

Plattsmouth Community Schools



Plattsmouth Elementary School Parent-Student Handbook 2023-2024

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Intent of Handbook

This handbook is intended for use by students, parents and staff as a guide to the rules, regulations and general information about Plattsmouth Elementary School. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well being of all students and the educational program. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

Members of the Board of Education

Name	Contact Information
Brian Harvey, President	Contact through District website
Max Muller, Vice President	Contact through District website
Nolan Siemonsma, Secretary	Contact through District website
Matt Glup, Treasurer	Contact through District website
Terri Cunningham-Swanson	Contact through District website
Tony Foster	Contact through District website
Karen Tesarek-Parsons	Contact through District website
Jeremey Shuey	Contact through District website
Ken Winters	Contact through District website

Administrative Staff

Name	Position	Building	Contact Information
Dr. Richard E. Hasty Dr. Cheryl Larson Mrs. Amanda Wright	Superintendent/ Director of Special Education Dir. of Instructional Services Special Education Administrator	Administration Center	402-296-3361
Mr. Todd Halvorsen Mrs. Kim Caniglia Mr. Luke Chadwell	Principal Assistant Principal Activities Director	High School	402-296-3322
Mr. John Campin Mr. Claude Michel	Principal Assistant Principal	Middle School	402-296-3174
Dr. Amber Johnson Mr. Troy Niehus	Principal Dean of Students	Elementary School	402-296-4173
Mrs. Juli Beck	Early Childhood/Head Start Administrator	Early Childhood Center	402-296-5250

Article I. Plattsmouth Elementary School

Name	Department	Grades
Sarah Coniglio	School Social Worker	K-4
Sherie Adkins	School Health Aide	K-4
Wendy Morrison	Kindergarten-Room 1	Kindergarten
Christine Loper	Kindergarten-Room 2	Kindergarten
Mackenzie Miller	Kindergarten-Room 4	Kindergarten
Julie Meisinger	Kindergarten-Room 5	Kindergarten
Kimberly Ecklund	Kindergarten-Room 6	Kindergarten
Susan Knox	Purple Pod-Room 1	1 st Grade
Deb Wiseman	Purple Pod-Room 3	1 st Grade
Mindy Bourgeois	Purple Pod-Room 5	1 st Grade
April Brodersen	Purple Pod- Room 4	1 st Grade
Becky Stoskopf	Teal Pod-Room 1	2 nd Grade
Marlene Warrick	Teal Pod-Room 3	2 nd Grade
Cathy Johnson	Purple Pod - Room 2	2 nd Grade

Holly Joy	Teal Pod - Room 5	2nd Grade
Riley Thomas	Berry Pod-Room 3	3 rd Grade
Brianna Clark	Berry Pod-Room 4	3 rd Grade
C.J. Fenton	Berry Pod-Room 5	3 rd Grade
Allyson Porath	Berry Pod-Room 2	3 rd Grade
Stephanie Icenogle	Blue Pod-Room 1	4 th Grade
Tricia Day	Blue Pod-Room 2	4 th Grade
Kari Coplen	Blue Pod-Room 3	4 th Grade
Mike Anderson	Blue Pod-Room 5	4 th Grade
Jan Stanek	Reading Interventionist	K-4
Melanie Anderson	Media Center	Media Specialist
Andrea Baxter	Art Room	Art
Julia Spracklin	Music Room	Music
John Clark	Gym	Physical Education
Louise Bade-Drew	Special Education	3 rd Grade
Stacey Hicks	Special Education	K-4 Life Skills
Hayley Reikofski	Special Education	Kindergarten Grade
Tracy Tegtmeier	Special Education	1st & 2nd Grade
Louise Bade-Drew	Special Education	3 rd Grade
Danielle Drewes	Special Education	4 th Grade
Christina Rivas	Language Resource Teacher	K-4
Donna Moss	Speech Language Pathologist	K-4
Darian Meyer	Speech Language Pathologist	K-4
Meredith Adkins	Speech Language Pathologist	K-4
Janetta Eipperle	P.A.L.	K-4
Niki Campin	High Ability Learner	K-4
Cynthia Duechting	English Language	K-4

Classified Staff

Name	Building	Position
Kelly Hadraba	Elementary Office	Office Manager
Christine DeSimone	Elementary Office and School	Attendance/Teacher Associate
Amber Younker	Elementary School	MTSS Associate
Cari Clifford	Elementary Special Education	Teacher Associate
Jessica Drewes	Elementary Special Education	Teacher Associate
Heather Meisinger	Elementary Special Education	Teacher Associate
Karen Wheatley	Elementary Special Education	Teacher Associate
Erin Woracek	Elementary Special Education	Teacher Associate
Heather Lawson	Elementary Special Education	Teacher Associate
Kaylee Gunnels	Elementary Special Education	Teacher Associate
Deb Travis	Elementary School	Teacher Associate
Barb Wagner	Elementary School	Teacher Associate

Plattsmouth Elementary School Calendar 2023-2024

Please note - dates/times are subject to change

August 7-9	New Teachers Report
August 10-15	All Staff Report
August 15	Open House (3:30 p.m. - 6:30 p.m.)
August 15	PTO 6:00 pm
August 16	First Day of School (Kindergarten students 12:00 p.m. - 2:50 p.m.)
August 17	Kindergarten students - 8:10 a.m. - 12:00 p.m.
August 18	First Full Day of Kindergarten
September 4	No School -- Labor Day
September 8	No Students/Teacher Continuous Improvement -- Data Analysis Day
September 15	Picture Day
September 21-22	Outdoor Classroom Experience
September 22	Books and Breakfast 7:30 a.m. - 8:10 a.m.
September 19	Title One Parent Meeting 5:30 p.m. - Zoom
September 19	PTO Meeting 6:00 p.m.
September 29	Boosterthon Fun Run
October 5-6	Outdoor Classroom Experience Rain Dates
October 10-11	Parent-Teacher Conferences 4:30 p.m. - 7:30 p.m.
October 12	No Students/Teacher Continuous Improvement
October 13	No School for Students or Staff
October 17	PTO 6:00 p.m.
October 19	Picture Retakes
November 21	PTO 6:00 p.m.
November 23-24	No School for Students or Staff
November 27	No School for Students - Teacher Planning Day
December 7	2nd Grade and 3rd Grade Music Program @ High School 6:00 p.m. & 7:00 p.m.
Dec 22 - Jan 2	No School -- Winter Break
January 3	No Students -- Teacher Continuous Improvement
January 15	No School for Staff or Students - Martin Luther King, Jr. Day
January 16	PTO 6:00 p.m.
February 19	No Students -- Teacher Continuous Improvement
February 20	PTO 6:00 p.m.
March 6-7	Parent-Teacher Conferences 4:30 - 7:30 p.m.
March 8	No Students -- Teacher Continuous Improvement
March 11-15	No Students -- Spring Break (March 17 is comp day)
March 19	PTO 6:00 p.m.
March 26	1st Grade and 4th Grade Music Program @ High School 6:00 p.m. & 7:00 p.m.
March 28	One School, One Book 5:00 p.m. - 7:00 p.m.
March 29	No School for Students or Staff
April 16	Kindergarten Music Program @ Middle School 6:30 p.m.

April 16	PTO 6:00 p.m.
May 21	PTO 6:00 p.m.
May 22	Field Day
May 23	End of 4th Quarter --Half Day for Students
May 24	No School for Students - Teacher Continuous Improvement

Policy 1200

Personnel - All Employees and Students

Anti-discrimination

- A. **Elimination of Discrimination.**
- B. **Preventing Harassment and Discrimination of Employees and Students.**

Notice of Nondiscrimination, Anti-Harassment, Anti Discrimination

Policy 4003

The Plattsmouth Community Schools does not discriminate on the basis of race, color, national origin, sex, disability, religion, age or other protected status in programs and activities and provide equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies.

MISSION STATEMENT PLATTSMOUTH COMMUNITY SCHOOLS

“Working together to achieve Academic success, respectful Behavior, and Career readiness in a Safe environment”

WE BELIEVE:

- All students can learn.
- Students learn in diverse ways at different rates.
- Learning is a lifelong process.
- Students achieve success through high quality challenging experiences.
- An awareness and understanding of cultural diversity enriches students’ lives.
- Positive role models contribute to a student’s success.
- Each person is unique and worthy and must be treated with dignity and respect.
- Students are capable of becoming responsible learners.
- Education is the best economic investment for our community and children are our most valuable resources.
- A safe and caring environment enhances learning.
- The cooperative efforts of the student, home, family, school and community are essential to education.

Goals and Objectives

The goals and objectives of the Plattsmouth Public Schools are to provide:

1. A curriculum that is based on state standards, comprehensive, coordinated, and sequential and is directed toward locally approved goals and standards for student learning. It draws upon research, best practice, and reputable theory and provides the foundation for standards based instruction. The instructional program focuses on achievement and provides for the diverse learning needs of all students including learners with disabilities and high ability learners. Curriculum and instruction help students develop content and skill mastery, analytical thinking, problem solving, work ethics, creativity, and respect for diversity.
2. An instructional program that focuses on achievement and provides for the needs of all students including learners with disabilities and high ability learners. It draws upon research, best practice, and reputable theory broad enough yet with sufficient depth to allow education for all of the students.
3. Assessment procedures and results that assist teachers in planning and providing appropriate instruction for all students. Assessment results also provide information for monitoring program success, and for reporting to parents, policy

makers, and the community. The school periodically reviews procedures to improve assessment quality and increase student learning. The information assists schools in establishing and achieving improvement goals.

4. A library/media/technology program that provides a wide range of accessible print and electronic resources that expand opportunity for learning, contribute to information literacy, support the local curriculum, and enhance and enrich learning experiences for all students. The program provides materials through onsite and electronic access that complement, supplement, and enrich curriculum and instruction. It facilitates research, supports and encourages personal interest reading and the study of current events, and develops technological and other skills for accessing, evaluating, and using resources.
5. Instructional staff who have appropriate training and preparation to work with the students assigned to them, who are knowledgeable of principles of child growth and development and of the curriculum content for which they are responsible, who use teaching strategies that engage students actively in learning, and who help students understand and apply content across subject areas. Staff development activities that support the school's efforts in curriculum development, instructional improvement, assessment, and general school improvement to achieve school improvement goals.
6. Administration that exercises leadership in the development and implementation of school goals and policies. Administrators who demonstrate leadership in management and operation of the school system and in the improvement of curriculum and instruction. Building administrators who provide leadership to curriculum, instruction, assessment, and school improvement. They guide staff and students in achieving goals and fulfill other functions supportive of quality learning.
7. A systematic ongoing process that guides planning, implementation, and evaluation and renewal of school improvement activities to meet local and statewide goals and priorities. The school improvement process focuses on improving student learning. The process includes a periodic review by visiting educators who provide consultation to the school/community in continued accomplishment of plans and goals.
8. A school system that demonstrates accountability to the school community. School staff periodically assess and report student progress toward accomplishment of academic content standards. Results are used to plan and make needed changes to improve instruction for all students.
9. School facilities and a general environment that supports quality learning. Facilities and grounds are safe, orderly, and well maintained, and facilities that have adequate space, lighting, and furnishings. The system has plans or provisions for climate-controlled buildings to the extent feasible. The environment is emotionally safe and supportive and promotes respect, trust, and integrity.
10. A Board of Education that governs through orderly procedures which focus efforts of the school upon quality learning, result in equitable opportunities for learning for all students, and ensure accountability to the local community.

11. An activities program that is scheduled outside the regular school day, focuses on active participation of all students involved in the activity, and promotes a positive image of the school and community.
12. A welcoming environment for parents and the community.

PLATTSMOUTH ELEMENTARY SCHOOL
DAILY SCHEDULE
2023-2024

- 7:30 a.m. Principal, Dean of Students and Administrative Assistants arrive
- 7:45 a.m. Teachers report
- 7:45 a.m. Staff supervision begins -
Students begin arriving and standing in designated grade level areas outside
(weather permitting)
- 8:05 a.m. Warning Bell
- 8:10 a.m. Tardy Bell
- 2:50 p.m. Dismissal
- 4:00 p.m. End of Teacher Work Day/Office Closes

APPOINTMENTS AND QUICK ANSWERS

Appointment requests with the building Principal, Dean of Students, and/or parent-teacher discussions should be pre-arranged by contacting our front office at 402-296-4173.

Parents/Guardians will receive quick answers about school by calling between 7:30 a.m. - 7:45 a.m., yet for questions regarding detailed responses, please contact the front office after 9:00 a.m.

Mutual Respect

The Plattsmouth Community Schools expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of students will not be tolerated.

Complaint Procedures

The proper procedure for a parent or student to make complaints or raise concerns is to begin with the school employee who is most immediately or directly involved in the matter, as illustrated in the complaint procedure set forth below. There are specific procedures to address certain complaints or concerns, such as discrimination or harassment, bullying, disciplinary actions. Those procedures should be used where applicable.

Complaint procedure

- Step 1. Schedule a conference with the staff person most immediately or directly involved in the matter.
- Step 2. Address the concern to the Principal if the matter is not resolved at Step 1.
- Step 3. Address the concern to the Superintendent if the matter is not resolved at Step 2.
- Step 4. Address the concern to the Board of Education if the matter is not resolved at Step 3.

Conditions Applicable to All Levels of Complaint Procedure

All information to be considered at each step should be placed in writing in order to be most effective. Action or decisions will be expedited as quickly as possible, typically within ten (10) calendar days, depending on the nature of the complaint and the need for prompt resolution.

Section 1 Daily Schedule

Students in kindergarten have daily schedules that include:

- 130 minutes - Literacy Block
- 30 minutes - Science/Social Studies/Health
- 50 minutes - Math
- 30 minutes - Choice Centers

Students in first grade have daily schedules that include:

- 135 minutes - Literacy Block
- 35 minutes - Science/Social Studies/Health
- 60 minutes - Math

Students in second grade have daily schedules that include:

- 125 minutes - Literacy Block
- 45 minutes - Science/Social Studies/Health
- 90 minutes - Math

Students in third grade have daily schedules that include:

- 140 minutes - Literacy Block
- 40 minutes - Science/Social Studies/Health
- 70 minutes - Math

Students in fourth grade have daily schedules that include:

- 130 minutes - Literacy Block
- 80 minutes - Math
- 40 minutes-Science/Social Studies/Health

Specialists in music, physical education, library, media, and art also provide instruction for students on a regular schedule. Students will have sixty minutes a day of specials.

Special schedules:

- 4th Grade 8:25 a.m. - 9:25 a.m.
- 3rd Grade 9:25 a.m. - 10:25 a.m.
- Kindergarten 10:25 a.m. - 11:25 a.m.
- 1st Grade 12:45 p.m. - 1:45 p.m.
- 2nd Grade 1:45 p.m. - 2:45 p.m.

Lunch schedules:

- Kindergarten 11:55 a.m. - 12:35 p.m.
- 1st 11:45 a.m. - 12:25 p.m.
- 2nd 11:35 a.m. - 12:15 p.m.
- 3rd 12:05 p.m. - 12:44 p.m.
- 4th 12:15 p.m. - 12:55 p.m.

Section 2 Severe Weather and School Cancellations

The Superintendent may close 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.

Decision to Close Schools

A decision to close school is made when forecasts by the weather service, law enforcement advisories or civil defense officials indicate that it would be unwise to hold school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media and a message sent via Infinite Campus Messenger when schools will be closed.** In some instances, schools will be open, but certain services may be canceled (bus transportation, kindergarten, student activities).

After School Starts

Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given to parents. If school closes during the day a notice will be broadcast by the media and Infinite Campus Messenger. **Parents should have a plan in place to accommodate these circumstances.**

Parental Decisions

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

What Not To Do

Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Students and staff practice tornado safety procedures regularly. Also, parents are urged not to call radio and television stations and school buildings during severe weather.

Emergency Conditions

The school has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. Regular drills are held as required by law through the school year. There are plans for an Emergency Exit system, Tornado Warning System, and Critical Incident Response.

Section 3 **Supervision Responsibility Before/After School**

Arrival And Departure Times

The school day for students begins at 8:10 p.m..

Students must not be on campus prior to 7:45 a.m. as there is no supervision prior to that time. After 8:10 a.m., students must come to the front office to sign in.

Beginning at 7:45 a.m. -

Students in grades Kindergarten, 1st, and 2nd grade will line up at the front of the building in designated grade level spots.

Students in grades 3rd and 4th will line up at Door 29 in designated grade levels spots.

Students who would like to eat breakfast will enter Door 29, while students who do not want to eat breakfast will enter the main front doors.

If your child is dropped off too early, you may receive a note or a phone call from a staff member to remind you of the appropriate arrival time.

Students who ride buses will be delivered to the south doors of the Middle School.

For the safety of students and staff all doors are locked at 8:20 a.m. except the north door (1). If your child arrives at school later than 8:20 a.m. he/she needs to go to the front doors to get into the building. He/she should then go to the office to obtain a tardy slip before going to their classroom.

Dismissal

Students will be dismissed at 2:50 p.m. Bus students will be escorted to the bus ramp.

Students who walk to the east and south of the school will be supervised by staff to the cross walk on 8th Avenue.

If your child(ren) goes to POPS Place he/she will be released to that program.

Students who need to meet Middle School siblings will be supervised until the Middle School dismissal to prevent any potential problems. Staff members are posted at all arrival and dismissal areas until 3:05 p.m.

Other students (K-4) will exit through the North Doors (Door 1). Staff will direct drivers picking up students and may ask you to park if your student has not been dismissed. If your child needs assistance entering the car or assistance buckling into a carseat, please park and a staff member will walk your child to your car. Please follow directions from staff members to ensure quick, efficient pick up for all students.

Daycare vehicles will be allowed to park in a designated area. This area will be located curbside on the west side of the circle drive.

Children will not be allowed to wait on the playground after school due to safety concerns. The playground will be used by POPS Place after school. If your child must wait to be picked up, please have him/her wait in front of the building. This area is supervised until 3:05 p.m. It is important for students to be picked up by this time.

Signing A Child In And Out Of School

We request parents limit appointments for your child during school hours as much as possible. Parents can enter the office to check out your child or call the office from the parking lot, and the child will be escorted to the vehicle. Please have your ID available to ensure safety for all students.

If there is a special circumstance, such as a court order limiting access to a student by a parent or guardian, affecting who a student can be released to, the parent must inform the Principal and provide the Principal with a copy of that order to maintain on file at the school.

Emergency Closing Procedures

Parents are requested to provide an emergency contact telephone number to have on file in the event of an emergency closing or any other general or individual situation that requires the immediate presence of a parent/guardian. In the event that parents do not have such a number or cannot be contacted, it will be assumed that the parent has instructed their children concerning the procedure they are to follow should school be dismissed early.

Realizing that the school might be unable to reach all parents, it is suggested that all children be advised as to what they are to do should they ever be dismissed early. It is recommended that parents give their children an alternate destination and that the building principal/office staff be made aware of this information. If conditions allow and supervision is available in the event of an early dismissal, the child will be held in school until the normal dismissal time. If the parent or guardian has not arrived to pick up the child by the normal dismissal time, law enforcement or child protective services may be contacted to ensure the safety of the child.

Visitors

Parents and other patrons are to report to the main office to notify staff when they come to visit. Office personnel will ask to see a form of ID, and visitors must wear a name tag. The principal, in consultation with the staff members involved, shall have the discretion to limit access when the principal and staff members determine access would interfere with the instructional process and/or student learning.

Visitors outside of parents/guardians and volunteers are asked to contact the principal for visitation permission and scheduling.

Smoke-Free Environment

All of our school buildings and grounds are smoke and tobacco-free. We would appreciate your help in meeting the goal of a smoke and tobacco-free environment for our children. This includes on all school grounds, including during student pick up and drop off. When you attend school events, including athletic events, please abide by our District's policy.

Care of School Property

1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.
2. Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

Fines are determined on books according to the following criteria

Lost Book:	Replacement cost
Missing one or both covers:	Same as lost book
Loose Cover:	\$1.00
Missing Page:	50 cents per page (up to replacement cost)
Torn Page:	20 cents per page (up to replacement cost)
Marks that cannot be erased:	20 cents per mark (up to replacement cost)

School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued. Students must pay all fines before they can receive school publications and final grades.

Searches of Lockers and Other Types of Searches

Student lockers, desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted at the discretion of the administration.

The following rules apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search is to be conducted in a reasonable manner under the circumstances.
2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon will be confiscated and delivered to law enforcement officials as soon as practicable.
3. Items, which have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items") may be removed from student possession.

Video Surveillance

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies

Use of Telephone

Teachers are conducting classes from 8:10 a.m. - 2:50 p.m. If you need to talk to a teacher, you may call and leave a message. Teachers can be reached by phone during their planning time, lunchtime, and before and after school. Please do not ask to talk to a teacher during instructional time.

Bicycles/Skateboards/Heeleys

Students may ride bicycles to and from school with parent permission. All bicycles must be

parked in the stands provided on the east side of the building. Scooters and skateboards are not to be ridden on school property. They must be stored when they are carried into the building. No wheeled shoes (heeleys) will be allowed at school. Students will be asked to remove the wheels if these shoes are worn to school.

Student Valuables

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary and safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

Lost and Found

All small articles that are found should be taken to the office. Clothing items should be taken to the "lost and found" box. If students misplace books or personal possessions, they should check with the school secretaries to determine if the lost items have been turned in.

Accidents

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

Insurance

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The District does not make recommendations nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office or on school bulletin boards.

Bulletins and Announcements

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office. Posters are not to be attached to any painted wall surfaces. Place posters on marble, glass, metal, brick and wood. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

Copyright and Fair Use Policy

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The “fair use” doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the “fair use” of a copyrighted work, including reproduction “for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research” is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted “fair use,” rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is “fair.” Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

Attendance

Regular and punctual student attendance is required, as stated in [Board Policy 5008](#). The administration is responsible for developing further attendance rules and regulations and staff is responsible for assisting in the enforcement of the rules and regulations. Students and parents are responsible for developing behaviors which will result in regular and punctual student attendance.

Parent Responsibility to Report Absence

Parents are required to contact the school in the event that a child is going to be absent or tardy from school either by phone or in writing. Please state the reason for the absence and the date of the absence. If no reason is given the absence will be recorded as unexcused.

Notification of any future absences should not only be given to the teacher but the office as well.

Extended Absence from School

Students must follow specific guidelines if they plan an extended absence from school for any reason:

- The student must notify the office and teachers as soon as possible.
- The student must arrange to make up as much work as possible prior to going.
- Parents or guardians must provide written notification to the office prior to the time of the student’s departure.

Leaving during the School Day

A request to have a child excused early should be sent with the child on the morning of the dismissal. The time and reason for leaving should be included. When possible, medical and dental appointments should be made outside of school hours. A child will be released only to parents unless the school has been notified otherwise. Please stop at the office upon arrival at the building to pick up your child.

Tardies

The school staff, parents, and students shall make every effort to prevent tardy behavior. Students will be counted tardy when they are not present at the designated beginning time for school. Tardiness will result in a progressive disciplinary action developed by the school. The more tardies a student accrues, the more severe consequences.

Elementary school tardies, as well as leaving school before dismissal time, will be recorded for each student who missed up to one hour at the beginning or end of school. Any time missed beyond one hour will be recorded as one-half day's absence.

Absence Procedures

A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, or a conditional admit slip, is issued by the office. A conditional admit slip, good for two days, may be issued to allow time to bring an excuse, in case no excuse has been provided upon returning to school. Work must be made up within the time allowed on the admit slip.

Make-up Work

Written make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required. The time each student is allowed will be determined by the teacher.

The student has the responsibility to contact teachers, initially, regarding make-up assignments. Assignment sheets will be sent only for extended absences. Generally, assignment sheets will not be sent out until after three (3) days of absence. If the parents or students have concerns prior to the three (3) days, they are encouraged to contact the teacher.

For excused absences, two school days will be allowed to make up the work for each day missed with a maximum of ten (10) days allowed to complete make up work. If requested, assignment sheets will be prepared for students who are ill. If parents or students request assignment sheets the school should be contacted by no later than 10:00 a.m.

For unexcused absences, the student will receive a failing mark for or in each class period missed.

Attendance is Required to Participate in Activities

Students must attend school all day the day of any scheduled school activity in order to participate in the activity. This includes athletic contests, concerts, practices and dances. Failure to attend will result in a student being withheld from participation in the activity. The Principal retains the right to grant participation should exceptional circumstances prevail.

Truancy

A student who engages in unexcused absences may be considered truant as per state law. Truancy is a violation of school rules. The consequence of trancies may include disciplinary action up to expulsion and referral to the county attorney for compulsory attendance violations.

Reporting and Responding to Truant Behavior

Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child aged 6 to 18 to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent. The Superintendent shall immediately cause an investigation into any such report to be made. The Superintendent shall also investigate any case when, based on the Superintendent's personal knowledge or based on a report or complaint from any resident of the district, the Superintendent believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior.

Excessive Absenteeism

Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

1. One or more meetings shall be held between a school attendance officer, school social worker, or other person designated by the school administration and the parent/guardian and the student to report and attempt to solve the truancy problem. If the parent/guardian refuses to participate in such a meeting, the principal shall place in the student's attendance records documentation of such refusal.
2. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child.
3. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.
4. Investigation of the truancy problem by the school social worker, or if such school does not have a school social worker, another person designated by the administration to identify conditions which may be contributing to the truancy

problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.

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 student continues to be or becomes habitually truant, the principal shall serve a written notice to the person violating the Nebraska truancy laws (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that law. If within one week after the time the notice is given such person is still violating the school attendance laws or policies, the Principal shall file a report with the county attorney of the county in which such person resides.

Grading System

Grades on a student's report card are not given by the teacher; they are earned by the student. Grades that are written on report cards for first through fourth grades include A = Advanced, P+ = Proficient, P = Progressing, and B = Beginning. Special area grades are E = Excellent, S = Satisfactory, N = Needs Improvement and U = Unsatisfactory. Assessment scores are included on some report cards.

Each teacher will define the grading procedures to be used in their classes.

Promotion and Retention

Every effort is made by teachers and staff members to ensure that students will be promoted to the next grade level. Any retention concerns will be directed toward administration. Before retention is considered many other methods for helping a student will be tried.

Report Cards

Report cards are available on Infinite Campus. A paper copy is provided to parents/guardians 1st and 3rd quarter during parent/teacher conferences. A paper copy is mailed home to parents/guardians at the end of the school year.

Parent-Teacher Conferences

Parent-teacher conferences will be held at the end of the 1st quarter and 3rd quarter. Refer to the school calendar for the schedule. Virtual or in person conferences with teachers, at any other time, are possible by calling the school office and making arrangements with the teachers.

Student Recognition

•Blue Devil of the Month

The Blue Devil Student of the Month program strives to promote student success inside and outside of the classroom. Plattsmouth Elementary School's mission focuses on "*Working*

together to achieve Academic success, respectful Behavior, and Career readiness in a Safe environment". When we acknowledge and recognize our students as engaged academically, demonstrating responsible behavior, and contributing civic engagement, we encourage their participation and contributions! The Blue Devil Student of the Month is designed to nominate and select students who promote and take pride in Plattsmouth Elementary and in themselves.

Nomination Criteria:

All students in Kindergarten - 4th grade are eligible to receive the Student of the Month award. A student cannot receive the award more than once within a school year. In order to be considered for an award, students must demonstrate at least 2 or more criteria in the three categories listed: academic, behavior, and citizenship.

•Blue Bucks

Plattsmouth Elementary students have the opportunity to earn "Blue Bucks" throughout the school day.

Students earn "Blue Bucks" for demonstrating expected behaviors in all common areas outside of the classroom setting.

Common Areas Outside of the Classroom:

- ★ Arrival/Dismissal
- ★ Restroom
- ★ Hallway
- ★ Lunchroom
- ★ Playground

•President's Award for Educational Achievement

At the end of the fourth grade, students who have shown outstanding educational growth or improvement receive a pin and certificate.

•President's Award for Educational Excellence

Fourth grade students who have reached the 85th percentile in math or reading on a standardized test and have earned a grade point average of at least 90 or the equivalent by the completion of fourth grade shall receive a pin and certificate.

Special Education Services

What Does Special Education Mean?

Special education means specially designed instruction and related services adapted as appropriate to the needs of an eligible student with a disability. Special education is provided at no cost to the parent to meet the unique needs of a child with a disability.

Students Who May Benefit

A student verified as having autism, behavior disorders, deaf-blindness, developmental delay, hearing impairments, mental handicaps, multiple disabilities, orthopedic impairments, other health impairments, specific learning disabilities, speech-language impairments, traumatic brain injury or visual impairments, who because of these impairments need special education and related services.

How are Students With Disabilities Identified?

In the area of reading, students must complete the Response to Intervention process, in order to be considered for special education services. Referrals are made by teachers or parents to a Dynamic Student Support System. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation is completed. An evaluation is conducted to assist in the determination of whether a student has a disability and the nature and extent of the special education and related services the student needs. The evaluation is conducted only with written consent of a parent or guardian. A multidisciplinary evaluation team (MDT) will then meet to determine whether the student is eligible for special education.

Independent Evaluation

If a parent disagrees with an evaluation completed by the school district, the parent has a right to request an independent educational evaluation at public expense. Parents should direct inquiries to school officials to determine if the school district will arrange for further evaluation at public expense. If school district officials feel the original evaluation was appropriate and the parents disagree, a due process hearing may be initiated. If it is determined that the original evaluation was appropriate, parents still have the right to an independent educational evaluation at their own expense.

Re-evaluation

Students identified for special education will be reevaluated at least every three years by the IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, are needed. The school district will obtain parental consent prior to conducting any reevaluation of a student with a disability.

Individual Education Program (IEP)

Upon a student being verified as having a disability, a conference will be held with parents. At the conference, an Individualized Education Program (IEP) will be developed specifying programs and services which will be provided by the schools. Parental consent will be obtained prior to a student being placed for the first time in a program providing special education and related services or early intervention services to infant and toddlers. Once in place, the IEP is reviewed on an annual basis, or more frequently as needed. Parents are given a copy of the IEP.

Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). To the maximum extent appropriate, students with disabilities are educated with students who are not disabled. Special

classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. Determination of a student's educational placement will be made by the IEP team.

Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

More Information

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 ((special education appeal procedures) may contact the Superintendent.

Special Education Policies

Plattsmouth Community Schools adopts this special education policy with the intent that the policy maintains the District's compliance with all applicable laws affecting special education services and programs. The Superintendent or designees shall develop regulations or procedures to implement these policies. Employees and contractors of the District are expected to comply with these policies and all regulations, guidelines and procedures related to this policy in all respects.

The District will abide by all state and federal laws relating to special education. The District's special education policy and regulations, guidelines and procedures related to this policy are to be interpreted so as to be in compliance with such laws. In the event of changes in law, the school administration shall be authorized to implement modifications of practice to comply with such changes (whether the changes impose more or less stringent procedural or substantive requirements) until such time as amended policies are adopted by the Board of Education. References herein to 92 NAC 51 citations are made to Rule 51 as in effect on the date of the adoption of these policies. In the event of renumbering or other revisions to Rule 51, the policy shall be interpreted and implemented consistent with such renumbering or revisions.

1. Free Appropriate Public Education

A free appropriate public education shall be made available to all children with disabilities residing in the District from date of diagnosis through the school year in which the student reaches 21 years of age, including children with disabilities who have been suspended or expelled.

Legal Reference: 92 NAC 51-004.01 through 004.03A and 007.07C2 through 007.07C6

Section I.01

2. Full Educational Opportunity Goal

The District shall take steps to ensure that its children with verified disabilities have available to them the variety of educational programs and services available to children without disabilities in the areas served by the District, including art, music, industrial arts, family consumer science education, and vocational education.

(a) Legal Reference: 92 NAC 51-004.11A

3. Child Find

All children with disabilities residing in the District, including children with disabilities who are homeless or are wards of the state or attending nonpublic schools, regardless of the severity of their disabilities, who are in need of special education and related services, will be identified, located and evaluated and a practical method shall be developed and implemented by the administration to determine which children with disabilities are currently receiving needed special education and related services.

(b) Legal Reference: 92 NAC 51-006.01 through 006.01A2

4. Individualized Education Program (IEP)

An individualized education program, or an individualized family service plan, is to be developed, reviewed, and revised for each child with a disability in accordance with 92 NAC 51-007.

(c) Legal Reference: 92 NAC 51-007

5. Least Restrictive Environment

To the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are to be educated with children who are not disabled, and special classes, separate schooling, or other removal of children with disabilities from the regular educational environment will occur only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.

Article II. Legal Reference: 92 NAC 51-008.01 through 008.011

6. Procedural Safeguards

Children with disabilities and their parents shall be afforded the required procedural safeguards.

Legal Reference: 92 NAC 51-009.01 through 009.07; 009.10 through 009.12; 009.14, 006.07 and 016.01 through 016.07C

7. Evaluation and Identification Procedures

Children with disabilities shall be evaluated and identified in accordance with 92 NAC 51-006. The District will respond to a request for an Independent Educational Evaluation without unnecessary delay. Locations of any evaluator shall be within a reasonable distance of the District. A reasonable distance means within 100 miles of the school building the child attends and within Nebraska. In the event this geographic area restriction would prevent a parent from

obtaining an Independent Educational Evaluation, the location of the evaluator may be outside the specified geographic area but must be within Nebraska. The District will provide the parent(s) with a list of qualified agencies/evaluators within the geographic area. The evaluators are to have their rates approved by the Nebraska Department of Education to be authorized to conduct the evaluation.

(a) Legal Reference: 92 NAC 51-006

8. Confidentiality of Personally Identifiable Information

The confidentiality of student records and information shall be maintained in accordance with law.

(b) Legal Reference: 92 NAC 51-003.16, 003.20, 009.03 through 009.03M3

9. Transition of Children from Part C to Preschool Programs

Article III. Children participating in early intervention programs under Part C of the IDEA (early intervention services) and who will participate in preschool programs assisted under Part B of the IDEA (services for school-aged children) shall experience a smooth and effective transition to those preschool programs in a manner consistent with 92 NAC 52-008. The District will participate in transition planning conferences arranged by the designated lead agency.

(a) Legal Reference: 92 NAC 52-008

10. Children in Nonpublic Schools

To the extent consistent with the number and location of children with disabilities in the District who are enrolled by their parents in nonpublic elementary and secondary schools in the District, provision will be made for the participation of those children in the programs assisted or carried out under Part B of the IDEA (services for school-aged children) by providing them with special education and related services.

Legal Reference: 92 NAC 51-012.08 and 015

11. Personnel Standards and Personnel Development

Personnel providing special education or related services to children with disabilities shall be appropriately and adequately prepared and trained in accordance with IDEA requirements and the District will take measurable steps to recruit, hire, train and retain personnel meeting the requirements of IDEA to provide such services.

Legal Reference: 92 NAC 51-010

12. Participation in and Reporting of State and District Wide Assessments

All children with disabilities shall be included in all general state and district wide assessment programs, including assessments described under section 612(a)(16)(A) of the IDEA with appropriate accommodations and alternate assessments where necessary and as indicated in their respective individualized education programs. The District will make available to the Nebraska Department of Education the information necessary to carry out its duties relating to the reporting of children with disabilities participation in assessments.

Article IV. Legal Reference: 92 NAC 51-004.05

13. Suspension and Expulsion Rates

The District will examine data, including data disaggregated by race and ethnicity, to determine if significant discrepancies are occurring in the rate of long-term suspensions and expulsions of children with disabilities.

Legal Reference: 92 NAC 51-004.06E

14. Access to Instructional Materials

As part of any print instructional materials adoption process, procurement contract, or other practice or instrument used for purchase of print instructional materials, the District will enter into a written contract with the publisher of the print instructional materials to:

1. Require the publisher to prepare and, on or before delivery of the print instructional materials, provide to the National Instructional Material Access Center, electronic files containing the contents of the print instructional materials using the National Instructional Materials Accessibility Standard, or
2. Purchase instructional materials from the publisher that are produced in, or may be rendered in specialized formats.

Legal Reference: 92 NAC 51-004.15

15. Over-Identification and Disproportionality

Procedures shall be in place to ensure that testing and evaluation materials and procedures utilized for the evaluation and placement of children with disabilities will be selected and administered so as not to be racially or culturally discriminatory. Such materials or procedures shall be provided and administered in the child's native language or mode of communication, unless it is clearly not feasible to do so, and no single procedure shall be the sole criterion for determining an appropriate educational program for a child.

Legal Reference: 92 NAC 51-003.10; 006.02C

16. Prohibition on Mandatory Medication

Children shall not be required to obtain a prescription for a controlled substance as a condition of attending school, receiving an evaluation to determine whether a child has a disability or the nature and extent of special education and related services the child needs, or receiving special education services.

Legal Reference: 92 NAC 51-004.11D; 21 U.S.C. §812(c)

17. Transportation

Transportation will be provided for children with disabilities who are eligible for transportation and residents of the school district as required by law.

Legal Reference: 92 NAC 51-014.01 through 014.02

18. Surrogates

A surrogate will be appointed and other action taken to ensure the rights of children with a disability as required by law.

Legal Reference: 92 NAC 51-009.10

19. Early Intervention Services – Consent

When a parent refuses to provide consent under 92 NAC 52, a meeting will be held or offered to explain to the parents how their failure to consent affects the ability of their child to receive services under 92 NAC 52.

Legal Reference: 92 NAC 52

Legal Reference: 34 CFR Parts 300, 303 and 304
Neb. Rev. Stat. § 79-1110 to 79-1167
92 NAC 51

School Social Workers/Mental Health Counselor

The School Social Workers/Mental Health Counselor's primary role is to assist students in being successful at school. She works with students, teachers and families to find solutions to problems that may be interfering with a student's success at school and/or at home. Students may be having emotional, behavioral, or family problems that can be addressed.

Health Services

Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100.4°F., vomiting, diarrhea, chills, cough, shortness of breath, difficult breathing, muscle or body aches, new loss of taste or smell, sore throat, unexplained rashes, severe head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves.

Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

COVID-19 Update

In the event of COVID-19 symptoms or confirmed cases, District and local Health Department Policies will be followed. District protocols can be found [here](#).

Guidelines for Administering Medication

Students may be required to take prescription medication during the school day. These medications shall be administered by the school nurse, or in the nurse's absence, by a person who has been trained in the administration of medication. Prescription medication will not be administered without written authorization from the parent and must be in the original container, properly labeled with the child's name, medication, dosage, time of administration and prescribing doctor. A written record of all medication administered will be kept. All medication

records shall be kept confidential. Medication for diabetes, asthma or anaphylaxis may be self-administered by a student with signed consent from the doctor and parent on file in the nurse's office. The school **does not** provide pain relieving medications (Tylenol, Motrin, etc.) for headaches, toothaches, or cramps. When brought from home, these products must also be in an original container with written parental consent before they will be given. Under no circumstances will expired medications be administered.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school. The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR). Please limit the amount of medication provided to the school to a two-week supply.

The school nurse, or in the nurse's absence, the person who has been instructed by the school nurse shall have access to medication. No medication will be brought to school or sent home with a child. **An adult must bring all medication to the nurse's office.** Emergency protocol for medication-related reactions will be in place.

Health Statute 79-3-002, 3-002

Students showing any signs or symptoms of a contagious or infectious disease as defined by school health guidelines shall be sent home immediately, or as soon as safe and proper conveyance can be found. The term "communicable disease" shall mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law. When a student is sent home because of a suspected reportable communicable disease it shall be the responsibility of the school nurse to report the circumstances to the county board of health and the principal. Health data of a student is confidential and it shall not be disclosed to third parties. Additional information is available from the school nurses. Students **may** be excluded from school for, but not limited to, the following communicable diseases:

- | | |
|--|----------------------------|
| Chicken Pox | Conjunctivitis (Pink Eye) |
| Coryza (Common Cold) | Diphtheria |
| Erythema Infectiosum (5 th Disease) | German Measles (Rubella) |
| Hepatitis A, B, or C | Hemophilias Meningitis |
| Impetigo | Measles |
| Meningococcal Meningitis | Mumps |
| Pediculosis (Head/body lice) | Ringworm |
| Scabies | Scarlet Fever |
| Tuberculosis | Scarlatina |
| Strep Throat | Whooping Cough (Pertussis) |
| Influenza | |

School Health Screenings/Physical Examinations

Vision, hearing and dental screenings are performed for the purpose of identifying students whose learning may be affected by an unrecognized problem. Parents of students needing a further evaluation and/or treatment will receive a written referral, If parent/guardian wishes to

refuse their students participate in required school health screenings, the parent/guardian must submit written statement(s) from a qualified examiner that the child has received the minimum required screenings within the previous six months, or the child be screened at school. The minimum required school health screenings and physical exams are:

ATTACHMENT 1: DHHS MINIMUM REQUIRED ANNUAL SCHOOL HEALTH SCREENINGS

SCREENING by Grade or Age Level	Age 3-5 yrs	K	1	2	3	4	5	6	7	8	9	10	11	12
For procedural guidelines and competencies for each screening, see DHHS School Health Guidelines for Nebraska Schools.														
HEARING: pure tone audiometry	annually	X	X	X	X	X				X			X	
VISION: distance	annually	X	X	X	X	X				X			X	
VISION: hyperopia (near vision)			X		X									
DENTAL: inspection of teeth	annually	X	X	X	X	X				X			X	
WEIGHT/HEIGHT STATUS: body mass index percentile	annually	X	X	X	X	X				X			X	
Physical Examination *		X								X				
By physician, physician assistant, or advanced practice registered nurse														
Visual Evaluation*			X											
By physician, physician assistant, advanced practice registered nurse, or optometrist.														
*or Transferring from out of state.														

<p>Additional Indications for Screening:</p> <ol style="list-style-type: none"> 1. New to district at any time, with no previous screening results available. 2. Student enters the Student Assistance Process, with no recent or current screening results available. 3. Periodic screenings as specified by the student's Individualized Education Plan (IEP) 4. Nurse concern, i.e. sudden wt. loss/gain, change in stature or appearance; parent or teacher concern; audiologist referral. 5. Unremediated concerns from previous year. 	<p>Notes:</p> <ol style="list-style-type: none"> 1. The student with known hearing or vision deficits may not need periodic screenings for these conditions. This will be determined on an individual basis by the child's Individualized Education Plan (IEP) and/or school personnel following the student. 2. Screening results may be taken from physical examination, visual evaluation, or dental examination reports if equivalent screening results are available and documented. 3. If parent/guardian wishes to refuse school health screening, parents/guardian must submit written statement(s) from a qualified examiner that the child has received the minimum required screenings within the previous six months, or the child will be screened at school. 4. Parents/guardians may waive physical examination and visual evaluation requirements by submission of written statement of objection to the school.
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Guidelines for Head Lice

Head Lice: Head lice are small, tan/brown parasitic insects that live on scalp hair. No disease is associated with head lice, so their presence is considered a nuisance and not a health threat. Symptoms are itching and the presence of lice and nits (eggs). Head lice are communicable, most often by DIRECT head-to-head contact or the sharing of personal items like combs, hats and towels. Guidelines based on current "best practice" evidence from the Centers of Disease Control, American Academy of Pediatrics and the National Association for School Nurses will be used by Plattsmouth Schools to reduce absenteeism due to head lice and involve parents as partners in control efforts.

Injuries/Accidents

Injuries occurring at school or school-sponsored activities should be reported to a nurse, teacher, sponsor, coach or the office. The school nurse is on duty during the day and will be contacted if a student becomes injured or ill during school. In case of severe injury, an emergency unit will be called immediately at the discretion of school personnel. **Students leaving school due to injury or illness must check out through the office.** Parents will be contacted to inform them of the injury or illness and to receive permission for the student to leave the school. If a parent cannot be reached, the emergency contact will be called.

Physical and Visual Examination

Evidence of a physical examination and a visual evaluation is required within six months prior to entrance into kindergarten and, in the case of transfer from out of state, to any other grade. A physical examination is also required prior to entrance into the seventh grade. The physical examination is to be completed by a physician, a physician's assistant, or an advanced practice registered nurse; the visual evaluation is to be completed by any of the foregoing or an optometrist. A parent or guardian who objects to the physical examination and/or visual evaluation may submit a written statement of refusal for his or her child. Waiver forms are available in the school health office. Additional physical examination requirements exist for students participating in athletic participation. **Failure to comply with this law will keep your child (ren) from enrolling in school.**

Immunizations

A written record of a student's immunization record must be kept on file in the office of the school nurse. State Law requires that before entering the classroom, a child must have proof of receiving all mandated immunizations. Exemptions or temporary waivers or religious reasons. Unimmunized students may be excluded from school in the event of a disease outbreak. Immunization requirements for all students enrolled Pre –K – 12 per Nebraska School Rules and Regulations located in the back of the handbook. **Please refer to Article 5 5001 Attachments.**

Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time. You may obtain a certified copy from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics. **Failure to comply with this law will keep your child (ren) from enrolling in school.**

Transportation Services

Transportation to and from school is provided to students in accordance with law and [Board policy](#) (5501).

Drug-Free Schools

The District implements regulations and practices, which will ensure compliance with the federal Safe and Drug-Free Schools and Communities Act and all regulations and rules, promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects. The consistent message of the program is that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

ACADEMICS

Nebraska Frameworks

Plattsmouth Elementary is accredited through the Nebraska Department of Education's Frameworks. Being accredited means that this school meets high criteria for quality education for students.

Current school improvement goals are:

- Reading: All students will improve their reading performance.
- Math: All students will improve their math performance.
- Civic Engagement: All students will have the opportunity to participate in at least one Civic Engagement.

Assessments

Measures of Academic Progress (MAP) Growth:

All students in grades Kindergarten through fourth complete computerized adaptive assessments in the area of reading and mathematics. These assessments align with our Nebraska state standards. Student assessment results are in real-time, and assist with teachers being able to make informed decisions regarding a student's area of strength, as well as academic areas of weakness. The MAP assessment is administered in the fall, winter, and spring.

Nebraska Student Centered Assessment System (NSCAS) - State Summative Test:

In March and April, students in grades 3rd-5th complete an online-administered state assessment which assesses our state's College and Career Ready Standards for English Language Arts (3rd-4th) and Mathematics (3rd-4th).

Nebraska Student Centered Assessment System Alternate Assessment (NSCAS-AA):

In March and April, students in grades 3rd-5th with severe cognitive limitations complete the individually administered state alternate assessment. These assessments measure a student's alternate state content standards in English Language Arts (3rd-4th) and Mathematics (3rd-4th).

Parents may request and the district will provide (in a timely manner), information regarding any State or District policy regarding student participation in any assessments.

Parent Communication

- Infinite Campus Messenger
Infinite Campus Messenger is a mass notification system designed to reach parents in minutes using phone numbers, text messages and e-mail alerts regarding a time-sensitive situation or just day-to-day events, such as school closing, testing notification or when parental notification is necessary. **Please let the know office when your phone number or email address has changed.**
- Bulletins/Newsletter
The school will post a monthly newsletter on the district website during the first week of each month highlighting special activities for the upcoming month. Reminders of future activities are included. Occasionally special notes will be sent home giving specific information on a topic.
- Informal Communication
Teachers will informally let parents know of successes and problems by telephone, notes and/or class newsletters. Also, parents may email teachers. Teacher email addresses are located under the staff directory of the elementary school website.
- Parent/Teacher Conferences
Parents are encouraged to make appointments for conferences with teachers, the counselor, or the administrators at any time by telephoning the appropriate person or the school office. Regular Parent/Teacher Conferences will be held at the end of the first quarter and third quarter for parents to meet with teachers to discuss their son/daughter's academic progress.

Regular Programs

All students in kindergarten through fourth grade receive instruction in reading, writing, handwriting, math, social studies, science, and social skills taught by the classroom teacher. Specific phonics and phonemic awareness skills are also taught in kindergarten through second grade. Word study skill instruction is included in third and fourth grade.

Special Programs

Multi-Tiered System of Support

Working together to achieve Academic success, respectful Behavior, and Career readiness in a Safe environment, students are expected to meet performance goals identified at the early childhood center, elementary school, middle school, and high school. Examples of performance goals at each building may include: arrive to class prepared for learning, use work time appropriately, complete assigned tasks on time, demonstrate respect for people and property, and follow staff directives. If a student does not respond appropriately to performance goal expectations, they may receive increasing levels of support. Students will be monitored to determine if they respond to interventions developed by the team.

Potential team members include student, teacher(s), parents, building administrator, school psychologist, and District administrator

If a student does not respond to interventions, the team will likely consider additional problem solving that may include an alternative setting, alternative curriculum, alternative schedule, 504 plan, or referral for a special education evaluation. Students will not be considered for a special education evaluation, until they have consistently demonstrated academic or behavior challenges that are significantly different from their same-age peers.

High Ability Learners Program (HAL)

The High Ability Learners Program is designed to extend the learning environment for high potential students. Classes are defined as being expanded learning experiences for able learners capable of studying in depth matters of an academic and creative nature. Students in fourth grade may be selected to participate in the High Ability Program.

Students' individual needs and learning styles should be accommodated by differentiated programs achieved through flexible and appropriate programming. The High Ability Program is to aid students in attaining the highest level of achievement possible in their unique talent area and enhancing the student's social responsibility and adjustment.

Title 1

Students who need help with their reading skills may be served in small groups or as an individual taught by Title I reading teacher or paraprofessional.

Parents/guardians or a student in a Title I school may request and the district will provide (in a timely manner), information regarding any State or District policy regarding student participation in any assessments. Please contact the following individuals if you have any questions.

Dr. Amber Johnson
Elementary Principal
ajohnson@pcsd.org
402-296-4173 ext. 2504

Dr. Cherie Larson
Director of Instructional Services
clarson@pcsd.org
402-296-3361 ext. 2812

Student Placement

In the spring, classroom teachers and other staff members meet to determine student class placement for the next school year. It is essential that equitable, compatible, and balanced classrooms are assembled and that classrooms reflect what teachers know about the conditions under which your child best learns. If your child has a special need not known to the school that would impact class placement, please submit your concern in writing to the principal when your child enrolls in school for the first time, or in the spring as classroom assignments are being considered. **We do not accept requests for individual teachers.** However, we value information that will enable us to select the best placement for your child. Please do not call or write to request a specific teacher or expect a classroom teacher to place your child with a specific teacher.

Textbooks and Supplies

Textbooks are loaned to the students as a benefit from the Plattsmouth Community Schools. The students are responsible for the condition of these books. If a textbook is not returned in good condition or is lost, the student will be assessed a fine. All fines will be due immediately and payable to Plattsmouth Elementary School.

Students and their parents may choose to provide minor personal or consumable items for specific courses and activities, such as pencils, pens, erasers, glue sticks, notebooks, and binders.

ACTIVITIES

Students are reminded that participation in activities is a privilege, which may be forfeited pursuant to the *Student Conduct Rule (Board Policy No. 5101)*. <https://www.pcsd.org/Page/24>

Activity and Event Regulations

As with all school-sponsored activities, all student behavior guidelines will be followed including adherence to the dress code. Students attending any school activity may not leave and re-enter the activity. If a student leaves, he/she will be required to leave the school property. Students are at events to be spectators and not to cause disruptions. Students who cause disruptions will be removed from school grounds for this event and could be restricted from events for the remainder of the school year. This includes events at all three schools. **Elementary students should be accompanied by an adult at all school activities.**

Elementary students who are attending events at other buildings need to follow the behavior guidelines at those buildings. Students should not play in the halls or run around the buildings. They should stay with their parents or relatives.

The Quick Guide to Buying and Bringing Snacks to School

The following is a grade level list of recommended healthy snacks to bring for daily snacks. All other snacks will be sent home, based on the school's healthy schools policy and procedures. Snacks should be individually packaged.

Acceptable Snacks

Lite Popcorn	Goldfish
Animal Crackers	Fruit
Dried Fruit	Graham Crackers
Pretzels	Nuts
Fruit Cups	Reduced sugar or 90 calorie granola bars
Teddy Grahams	Yogurt
100-Calorie Snacks	Baked Chips
Baked Cheetos	Cheese and Crackers
String Cheese	Beef Jerky
Vegetables	Cereal
Fruit Snacks made with Real Fruit	

Field Day

A half-day outdoor event may be held in May for students. There are appropriate game and athletic activities for the students.

Practices/Rehearsals

The school will avoid scheduling activities on Wednesday evenings and Sundays. Exceptions to this will only be made by prior approval of the superintendent of schools.

If school is dismissed early due to inclement weather, all scheduled practices and activities are canceled for that day.

Student Council

Plattsmouth Elementary School has an active Student Council. Two students are elected to serve from each second, third, and fourth grade classroom for one year. The Student Council meets twice a month, plans fundraisers and supports the Staff Appreciation Day. The members also collect food for the Food Pantry and manage the school store.

GENERAL GUIDELINES

Dress Code

A student's clothing should be appropriate and in good taste. Weather conditions should be considered when selecting the student's daily apparel. During the winter months, if a child wants to go outside for recess, long pants will be required. When the conditions are wet or snowy and recess is still held outside, students must wear boots and snow pants if they expect to play off the

paved playground. Any clothing that interferes with the learning process will not be accepted and you may be called to bring appropriate clothing. Hats are not to be worn in the building, unless it is a specific hat day. Masks are optional for students and staff.

Apparel must comply with the health and safety codes and not interfere with the educational process. We will not allow intimidating, hostile, or offensive messages on face coverings. Apparel that advocates tolerance for or advertises controlled or illegal products or substances will not be permitted. Any face covering by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with a gang will not be tolerated. Any question concerning appropriate apparel shall be handled on an individual basis by the immediate supervisor, teacher, or building administrator.

Change of Address/Phone Number

Please contact the office when there is a change in a student address or phone number or that of the parent or guardian. Please help the office staff maintain up-to-date records.

Distribution of Materials

The principal must approve non-curricular materials before they can be distributed. There are guidelines to be met before a request can be considered.

Fire/Tornado /Crisis Drills

Fire and tornado drills are required by law at regular intervals and are an important safety precaution. Teachers in each classroom will give instructions for these drills. The instructions will be posted in each classroom and students should be familiar with the procedures.

The fire alarm is a signal for all students and teachers to make a quick, quiet, and orderly exit from the building. Students should remain with their class group, moving at least 100 feet from the building, and are not to reenter the building until directed to do so.

Tornado drills will be signaled and directions will be given on the intercom. Students should follow the tornado drill instructions by moving into the hallways. An intercom announcement will instruct students when it is safe to return to class. Security drills will be held during the school year.

Food and Drink Regulations

No opened containers may be brought into the building. This includes but is not limited to opened liter bottles, sports bottles, cups, and other containers that are not sealed. Water bottles are allowed to be brought from home.

Kindergarten Round up

Parents of future kindergartners (those students who will be five years old on or before July 31) will be informed of the yearly Kindergarten Round-Up. Parents will be able to register their child by visiting school and bringing the child's certified birth certificate, immunization records, and a record of a physical exam.

Library

The school library is organized to aid students with their schoolwork. It serves as a reference center for supplies, resource material, books, periodicals, and novels for personal interest reading. The library is available as a quiet study area when doing research. The policies governing the use of the library, checkout of library materials, fines, etc., are posted in the library. Students violating the rules and regulations of the library will lose their privilege of library use. If a book is lost a bill will be sent home. If the book is found later, a refund will be issued.

Lunch Room & Food Service Guidelines

Plattsmouth Community Schools offers breakfast and lunch every day with a focus on lots of choices and good nutrition. The school food service program is a pre-pay system. There must be funds in your account for your child to make purchases. The district reserves the right to block any account that is delinquent. If a family account has a negative balance, your account may be inactivated and your student will not be able to make any purchases on the family account. An alternate meal may be provided to your child if your account is delinquent. We understand families may have emergency situations. We can work with you to set up payment arrangements for your account, if you contact us.

We strive to assist parents with their efforts to maintain a positive account balance by providing notice of a low balance. Food service staff will give verbal reminders to students. Please sign up for low balance notices via email through Infinite Campus. You can monitor your account balance online at any time through Infinite Campus. We encourage parents to enroll in the online payment system through Infinite Campus. All foodservice payments made online post directly to your family account. Debit and credit card payments can be made at the District Central Office or by phone 402-296-3361. Cash payments can be made at your child's school. **We do not accept checks.**

Student Breakfast and Lunch

During the 2023-2024 school year, the cost of breakfast and lunch are as follows:

Breakfast Fees and Schedule:

Breakfast Fee - \$2.20

Milk - \$.50

Breakfast begins at 7:45 a.m. and ends at 8:05 a.m.

Lunch Fees and Schedule:

Lunch Fee - \$2.95

Milk - \$.50

If students would like seconds or two entrees, the cost of a lunch is \$2.95. Students are encouraged not to bring pop.

If you have any questions regarding your family meal account, please contact us at 402-296-3361 ext. #2800.

All families who qualify for free or reduced price meals must fill out a new application form each school year. Families that fail to turn in a new application will be charged full price for meals. Parents are responsible for all charges on the account until a new application has been received and processed. Applications will be available late July or early August. If you do not receive an application by the beginning of school please contact the food service office.

Our school district currently provides an in-district food service. All menus along with nutritional information are posted online.

The school food service program operates under USDA guidelines.

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 Rights1400 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.

Lunch Rules

1. Students are to use proper table manners and not misuse food or beverages.
2. Trays and trash must be returned to the proper area.
3. Students are encouraged to drink healthy beverages. Pop is not encouraged.
4. Violation of these rules will result in disciplinary action.

Make-Up

Please do not allow your child to bring make-up to school because of the potential health hazard when the make-up is shared with other students.

Money

Please do not send money to school unless there is a reason such as lunch money or school store purchase.

Office Referral

A student may be sent to the office for serious inappropriate behavior. Teachers and other staff members will re-teach/redirect that behavior whenever possible before an office referral is made. Some behaviors are severe enough that a student is sent to the office with little staff intervention. An office referral form is filled out for the student stating the behavior and what is known about the incident. Administrators will investigate the behavior or incident, work with the student, and attempt to reach parents to inform them of the situation and discuss the resolution of the problem. Occasionally, a parent/student/principal or dean of students conference may be needed.

Parent Involvement

A parent may object in writing to textbooks, tests, and other curriculum materials, the subject matter of courses, assemblies, counseling sessions, or other instructional activities. If parents know in advance of topics or activities from which they wish to have their child(ren) excused, the school expects parents to request to have the student excused from participation.

Parents wishing to participate in counseling sessions with their children may make such a request of the building administrator. Upon receiving such a request, the building principal will contact the counselor to determine if, in the opinion of the counselor, parental participation is appropriate.

Pets

Students and/or parents shall not be permitted to bring animals into the school and/or classroom.

P.T.O.

Parents and guardians are encouraged to join the P.T.O. This organization sponsors activities and helps to raise money to help Plattsmouth Elementary School. The P.T.O. Board meets monthly and welcomes any parent to attend.

Recess

Children will have the opportunity to get exercise, fresh air, and socialize with friends at recess. If your child is well enough to attend school, she/he is well enough to participate in the elementary schedule. Exceptions will be made when a note from a doctor excuses a child from certain activities. **Please dress your child appropriately for the weather. Please make sure your child is dressed appropriately for outside activities when the weather becomes cold.** It is at the discretion of the principal whether the clothing a child is wearing is appropriate for the weather conditions. Students will not be sent outside if it is raining or the temperature and/or wind chill is below 10 degrees. When the temperature and/or wind chill is above 10 degrees recess will be outside. **When the conditions are wet or snowy and recess is still held outside, students must wear boots and snow pants if they expect to play off the paved playground.** Occasionally the presence of ice on all hard outdoor surfaces necessitates that students stay

inside. **Students are asked to not bring toys or equipment from home to play with before and after school or during recess unless the building principal has granted permission.** Toys may be brought for classroom projects only (show and tell, writing assignments, etc.) and should be done so only with permission of the classroom teacher.

School Cancellation and Closing

In the event of severely inclement weather or mechanical breakdown, school may be closed or the starting time was delayed. The same conditions may necessitate early dismissal. School closings, delayed starting time or early dismissal will be announced over television, radio stations, and Infinite Campus. Reports in the morning will be between 6:00 a.m. and 8:00 a.m. If no report is heard it should be assumed school is in session. If school is dismissed early because of inclement weather, all scheduled practices and activities may be canceled for that day.

School Closing Due to Health Conditions

The school district works closely with the Nebraska Department of Health during outbreaks of illness. In accordance with the Nebraska Department of Health recommendations, if 25-30 percent of students are absent and/or if an insufficient number of staff members are available to teach classes due to health, the administration of the school will consider closing the school. School or classrooms may also be closed due to COVID-19 confirmed cases.

School Property

Students marking or damaging school equipment or property in any way will be required to clean the article or pay for the damage done. Parents and students are responsible for materials loaned to the student.

Soiling and Wetting

Occasionally children do have soiling and wetting accidents. In grades K-4, if your child soils or wets, it is expected that you will come and/or pick him/her up, clean and change him/her and return him/her back to school. These are the procedures that Plattsmouth Elementary School will follow:

1. The first time the student soils or wets their pants the school will provide a place for the students to clean themselves and change clothes. If the students cannot clean themselves the parents are expected to come and help their child clean up or take them home to clean up and return the student to school. If the student cleans themselves, a note will be sent home and must be signed and returned to the classroom teacher.
2. The second time the student soils or wets their pants the school will provide a place for the students to clean themselves and change clothes. If the students cannot clean themselves the parents are expected to come and help their child clean up or take them home to clean up and return the student to school. If the student cleans themselves, a note will be sent home and must be signed and returned to the classroom teacher.
3. The third time the student soils or wets their pants the school will provide a place for the students to clean themselves and change clothes. If the students cannot clean themselves the

parents are expected to come and help their child clean up or take them home to clean up and return the student to school. A meeting with the parents of the student will be set and a plan will be established to address the issue.

At the team meeting, the plan should include the following information:

- a. Possible reasons for the toileting issue.
- b. Possible solutions for the toileting issue.
- c. A home/school plan detailing who is responsible for each step of the plan at each location.

Students with medical or special needs may be exempt from this policy. A toileting plan will need to be established detailing who is responsible for each step of the plan at each location.

Telephone

Teachers are conducting classes from 8:10 a.m. - 2:50 p.m. If you need to talk to a teacher, you may call and leave a message. Teachers can be reached by phone during their planning time, lunchtime, and before and after school. Please do not ask to talk to a teacher during instructional time.

The school telephone is for school business. Students may not make personal calls, unless they are urgent and are given permission from their classroom teacher. Students may not receive phone calls during the instructional day. The school will make every effort to get messages to students during the school day. Try to let your child(ren) know their after school plans before they come to school.

Toys/Games

Toys, games, and video games will not be allowed at school unless they are to be used for a special activity. Please make sure your child does not bring toys to school unless a teacher or administrator has given prior approval. This includes all types of trading cards. This policy has been changed due to the number of conflicts resulting from lost, broken, and stolen toys.

LEGAL NOTICES AND STUDENT RIGHTS

Anti-Bullying Policy

Discussed in [Board Policy 5415](#)

Child Find/Special Services

If special educational needs of students exist or arise, they will be addressed in a manner that complies with State and Federal requirements. If you have questions about special education identification or services, contact the Assistant Director of Student Services Pam Dobrovolny at 296-3361.

Discontinuance of Enrollment for Children Younger Than Six Years of Age

Discussed in [Board Policy 5002](#)

Freedom of Expression

Student expression, other than student expression in student-produced official school publications, made on the school district premises or under the jurisdiction of the school district or as part of a school-sponsored activity may be attributed to the school district; therefore, student expression must be responsible. Student expression must be appropriate to assure that the students learn and meet the goals of the school activity and that the potential audience is not exposed to material that may be harmful or inappropriate for their level of maturity.

Students will be allowed to express their viewpoints and opinions as long as the expression is responsible. The expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons, be obscene or indecent, or cause a material and substantial disruption to the educational program. The administration, when making this judgment, shall consider whether the activity in which the expression was made is school-sponsored and whether review or prohibition of the students' speech furthers an educational purpose. Further, the expression must be done in a reasonable time, place, and manner that is not disruptive to the orderly and efficient operation of the school district.

Administration

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

Student Discipline & Early Childhood Student Discipline

Discussed in [Board Policy 5101](#).

Academic Integrity

Discussed in [Board Policy 5101](#).

Student Fees

Discussed in [Board Policy 5195](#).

Multicultural Policy

Discussed in [Board Policy 6370](#).

Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973

The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent).
11. File a local grievance.

Notification of Rights Under FERPA

Discussed in [Board Policy 5202Z](#)

Student Privacy Protection Policy

Discussed in [Board Policy 5421](#)

Parental Involvement Policies

Discussed in [Board Policy 6400](#)

Title I Parental and Family Engagement Policy

Discussed in [Board Policy 6410](#)

Homeless Students Policy

Discussed in [Board Policy 5417](#)

Interviews Of Students By Outside Agencies

Discussed in [Board Policy 5413](#)

Community Use of School Facilities

Discussed in [Board Policy 1100](#)

Option Enrollment

Discussed in [Board Policy 5006](#)

Student Records

Discussed in [Board Policy 5202](#)

Identification of Learners with High Ability

Discussed in [Board Policy 5414](#)

Search and Seizure

Discussed in [Board Policy 5406](#)

Internet Safety and Acceptable Use Policy

Discussed in [Board Policy 6800](#)

Safe Pupil Transportation Plan

Discussed in [Board Policy 5306](#)

Fire Drills & Crisis Plans

Discussed in [Board Policy 6115](#)

Assessments -- Academic Content Standards

Discussed in [Board Policy 6212](#)

Reading Instruction and Improvement

Discussed in [Board Policy 6213](#)

Concussions

Discussed in [Board Policy 6284](#)

Return to Learn From Cancer

Discussed in [Board Policy 6286](#)

Tobacco Policy

Discussed in [Board Policy 1120](#)

Title I Parent and Family Engagement Policy

Discussed in [Board Policy 6410](#)

Title I Funds

Discussed in [Board Policy 3570](#)

Insufficient Funds

Discussed in [Board Policy 3580](#)

Board Minutes

Discussed in [Board Policy 9340](#)

Employee Conduct Regulations

Discussed in [Board Policy 4020 and 4020A](#)

Workplace Privacy Act

Discussed in [Board Policy 4027](#)

Option Enrollment

Discussed in [Board Policy 5006](#)

Student Discipline

Discussed in [Board Policy 5101](#) and [Board Policy 5105](#) for students with disabilities

Drug and Substance Use and Prevention

Discussed in [Board Policy 5104](#)

Internet Safety and Acceptable Use Policy

Discussed in [Board Policy 6800](#)

Self-Management of Asthma Anaphylaxis and Diabetes

Discussed in [Board Policy 6921 and 6921A](#)

All Board Policies can be found at <https://www.pcsd.org/Page/14>

STUDENT HANDBOOK: COVID SUPPLEMENT

Refer to district website for COVID protocols and updates: www.pcsd.org [COVID Protocols](#)

FORMS FOR HEALTH RELATED ADMISSION REQUIREMENTS

1. **Notice of Requirements for Student Admission—Birth Certificate, Immunization, Physical Examination and Visual Evaluation**
2. **Immunization—Affidavit of Refusal—For Reason of Religious Conflict**
3. **Immunization—Affidavit of Refusal—For Reason of Religious Conflict (Alternative: HHS Form)**
4. **Immunization—Affidavit of Refusal—For Medical Reason (HHS Form)**
5. **Immunization—Medical Documentation of Varicella (Chickenpox) Disease (HHS Form)**
6. **Physical Examination or Visual Evaluation---Parent Objection Form**
7. **Waiver of Physical Examination/Visual Evaluation Requirement (HHS Form)**
8. **HHS Summary of the School Immunization Rules and Regulations 2018-2019**
9. **Affidavit (For Child to Enroll Early in Kindergarten)**
10. **Request for Non Disclosure of High School Personal Information to Institutions of Higher Education and Military Recruiters**
11. **Section 9528. Armed Forces Recruiter Access to Students and Student Recruiting Information**

**NOTICE OF REQUIREMENTS FOR STUDENT ADMISSION—
BIRTH CERTIFICATE, IMMUNIZATION, PHYSICAL EXAMINATION
AND VISUAL EVALUATION**

Nebraska law requires that the parents or legal guardian furnish the following documents as a condition of admission to school:

1. A certified copy of the student's birth certificate issued by the state in which the child was born, prior to admission of a child for the first time. Other reliable proof of the child's identity and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of a birth certificate. An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced. (Failure to provide the birth certificate does not result in non-enrollment or disenrollment, but does result in a referral to local law enforcement for investigation).
2. Evidence of a physical examination by a physician, physician assistant, or nurse practitioner, within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a physical examination.
3. Evidence of a visual evaluation (for school year 2017-2018 and each school year thereafter) by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a visual evaluation. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity.
4. Evidence of protection against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Hepatitis B, Varicella (chicken pox) and Haemophilus Influenzae type b (Hib) and other diseases as required by applicable law, by immunization, prior to enrollment, unless the parent or legal guardian submits a written statement refusing immunization or meets other exceptions established by law (refer to Health and Human Services regulations, 173 NAC 3).
5. On and after July 1, 2010, every student entering the seventh grade shall have a booster immunization containing diphtheria and tetanus toxoids and an acellular pertussis vaccine which meets the standards approved by the United States Public Health Service for such biological products, as such standards existed on January 1, 2009.

Forms to submit objections are available from the school.

The following information is provided to assist a parent or guardian in receiving information regarding free or reduced-cost visual evaluations for low-income families who qualify: Information about free or reduced-cost visual evaluations may be obtained from the Nebraska Foundation for Children's Vision (NFCV), nechildrevisions.org, 1633 Normandy Court, Suite A, Lincoln, NE 68512—Fax 402-476-6547—Phone 402-474-7716. To identify a participating SEE TO LEARN doctor nearest you,

call 1-800-960-3937. For assistance from VISION USA call 1-800-766-4466. In addition, Lions Clubs throughout Nebraska are committed to assisting disadvantaged families by sponsoring eye exams and eyewear. NOA member doctors will provide eye exams at no cost if no other resources are available.

**AFFIDAVIT OF REFUSAL OF IMMUNIZATION--
FOR REASON OF RELIGIOUS CONFLICT
(For School Admission)**

The undersigned, being first duly sworn, states upon oath as follows

This affidavit is submitted for the following child: _____.

I state that I am submitting this affidavit in the position of (*initial* as appropriate):

- _____ Self, as I am the child and I am of the age of majority
- _____ As a legally authorized representative of the child based on (insert description of legal authority; e.g., parent or legal guardian):

I understand that state law requires that the child be protected by immunization against certain contagious diseases prior to enrollment in school. I hereby swear and affirm that such immunization requirements (*initial* as applicable):

- _____ Conflict with the tenets and practice of a recognized religious denomination of which the child is an adherent or member; or
- _____ Conflict with the personal and sincerely followed religious beliefs of the child.

I will not hold [Name] Public Schools responsible for any injury or harm caused by or relating to such refusal to obtain immunization for the child.

IN WITNESS WHEREOF, this affidavit is signed and acknowledged this ____ day of _____, 20__.

Affiant _____

STATE OF NEBRASKA)
) **ss.**
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 20__ by _____.

Notary Public

[Legal Reference: Neb. Rev. Stat. sections 79-217 and 79-221; HHS Regulation 173 NAC 3]

AFFIDAVIT

Refusal of Immunization of Student for Religious Reasons

State of Nebraska

ss.

County of

This Affidavit is being submitted on behalf of

(Name of Student) (Birthdate of Student)

If the student is of the age of majority:

I, _____, of lawful age and being first duly sworn,
(Name of Affiant/Student)
depose and state as follows:

Immunization conflicts with the tenets and practice of a recognized religious denomination of which I am an adherent or member or immunization conflicts with my personal and sincerely followed religious beliefs.

If the student is a minor:

I, _____, as legally authorized representative of
(Name of Affiant)
_____, of lawful age and being first duly sworn,
(Name of Student)
depose, and state as follows:

Immunization conflicts with the religious tenets and practice of a recognized religious denomination of which the student is an adherent or member or immunization conflicts with the student's personal and sincerely followed religious beliefs.

(Signature of Affiant)

SUBSCRIBED AND SWORN to before me this _____ day of _____

Notary Public

Printed from the Nebraska Health and Human Services System Web site. www.hhs.state.ne.us

**REFUSAL OF IMMUNIZATION
For Medical Reasons**

As the physician of:

Child's Last Name	First Name	Age
Birth Date	School	Grade

A. I have elected to not immunize this student against the following disease(s): (check box*)

- Diphtheria
- Tetanus
- Pertussis
- Polio
- Measles (Rubeola)
- Mumps
- Rubella (German Measles)
- Hepatitis B
- Varicella (chickenpox)

In my opinion, this/these immunization(s) would be injurious to the health and well-being of

- The student
- A member of the student's household or family

Comments _____

Signature of Physician Date

* Each disease for which a vaccine has not been administered must be checked. Parent /guardian must submit dates of immunization for all other diseases.

Printed from the Nebraska Health and Human Services System Web site. www.hhs.state.ne.us

Documentation of Varicella (Chickenpox) Disease

(To be filled out by the parent, guardian, or medical provider of the child/student)

This document is being submitted on behalf of:

(Name of child/student) (Birth date of child/student)

I _____ verify that the above listed child/student
Parent/Guardian/Medical Provider

had the varicella disease in _____ (year).

(Signature of parent/guardian/medical provider)

**PARENT OBJECTION TO
PHYSICAL EXAMINATION OR VISUAL EVALUATION
(For School Admission)**

I am the parent or guardian of the following children who are enrolling in the beginner grade or seventh grade in [Name] Public Schools, or who are transferring from out of state into any grade in [Name] Public Schools:

Child No. 1: _____

Child No. 2: _____

I understand that state law requires that the school be provided with: (1) evidence of a physical examination by a physician, physician's assistant, or nurse practitioner and (2) a visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist. The physical examination and visual evaluation is required to be completed within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity. No such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing.

I hereby object in writing to the:

_____ physical examination

_____ visual evaluation

(check one or both)

for the above named child(ren). I will not hold [Name] Public Schools responsible for any injury or harm caused by or relating to such refusal to obtain a physical examination of visual evaluation for the above named child(ren).

Dated this ____ day of _____, 20__.

Parent or Guardian _____

[Legal Reference: Neb. Rev. Stat. sections 79-214(3) and 79-220]



**Department of Health and Human Services
Waiver of Physical Examination/Visual Evaluation Requirement**

School Name (if desired) _____

Note to Parent/Guardian: please complete and return to the school health office if you wish to have your child waived from these requirements as allowed by Nebraska law. If you have questions, please contact the school nurse or the school office. Thank you.

As a Parent/Guardian of - Student Name	Student ID#
School Name	Grade

I object to the following requirements for school entry as legislated in Nebraska Revised Statutes 79-214 and 79-220.

Check which apply:

- Physical examination by a licensed physician, physician assistant or advance nurse practitioner within six months prior to school entry. *(Applies to: Kindergarten or beginner grade, out of state transfers to any grade, and seventh grade).*
- Visual evaluation by a licensed physician, physician assistant, advanced nurse practitioner, or vision professional (optometrist or ophthalmologist) within six months prior to school entry. *(Applies to: Kindergarten or entry grade and out of state transfer to any grade).*

I understand that I may request information to assist me in receiving information about reduced-cost vision examination as required by NRS 79-220.

I understand provisions in the law allow me to waive the requirement for this examination by my signed statement.

SIGN HERE _____
Signature of Parent/Guardian Date

Comments: _____

**Summary of the School Immunization Rules and Regulations
For 2023-24 School Year**

Student Age Group	Required Vaccines
Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine, 3 doses of Polio vaccine, 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age, *Hib not required after child reaches 5 yrs. of age 3 doses of pediatric Hepatitis B vaccine, 1 dose of MMR or MMRV given on or after 12 months of age, 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age. *Pneumococcal is not required after a child reaches 5 yrs. of age.
Students from Kindergarten through 12 th Grade, including all transfer students from outside the State of Nebraska and any foreign students	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4 th birthday, 3 doses of Polio vaccine, 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age. 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month, 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
Additionally, for 7th Grade Only	1 dose of Tdap (must contain Pertussis booster)

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services, 2011. For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet: <http://www.hhs.state.ne.us/reg/t173.htm> (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)

Updated 2/2014

AFFIDAVIT
(For Child to Enroll Early in Kindergarten)

The undersigned, being first duly sworn, states upon oath as follows:

I am the parent or guardian of _____ (Child's name). The Child's date of birth is _____. The Child will reach the age of five years on or before July 31 of the current school year

I elect to enroll the Child this school year and hereby affirm (check or initial appropriate provision for early enrollment):

_____ the Child attended kindergarten in another jurisdiction in the current school year; or

_____ the family anticipates relocation to another jurisdiction that would allow admission within the current year; or

_____ the Child is capable of carrying the work of kindergarten which can be demonstrated through a recognized assessment procedure approved by the board.

IN WITNESS WHEREOF, this affidavit is signed and acknowledged this ____ day of _____, 2018.

Parent or Guardian _____

STATE OF NEBRASKA)
)
COUNTY OF _____) **ss.**

The foregoing instrument was acknowledged before me this ____ day of _____, 20__ by _____.

Notary Public

Plattsmouth Community Schools
Addition to Student Code of Conduct
Appendix "2"

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

STUDENT'S AGREEMENT

In order to make sure that all members of Plattsmouth Community Schools community understand and agree to these rules of conduct, Plattsmouth Community Schools asks that you as a student user sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Plattsmouth Community Schools, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Plattsmouth Community Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Plattsmouth Community Schools, any of its employees, or any institution providing network access to Plattsmouth Community Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name _____

Student's Signature _____

Date: _____

This form will be retained on file by authorized
faculty designee for duration of applicable
computer/network/Internet use.
Plattsmouth Community Schools
Addition to Student Code of Conduct
Appendix "3"

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

PARENT’S AGREEMENT

In order to make sure that all members of Plattsmouth Community Schools community understand and agree to these rules of conduct, we ask that you as a parent/guardian sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by Plattsmouth Community Schools. As parent or guardian of the student named below, I grant permission for my son or daughter to access networked computer services such as electronic mail (e-mail) and the Internet. I understand that this free access is designed for educational purposes. I also understand that individuals may be held liable for violations of those Terms and Conditions. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold Plattsmouth Community Schools responsible for materials acquired or sent via the network.

I agree not to hold the Plattsmouth Community Schools, any of its employees, or any institution providing network access to Plattsmouth Community Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name _____

Parent's Signature _____

Date: _____

This form will be retained on file by authorized
faculty designee for duration of applicable
computer/network/Internet use.

ASTHMA OR ANAPHYLAXIS MEDICAL MANAGEMENT PLAN

I. CONTACT AND PLAN INFORMATION

Student's Name: _____ **Date of Birth:** ____/____/____
(Month) (Day) (Year)

Health Condition: Asthma Anaphylaxis (For this Plan "Health Condition" means the condition(s) checked)

Mother/Guardian: _____

Section IV.01 Address:

Telephone: Home _____ Work _____ Cell _____

Father/Guardian: _____

Section IV.02 Address:

Telephone: Home _____ Work _____ Cell _____

Student's Doctor/Health Care Provider: _____

Section IV.03 Address:

Telephone: _____ Emergency Number: _____

Other Emergency Contacts: _____

Relationship: _____

Telephone: Home _____ Work _____ Cell _____

**II. PARENT OR GUARDIAN
AUTHORIZATION, APPROVAL AND LIABILITY WAIVER**

The parents or guardians (hereinafter "Parent") request that Plattsmouth Schools allow the Student to self-manage the health condition and accept and agree to this Medical Management Plan. The Guidelines for Asthma or Anaphylaxis Medical Management Plan are incorporated into and are a part of this Plan.

Parents understand and agree that if the Student injures school personnel or another student as the result of the misuse of necessary asthma or anaphylaxis medical supplies, Parents shall be responsible for any and all costs associated with such injury. Parents acknowledge that (a) the school and its employees and agents are not liable for any injury or death arising from the Student's self-management of the Student's Health Condition and Parents release same from any such claims and (b) Parents shall and do hereby agree to indemnify and hold harmless the school and its employees and agents against any claim arising from the Student's self-management of Student's Health Condition. This release, indemnification and hold harmless agreement shall take effect immediately and shall stay in effect for as long as the Student is provided permission to self-administer medication.

Parent/guardian signature: _____ Date: _____

Parent/guardian signature: _____ Date: _____

III. STUDENT AGREEMENT

I will use the prescription asthma or anaphylaxis medication only as prescribed and as permitted by the Plan. I will not share the medication with others and I will not create an unnecessary distraction to others. I have been instructed how to self-administer this medication and understand the side effects of improper use and will promptly report self-administration and follow the Guidelines. I understand that if I do not abide by these terms, I may be disciplined and that this Plan will be re-evaluated. I release the school and its employees of any liability in any way related to this Plan or my use of the medication.

Student signature: _____

Date: _____

IV. MEDICAL MANAGEMENT PLAN

A. Health care services the Student may receive at school relating to Student's Health Condition: See Guidelines (Part V).

B. Evaluation of Student's understanding of and ability to self-manage Student's Health Condition.

The parents/guardians and the Physician certify that the Student has a sufficient level of understanding and ability to self-manage the Student's Health Condition as follows:

1. Access to Prescription Asthma/Anaphylaxis Medication

- May have medication in Student's possession at any time.
 - May have medication in Student's possession when the health office is not accessible (for example, when the Student is out of the school on field trips or participating in extracurricular activities) but should otherwise be maintained in the health office.
 - May not have medication in Student's possession except for emergency use.

2. Self-Administration of Prescription Asthma/Anaphylaxis Medication

- May self-administer independently and without supervision. The Student has had training and is proficient in self-administering medication.
- May self-administer when the health office or school staff authorized to administer medication are not readily accessible (for example, when the Student is out of the school on field trips or participating in extracurricular activities); but should otherwise have medication administered by the health office or authorized school staff.
- May not self-administer except for emergency use.

C. It is agreed that this Plan permits regular monitoring of Student's self-management of Student's Health Condition by an appropriately credentialed health care professional.

D. Name, purpose and dosage of prescription asthma or anaphylaxis medication prescribed for Student: See Student Asthma/Anaphylaxis Action Plan (Part IV(F)).

E. Procedures for storage and access to backup supplies of such prescription medication for Student's Health Condition:

1. The Student, when permitted to be in possession of medication, will have only the prescription medication that might be needed for the Student's own use. For example, the Student may have one inhaler, but not two, unless the first is nearly empty
2. The school will store any backup supply needed in accordance with its medication storage procedures.
3. The student may have access to the backup supply when necessary by requesting such from the health office.

F. Student Asthma/Anaphylaxis Action Plan

Student Name: _____ Date of Birth: ____/____/____
 (Month) (Day) (Year)

EXERCISE PRECAUTION - Administer inhaler 15-30 minutes before exercise (eg, gym class, recess)

- Albuterol inhaler (Proventil, Ventolin) 2 inhalations

ASTHMA TREATMENT

Give or self-administer *quick relief medication* when Student experiences asthma symptoms such as, coughing, wheezing, or tight chest.

Quick relief medication:

- Albuterol inhaler (Proventil, Ventolin) 2 inhalations
- Pirbuterol inhaler (Maxair) 2 inhalations
- Albuterol inhaled *by nebulizer* (Proventil, Ventolin)
- 0.63 mg/3 mL
- 1.25 mg/3 mL
- Levalbuterol inhaled *by nebulizer* (Xopenex)
- 0.31 mg/3 mL
- 0.63 mg/3 mL
- 1.25 mg/3 mL
- May carry and self-administer metered-dose inhaler per Part IV(B) of Medical Management Plan.

IF SCHOOL STAFF INVOLVED-- CLOSELY OBSERVE STUDENT AFTER QUICK RELIEF ASTHMA MEDICATION IS ADMINISTERED

If after 10 minutes:

- Symptoms are improved, student may return to classroom after notifying parent/guardian.
- If no improvement in symptoms, repeat the above medication and notify parent/guardian immediately and determine student's ability to remain in school for the day.
- ***If student continues to worsen CALL 911 and INITIATE Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions Protocol (Asthma).***

ANAPHYLAXIS TREATMENT

Give or self-administer *epinephrine* when Student experiences allergy symptoms, such as hives, difficulty

IF SCHOOL STAFF INVOLVED--CLOSELY OBSERVE STUDENT AFTER EPINEPHRINE IS ADMINISTERED

breathing (chest or neck “sucking in”), lips or fingernails turning blue, or trouble talking (shortness of breath).

The Student has severe allergies to the following:

Epinephrine injection (please specify):

EpiPen 0.3 mg Twinject 0.3 mg

EpiPen Jr. 0.15 mg Twinject 0.15 mg

May carry and self-administer epinephrine injection per Part IV(B) Medical Management Plan.

• **CALL 911 and closely observe the student.**

• Notify parent/guardian immediately.

• Even if student improves, the student should be observed for recurrent symptoms of anaphylaxis in an emergency medical facility.

• *If student does not improve or continues to worsen, INITIATE Nebraska’s schools Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions Protocol (Anaphylaxis).*

Possible adverse reactions to be reported to physician _____

Special instructions _____

I am the Student’s Physician or other health care professional who prescribed the medication for treatment of the student’s condition. Student has Asthma Anaphylaxis and has been prescribed the medication referenced above. Student has the ability to safely and responsibly self-manage Student’s Health Condition in accordance with this Asthma or Anaphylaxis Medical Management Plan. I approve the Medical Management Plan and the Student Asthma/Anaphylaxis Action Plan and authorize Student to self-manage Student’s Health Condition at school in accordance with the Plan.

Physician signature: _____ Date: _____



**V. GUIDELINES FOR
ASTHMA OR ANAPHYLAXIS MEDICAL MANAGEMENT PLAN**

Term of Plan: The plan is effective for the current school year. A new plan must be established each school year or more often if changes occur to the student's health or prescribed treatment or student's ability to self-manage.

Medications: The parents or guardians are responsible for supplying any and all prescription asthma/anaphylaxis medications required under the Plan; the school is not responsible for providing the medications. Prescribed asthma/anaphylaxis medications to be used by the Student under this Plan must be furnished in a current original container from the pharmacy with the student's name and the name of the medication, and where applicable, the strength and the dosage to be given. Inhalers must have a label attached to the inhaler itself, not on the packaging. If the prescribed medication, dosage or time of medication changes, the parents or guardians must promptly submit to the school nurse or designee the new prescription and as necessary a new asthma/anaphylaxis action plan. Any non-prescription medication must be furnished in the original container from the manufacturer. The school will store any backup supply needed in accordance with its medication storage procedures. The student may have access to the backup supply when necessary by requesting such from the health office.

Health care services the Student may receive at school relating to Student's Health Condition.

1. Standard health services available to all students.
2. Storage of backup asthma or anaphylaxis medication supplies.
3. Recording of student self-administration reports.

Consultations: The school may consult with a registered nurse or other health care professional employed by such school during development of the plan.

Permitted Self-Management: Pursuant to the Asthma or Anaphylaxis Medical Management Plan the Student shall be permitted to self-manage the Student's asthma or anaphylaxis condition in the classroom or any part of the school or on school grounds, during any school-related activity, or in any private location specified in the plan.

Student Reports of Self-Administration: The Student shall promptly notify the school nurse, the school nurse's designee, or another designated adult at the school when the Student has self-administered prescription asthma or anaphylaxis medication pursuant to the Plan.

Responses to Student Misuse: The possession of medications by Students is a violation of the school's drug and student conduct policies and may result in an expulsion from school. To the extent this Asthma or Anaphylaxis Medical Management Plan permits the Student to be in possession of prescribed asthma/anaphylaxis medications, the Plan allows the Student an exception to the school drug and student conduct policies. However, this exception only extends to the extent provided in the Plan. In the event the Student uses his or her prescription asthma or anaphylaxis medication other than as prescribed, or possesses medication other than as permitted by the Plan, the Student is subject to disciplinary action by the school, up to and including an expulsion. The school will promptly notify the parent or guardian of any disciplinary action imposed. The disciplinary action will not include a limitation or restriction on the student's access to such medication; however, it is agreed that in the event of any such misuse, a re-evaluation of the Student's understanding of and ability to self-manage Student's Health Condition will occur and the re-evaluation may result in a modification or termination of this Plan.

Sharing Plan: It is agreed that this Asthma or Anaphylaxis Medical Management Plan may be

shared with school officials and agents who have a need to be aware of it; that those who have the need to be aware of it include student health staff and also include staff responsible for student discipline (e.g. staff need to know that the Student is authorized to have the medication on the Student's person so the Student is not reported for a violation of the school's drug policies). The school officials who may be informed of the Plan thus include: administration, school nurse, school office staff, teachers and any paraeducators or specialists who provide services to the Student, and the coaches and sponsors of extracurricular activities in which the Student participates.

Filing of Plan: This Asthma or Anaphylaxis Medical Management Plan is to be kept on file at the school where the Student is enrolled.

**VI. SCHOOL NURSE ACKNOWLEDGEMENT OF
ASTHMA OR ANAPHYLAXIS MEDICAL MANAGEMENT PLAN**

- Parent Request and Liability Waiver signed Student Agreement signed.
- Management Plan (including Action Plan) signed by Physician.
- Guidelines reviewed with the Student and Parent/Guardian.
- Copy of Guidelines and Student Agreement received by Parent/Guardian for reference.

School Nurse or designee signature: _____

Date: _____

Asthma/Allergy Self-Management Log

Student Name _____

Student Date of Birth _____

Date Started	Medication	Dosage	Time	Frequency	Physician	Phone #

Date/time report	of	Date/time administration	Observation/Complications	Employee Recording Student Report	Parent Notification
					Date: _____ <input type="checkbox"/> Phone <input type="checkbox"/> Form
					Date: _____ <input type="checkbox"/> Phone <input type="checkbox"/> Form
					Date: _____ <input type="checkbox"/> Phone <input type="checkbox"/> Form
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					Date: _____ <input type="checkbox"/> Phone <input type="checkbox"/> Form

Parents/Guardian _____ Phone _____
 Teacher _____ Grade _____