent on the field trip. The only medications that can be given on field trips are the ones for which a permission form, signed by the doctor and parent, is on file with the school nurse.

Behavior Points of Contact

Behavior Points of Contact (Refer to school policy 508.19)

The district shall maintain or have access to a registry of local mental health and counseling resources for the students and families. Each behavioral awareness point of contact shall coordinate access to support services for students whenever possible. If information for an external support service is provided to an individual minor student, school personnel shall notify a parent or guardian of the contact in writing unless such recommendation involves law enforcement or child protective services.

Point of Contact at Plainview Elementary School—school administrator

School Breakfast & Lunch

Breakfast and lunch, including milk, are available each school day. Additional milk may be purchased separately. All students are expected to buy or bring a lunch to school daily. A menu will be sent home at the beginning of each month. Menus are also located on the Plainview Public School website at www.plainviewschools.org. Lunch boxes/bags should be marked with your child's name. In an emergency, students will be allowed to charge their lunch. Applications for free and reduced lunches are available in all school offices.

The prices for lunch are as follows: *(note: all meal prices include milk)*

- Elementary Breakfast - $1.70
- Reduced Breakfast - $0.35
- Adult Breakfast - $2.40
- Elementary Lunch:
  - K-2 - $2.35
  - 3-6 - $2.55
- Reduce lunch - $0.45
- Adult Lunch - $4.00
- Milk Only $0.50

Money can be added to a student's lunch by coming to the elementary office and paying cash or a check to Mrs. Tracy Westrom or by paying online through PowerSchool. There is a $2.75 fee for paying online per deposit up to $100.00. Any amount over results in a greater fee charged.

Unpaid Meal Charges

Households can apply for meal benefits any time during the school year and include all payment methods used at the school to help cover any unpaid meal accounts.

Nondiscrimination Statement

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

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

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

---Safety---

Emergency Drills

Several times during the school year, the students will practice fire, tornado, earthquake, and lockdown drills. Fire drills will be conducted on a monthly basis from September through May. These drills prepare students in the event of an emergency.

School Closings

The Superintendent of schools is authorized by the Board of Education to close Plainview Public Schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations and through the PowerSchool all-call system.

---Instructional Information-

Grading Scale

Kindergarten or first grade students do not receive numerical or letter grades.

The marking key for kindergarten students is: 1, 2, 3. **1** = Beginning **2** = Progressing **3** = Proficient

The marking key for first grade students is: E, S+, S or S-, U.
E = Excellent **S+** = Above Satisfactory **S** = Satisfactory **S-** =Below Satisfactory **U** = Unsatisfactory

Second-Sixth grade students receive letter grades.

A+	
A	
A-	
B+	
B	
B-	

C+	
C	
C-	
D+	
D	
D-	

A - Outstanding progress, superior work
B - Good, better than average accomplishments
C - Average progress and accomplishments
D - Poor, but passing
F - Unsatisfactory

Additional codes for grades 2-6 may include:
E- Excellent (95%)
S+ - Above Satisfactory (88%)
S – Satisfactory (80%)
S- -Below Satisfactory (75%)
U – Unsatisfactory (0%)

Homework

Homework is a vital part of the total learning process. Grade level practices are communicated to the students and parents during the first week of school by each classroom teacher. Homework serves to provide necessary practice in essential skills; enrich and extend the school experience; and promote growth and responsibility.

The National Education Association formulated "The 10-Minute Rule" which teachers will work to comply with. This rule suggests that students should be doing about 10 minutes of homework per night per grade level. In other words, 10 minutes for first graders, 20 for second graders, 30 for third graders, and so on.

It is important to note that teachers will also send home any work that students did not finish while in school. If students were not applying themselves or using their time wisely, they may have additional work some evenings. If you notice your child is consistently having more than the 10-Minute Rule's worth of homework, please have a conversation with them about their work habits in school. Then reach out to their teacher as well.

HOMEWORK POLICY: All students are required to have homework completed at the beginning of each class period. Students who fail to have completed homework will be required to attend Advantage the day that the assignment was not completed after school, running from 3:35 to 4:15. Students will be required to stay for the entire Advantage time even if they complete the work early. Students that skip Advantage will be required to

attend on Friday from 2:00 to 3:30. Students will be required to contact their parent/guardian to inform them that they will have to attend advantage and show that communication to their teacher.

Advantage

Advantage time is for those students who are failing a class OR do not have their homework done. Advantage is not an optional time; it is required even if it is an inconvenience to the student/family involved. Advantage will run Monday - Thursday 3:35 - 4:15 and Friday 2:10 - 3:30.

- Failing Classes - Any student who is failing a class, that is a 69% or below when the progress report is run on Mondays will be required to attend Advantage for the entire week Monday through Friday.
- Homework not done - Any student that does not have their homework done when class starts will be required to attend Advantage after school the day the assignment was due. Students will be required to contact their parent/guardian to inform them that they must stay after school and show proof of communication to the teacher. Students will complete the assignment during Advantage and turn it into the Advantage coordinator. If the assignment is not completed the student will be required to attend on Friday for the entire time. Teachers will be required to contact parents in this situation. If students do not complete their work on Friday, they will receive a "0" or the grade that they have earned up to that point.
- If a student skips Monday-Thursday advantage they will be required to attend Friday.
- If a student skips Friday advantage they will have an ISS the following Monday.
- If a student does not cooperate during the advantage time they will be asked to leave. If this happens a 4th time or more the student will serve an ISS/OSS the following day.

Protected Instructional Time

Between the hours of 8:00 a.m. and 3:27 p.m. **classes may not be interrupted**, except with permission from the office. This uninterrupted instructional time during the school day is vital to your child's academic success. Students coming to school tardy and students leaving before the end of the day miss valuable instructional time. This loss of time greatly impacts your child's achievement. It is an expectation, as well as a requirement, that we protect instructional time from unnecessary interruptions and other distractions. While we understand that there are some appointments that need to be made during the day, we ask that you try to use our early out Friday's or no school days to accommodate as many of those appointments as possible to preserve instructional time in the classroom. This year our school day will end at 2:00 every Friday.

Removal from Class/Recess: Any student's behavior that is disruptive to the learning/playing environment will be sent to the principal's office and face the following protocol:

- 1st offense - Serve detention with the teacher/principal the day of the infraction (45 minutes)
- 2nd offense - If detention is skipped, they will serve it twice (2 45 minute detentions)
- 3rd offense - In school suspension

Detention Policy: Detention lengths can vary based on severity and recurrence. Students' discipline will be served the date of the infraction, regardless of inconvenience. If a detention is skipped and/or not attended the student will move to the next level offense.

- 1st offense - Serve detention with the teacher the day of the infraction (45 minutes)
- 2nd offense - If detention is skipped, they will serve it twice (2 45 minute detentions)

- 3rd offense - In school suspension

In School Suspension: The principal assigns all in school suspensions. In school suspensions are served for the entire day in the elementary office. Students will only be allowed to use electronic devices for their homework assignments. Students will be required to join all their core classes through google meet while they are in school suspension.

Parent/Teacher Meetings & Conferences

We are aware that a line of communication must be maintained between the classroom teacher and the parents to create a successful student. However, we are unable to permit conferences and "peek-ins" during daily instructional time. The teacher belongs to the students from 8:00 a.m. – 3:27 p.m. However, the teacher will be happy to meet with you before school, after school, or during his/her planning period. Please arrange a mutually convenient time by emailing or sending a note to your child's teacher or by calling the school at (402) 582-3808 to arrange an appointment. Parents should be prompt for their appointments.

We also schedule parent/teacher conferences twice each school year. Conferences for the 2023-2024 school year are:

- September 21st from 3:00-7:00
- February 8th from 3:00-7:00

All classroom teachers will schedule conference times with families.

Reporting Student Progress

Communication between school and home is encouraged. Progress reports and report cards are sent to parents/guardians during every nine-week grading period to inform you of the students' progress. Please look over your child's progress report immediately or let the school know if you did not receive one. Teachers should be contacted immediately, if parents have questions concerning their children's progress.

Informal reports and graded papers are also sent home by the classroom teachers on a regular basis as well as input into PowerSchool, our digital gradebook. If you do not have a Username and Password for PowerSchool, please contact the office to obtain one. This will allow you to track your child's grades as assignments are completed and can help eliminate any "surprise" grades at the end of the quarter.

Recommendations for Next Grade Level

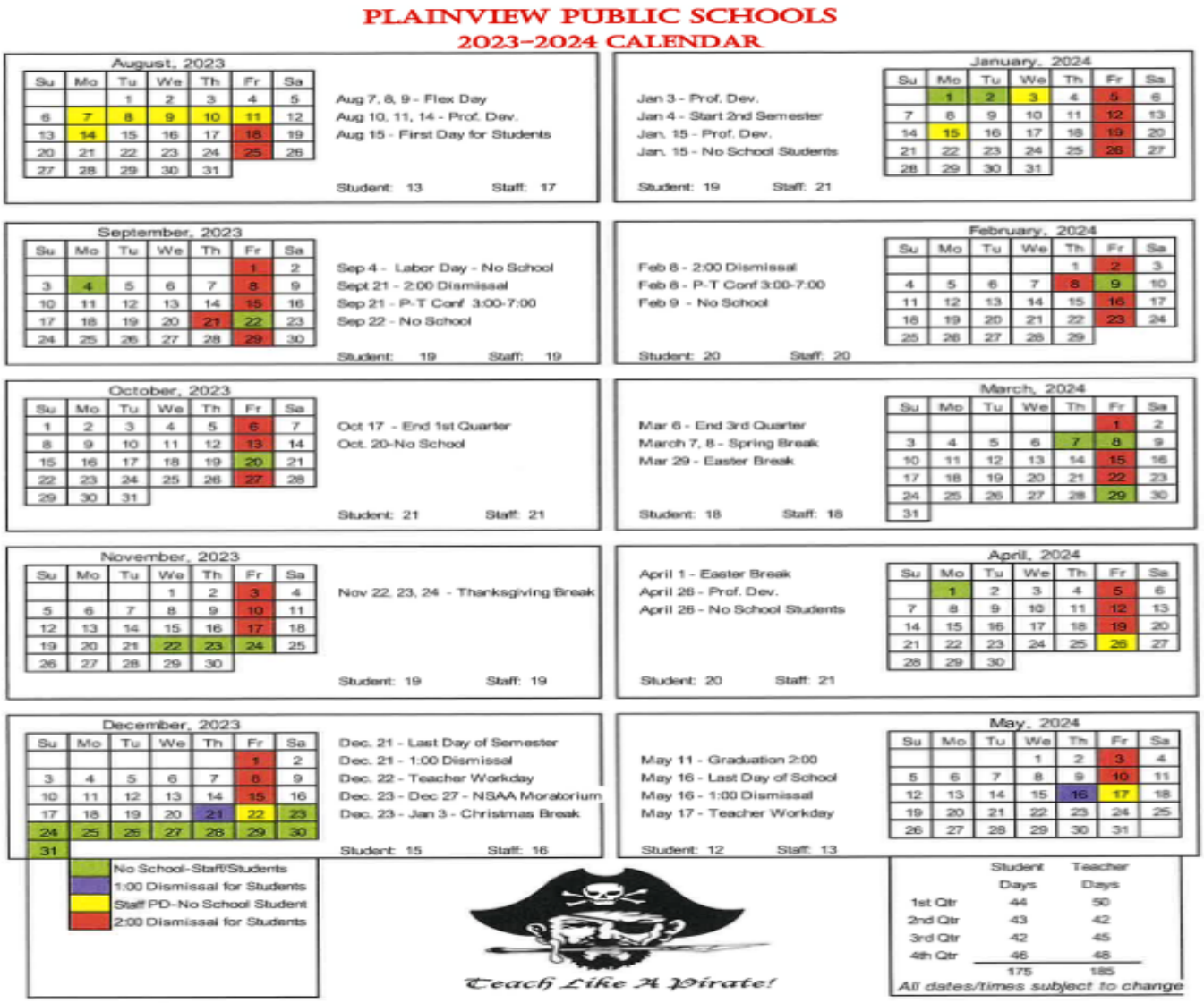
Students in grades K-6 are expected to pass reading, language arts, mathematics, science, and social studies at their present grade level. However, for some students to be successful in the next grade, summer school may be required or recommended for remediation. If this is the case for your child, you will receive communication from the office prior to summer school.

Summer School

- Summer school will become a REQUIREMENT if a student does not pass 2 or more core classes (reading, language arts, math, science or social studies) in one quarter or two of the same classes in a year. If parents

decline that offer or the student does not attend 88% of the summer school days (14/16 days), the student will most likely be retained the following year.

- Summer school will be required for students with 20 or more absences.
- If students in grades kindergarten thru 3rd grade are below grade level and on a reading plan required by the Nebraska Reads Act then they will be required to attend summer school. If parents decline that offer or the student does not attend 88% of the summer school days (14/16 days), the student will most likely be retained the following year.

Plainview Public Schools Administrative team reserve the right to make decisions that may not be directly stated in the handbook.

PPS Instructional Calendar