

PLATTSMOUTH COMMUNITY SCHOOL DISTRICT

PLUS Center Parent/Student Handbook 2023-2024



Table of Contents

District Calendar

Philosophy/Our Vision/Placement

Staff/Program Components/ER Data/ID/Calls during School Hours

Visitors/Lunch/Attendance Policy 5008

Transportation Policy 5506

Grading Guidelines and Report Cards/Disaster-Fire Drills/Student and Staff Relationships

Confidentiality/Immunizations

Medication/Asthma Policy

School Appearance/School Attitude/Items for Sale, Trade, or Give Away

Audio Listening Devices/Student Telephone Use/Cellular Telephones and Pages/Field Trip/Physical Education Participation

Textbooks/Student Computer Use/Copyright Policy/Non Discrimination/Harassment by Students/Weapons

Use of Alcohol/Marijuana/Drugs Policy 5308

Smoking/Tobacco Policy 1120

Search and Seizure Policy 5406

Out of Control Behavior/Plus Center Disciplinary Level Plan

Student Discipline Policy 5101

Departure of School Grounds/Physical Assault/Police Report/The Local School District

Parental Right in Special Education/Student Records

Forms

Therapeutic Crisis Intervention Form

Plus Center Intake Checklist

Receipt of Plus Handbook Rules and Procedures Signature Form

Permit to Administer Medication Form

School Medical Form

HIPAA and FERPA Signature Form

Student Fee Policy 5195

District Check Information

Concussion Policy 6284

School Lunch Information

Philosophy / Purpose of the PLUS Center

The PLUS (Plattsmouth Learning and Universal Support) Center was established to assist students who are unable to function successfully in their local school building due to behavioral difficulties. The PLUS Center provides a comprehensive daily program for students to continue their education, which includes a behavior management component. Our goal is to transition students back to their home school building when they are behaviorally in control of their actions.

Our Vision

Provide a safe alternative educational setting for students with specific behavioral Individual Education Plan (IEP) goals in grades K-1 2 that maintains their dignity and addresses their needs.

Develop alternative curricular and instructional strategies to assist the student reach grade level standards.

Develop behavioral competencies to enable the student to become a successful contributor to his/her local school community.

Provide student leadership opportunities by accessing activities within our local community.

Support a transitional setting/program for students who are preparing to reenter the public school environment.

Placement

Placement is by referral from the local school building/district. Each building/district has established educational teams to identify students in need of such intensive services.

Students should be verified according to Nebraska Department of Education Rule 51 as qualified for special education services. The local school district IEP team will make the recommendation for placement to Level III services (PLUS Center). A Plattsmouth team will review the placement request and contact the building/district administrator regarding acceptance. Arrangements will be made for a teacher from the PLUS Center to observe the child in his home building. Then, an initial in-take meeting is scheduled to review PLUS Center practices and receive parental signatures for necessary placement documents.

Students attending outside the Plattsmouth Community School District are contracted into the program by their local school district, and payment is made on a pre-approved daily rate.

Staff

Charlotte Urbauer	Teacher	402-296-7118
Tiffany McCarthy	Paraeducator	402-296-7118
Sheri Metzler	Paraeducator	402-296-7118
Amanda Wright	Administrator	402-296-3361

Program Components

Students receive the services and programs that are listed on their IEPs.

A school nurse, located in the Plattsmouth Community Schools, is available to assess and provide limited medical treatment, assist families in accessing medical and community resources, and forward observations to physicians, counselors and therapists.

Emergency Data Information

It is imperative that a current Emergency Data Card is on file in the office. Should an emergency occur, we must be able to get in touch with the parent/guardian. Please ensure your child's safety and well being by keeping the office informed of any address or phone number changes.

Identification (ID) Requirement

Please notify The PLUS Center Staff and local transportation of late arrivals and early pick-ups. If parent/ guardian requests an alternate adult pick up their child, staff will be notified of parent/guardian approved designee. This designee will be asked to furnish a valid Identification Card for release of the student.

Calls During School Hours

Should you need to contact your child during the school day, please call the school, and a staff member will get the message to your student. Please call staff before 9:00 am or after 2:00 pm if possible.

Visitors to the School

Parents, guardians, and other school staff who have students attending The PLUS Center are welcome and encouraged to visit the school. Ring the doorbell at the front door, and a staff member will open the door. Due to the confidentiality of all students, we request that all visitors sign in and out of our building. Visitors to the school must respect the learning environment and maintain proper behavior and decorum at all times. Disruption of the orderly process of the school is prohibited. The administrator or his/her designee is authorized to deny access, ban or bar future access, remove or request the removal of any visitor whose behavior is disruptive to the educational/working environment of the school. Any visitor to the school who has been denied access or who has been asked to leave may appeal the decision to the Superintendent. Students needing to leave school early must be signed out by parent, guardian, or parent/guardian designee (photo ID may be requested).

Lunch

The PLUS Center has a hot lunch program provided by the Plattsmouth Community School District. Please contact Rhonda Salazar at 402-296-3361 to set up a lunch account. Free and reduced lunch forms are available for all students. You can apply online through your parent portal. Once logged in select More, then choose Meal Benefits to begin. Each student whose parent wishes to apply must fill out a form for Plattsmouth Community Schools. These forms are not transferable from district to district. Students may bring their own sack lunches.

Attendance

School attendance is mandatory. If a student must be absent, it is the parent's responsibility to notify the school, and to notify their local school district's transportation system. Parents are also requested to notify the local district if they plan to pick their child up during the day in order to cancel afternoon transportation. Failure to excuse a student will result in an unexcused absence. Students with excessive absences will have their local school district notified for further potential truancy reporting to the local county attorney.

Reference Policy No. 5008

Student Attendance

Transportation

No student is allowed to drive himself/herself to The Plus Center. Students are not to be picked up or dropped off by friends or family members under the age of 18. Non-compliance may lead to disciplinary action. PLUS Center staff will transport students to and from school unless parents have opted to transport the student themselves. Riding the school van or personal car for transportation to school will be considered an extension of the school day. Therefore, all rules and regulations governing student conduct will apply to all students riding in those vehicles. In addition, vehicle safety regulations must be obeyed. Failure to follow rules and regulations while on the van may result in suspension of vehicle transportation for a period of time. Students are expected to be ready to board the vehicle when it arrives. The vehicle is not required to wait extended periods of time.

Reference Policy No. 5506

Safe Pupil Transportation Plan

Grading Guidelines, Report Cards, and Point Sheets

Students earn grades that are accepted for course credit by their local school district. The local school district will give recommendations for the junior high and high school students in the area of content that needs to be covered to continue with their progress toward a high school diploma.

Each student will receive a report card and IEP goals progress report at the end of each quarter. Parent / Teacher conferences are held in the fall and spring, and you will be contacted. Parents may request progress or IEP conferences at any time during the school year. The local school district is always welcome to attend any of the conferences. All students will carry daily point sheets from class to class during the school day.

Disaster /Fire Drills

Disaster and fire drills are conducted monthly for practicing the orderly evacuation of the building. Throughout the year, other drills will be taught and practiced. Immediate attention and absolute quiet must be observed throughout the entire drill. Students do not talk or run during the drill. Staff will instruct and practice these procedures with students the first day of class.

Student and Staff Relationships

All students and staff are expected to recognize and support the following affirmation:

1. A respect for others regardless of race, religion, sex, creed, age, personal well-being, or economic status be demonstrated at all times.
2. Language of any kind, which is disparaging or demeaning to others, shall not be tolerated, such as racial, religious or sexual epithets.
3. Both staff and students are expected to exhibit good judgment, respect, and sensitivity for others.

Confidentiality

Information regarding students is kept strictly confidential.

The Federal Family Educational Rights and Privacy Act gives the student and parents/guardians certain rights regarding student records. Any student and his/her parent/guardian have the right to hold, examine, and have interpreted the student's school records and files. A request to review records shall be submitted in writing to the administrator. An appointment to review the records will be set by the administrator, as soon as possible, but not later than 45 days after the request is received.

The Health Insurance Portability & Accountability Act (HIPPA): All health information along with any contact with physicians, nurse practitioners, counselors, and therapists shall require a written consent by student (if over 19 years old) and/or legal guardian (parent, caseworker, foster parent, etc.). All HIPPA forms will give consent for health information to be shared with not only The PLUS Center, but also the contracting school district.

Any person other than the student, his/her parents, guardians, teachers, counselors, or school officials may not gain access to the student's file. An original copy of a release of information statement prepared and signed by the parent stating the specific items to be released and to whom the information is to be given is necessary for releasing records. The PLUS Center records are released to the contracting agency that has been maintained by The PLUS Center staff without prior parental or student consent.

Nebraska State Statute requires any person, including school employees, who have cause to believe that a child has been subjected to abuse or neglect, or observes such person being subjected to conditions, which reasonably would result in abuse or neglect, shall report such incident to the appropriate law enforcement agency and/ or Child Protective Services. This report shall be followed by a written report. Nebraska State Statute requires that any court order requesting records will be followed and records will be released.

Immunizations

A record of the student's immunizations must be provided at the student's intake meeting. A current immunization record must be on file prior to the student entering The PLUS Center program. Students not in compliance with immunization requirements will have 10 student days to receive immunizations and have documentation of it. A physician signed waiver may also be used to be in compliance. Non-compliance with Nebraska Immunization Standards, after 10 student days, will result in the student being restricted from attending school until documentation of compliance is received.

Medication

Trained staff will not administer prescription medication without a written order from a doctor and parental permission. Over the counter medication (aspirin, cough drops, etc.) may be administered with parental permission. At no time will school personnel suggest or prescribe medication. All medication questions will be directed to the school nurse. When a student must take prescription medication at school, the school nurse must have the physician's written order stating the medication, the dosage, time, and routine to be given. The label on the medication must include the student's name, physician's name, date, and directions to be followed. All medication must arrive in the appropriate medical container for it to be administered. A specific doctor medication form is included in this handbook. The medication shall be stored in a locked container at The PLUS Center.

Asthma Policy

State regulations for a systemic allergic reaction for asthma require that 911 is called first. After that call is made, an EpiPen injection will be given and then albuterol is provided through a nebulizer. An EpiPen is a small pre-filled, automatic injection device that is used to bring quick relief by improving breathing and lung function. Albuterol is another medication that is used to bring breathing relief (commonly found in metered-dose inhalers). The nebulizer is a machine that mixes the albuterol with air to provide a fine mist (aerosol) for breathing in through a mask or mouthpiece. The protocol steps are designed to provide quick, effective care in order to prevent death from occurring due to a severe asthma attack or anaphylaxis. Staff members have been trained to recognize signs and symptoms of a life-threatening "breathing" emergency, and to properly administer the medications.

For each student with a known allergic condition or asthma, you must provide the school with 1) written medical documentation, 2) instructions, and 3) medications as directed by a physician. In the event that your student experiences a life-threatening asthma attack or systemic allergic reaction, we will defer to the specific documentation and medication that you have provided. If you do not have medical documentation and instructions on file with the school for your child, we will defer to the regulatory protocol. If, for whatever reason, you do not want your student to receive the life-saving emergency treatment under the protocol, you must file your written objection with the school.

If you have questions or concerns about the protocol or your child's health issues, please contact our school nurse at 402-296-3174, extension 2352.

School Appearance

Dress should be appropriate. Hats or any head covering, including sunglasses are not worn in the building. Jewelry and/or clothing that may advertise sex, drugs, tobacco, or alcohol is not allowed at school. This includes any musicians' logos that depict the aforementioned.

The student will be asked to remove or reverse any item that may be distracting to the learning environment, and to refrain from wearing the apparel again. All students need to wear shirts that cover the shoulders and midriff. Belts are necessary if pants hinder Physical Education activity.

School Attitude

If a problem arises with another student in the classroom, it is recommended that the student discuss the problem with a staff member. A staff member will work with student(s) on the problem and help resolve it in a positive manner. The staff endeavors to help students' problem solve issues. Being open and honest with the staff is recommended for best results. Each student is responsible for his/her own conduct. Some suggestions to aid in this are:

1. Sit in your seat quietly.
2. Participate in class (group) discussions.
3. Ask for help.
4. Make corrections quietly without argument or complaint.
5. Find a quiet activity to work on if you have finished and corrected your work.
6. Respect others. This includes no verbal or physical abuse and stealing.
7. Use appropriate language.

Potential behaviors that may result in loss of privileges, individual study program within The PLUS Center, or suspension include:

1. Fighting
2. Striking a staff member.
3. The use, sale, or possession of drugs, alcohol, or drug paraphernalia.
4. Theft
5. Destruction of property. It should be noted that the student would be held responsible for payment of the damages of such property.
6. Any behavior that endangers the student, his/her peers or staff member.
7. Continual use of profane or sexually suggestive language in the school setting.
8. Harassment of a student or staff member.

Items for Sale, Trade, or Given Away

It is not permitted for students to bring items to school for sale, trade, or to be given away. If said items are brought to school, they will be confiscated and only returned to a parent or guardian of the student.

Audio Listening Devices and Other Items

No audio listening devices or items of a similar nature are allowed on the van or in the school.

Student Telephone Use

The office and staff telephones are for school business only. Students, with prior permission of the staff, may use the phones to contact parents/guardians. Misuse of the phone will result in loss of the privilege. All phone calls will be monitored by a staff member.

Cell Phones and Other Electronic Devices

Cell phones and other electronic devices are not allowed at school. School personnel will convey any emergency messages to students as needed, and other messages may be delivered at the end of the school day. Students who use cell phones and other electronic devices during the school day will have the devices confiscated. If the device is willingly relinquished, the student may pick it up at the end of the day. Should a second incident occur, the parent or guardian will need to pick up the device.

Field Trips

Field trips are a part of the educational process. All school policies and procedures are in place before and during a field trip. Remaining home on a field trip day will count as an unexcused absence unless otherwise excused by parent/guardian (e.g. illness, funeral, etc.). Based on student needs, The PLUS Center staff will identify which students will attend field trips. Supervision and assignments will be provided for students not attending field trips and remaining at school.

School Activity Participation

Students who attend the PLUS Center will not be allowed to participate in any school sponsored extracurricular activities, including but not limited to clubs, sports, dances, etc.

Students who attend the PLUS Center will be allowed to attend school sponsored activities as spectators. This only applies to those activities in which spectators have historically been allowed (i.e. football games, not school dances).

Students who attend school sponsored activities as spectators are expected to follow all school rules and guidelines and will be subject to school disciplinary actions if violated.

Physical Education Participation

Physical Education participation is required for all students. Due to the physical activity involved, it is recommended students dress appropriately. Physical Education is a tool to promote, implement, and reinforce the following goals: team work, healthy competition, getting along with others, good sportsmanship, appropriate socialization, appreciation for health recreation, and healthy opportunities.

Textbooks

The local school district and/or The PLUS Center will supply textbooks. Materials and books must be returned in good condition while in use. Students are expected to pay for any damage or lost books and materials.

Student Computer Use

Students who misuse the computer or the Internet, may lose access to school computers. Printing of materials needs staff approval. All computer use is restricted to supplement school curriculum.

Copyright Policy

The PLUS Center students and staff will comply with Plattsburgh Community Schools' copyright policies.

Non-discrimination

The PLUS Center does not discriminate with regard to race, color, religion, national or ethnic origin, sex, marital status, age, sexual preference, or disability in the access to, benefits of, or participation in employment, educational programs, or activities.

Harassment by Students

Harassment of students, staff, or visitors by other students will not be tolerated at The PLUS Center. This policy is in effect while students are on school grounds, school district property, while in school-owned and / or school-operated transportation, while attending or engaged in school activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school.

Weapons

Possession and/or use of any object or material that is ordinarily or generally considered a weapon in any school building, on school grounds, in any vehicle owned, leased or contracted by a school, being used for a school purpose, or in a vehicle being driven for a school purpose by a school employee or his/ her designee, or at any school-sponsored activity or event is prohibited. Such weapons include, but are not limited to, any pistol, revolver, rifle, shotgun, air gun or spring gun, bludgeon, brass knuckles or artificial knuckles of any kind, or knives of any kind.

The possession or use of any such weapon will require that the proceedings for the suspension and/or expulsion of the student involved will be initiated immediately by the principal or school administrator.

Law enforcement officials, parents, and the local school district will be called to the school administrator.

If a weapon is found or The PLUS Center staff suspects concealment of a weapon, the steps that may be followed are:

1. Contact local law enforcement agency
2. Contact parents/guardians
3. Contact local school district (if applicable)

Use of Alcohol/Marijuana/Drugs

It is unlawful to illegally manufacture, distribute, dispense, possess, or use a controlled substance at The PLUS Center. Any student present on school grounds or in the building, who appears to have consumed alcohol/marijuana/drugs by a PLUS Center staff member, will be considered in violation of school policy and may be sanctioned according to Nebraska State Statutes. Parents and any appropriate outside agencies will be contacted.

If there is a concern about alcohol/marijuana/drug use or an object or substance being found, the steps that may be followed are:

1. Contact local law enforcement agency
2. Contact parents/guardians
3. Contact local school district (if applicable)

Smoking

Students are not permitted to smoke on school grounds, in the transporting vehicles, or in the school building, or any school related activities. The student who chooses to smoke will be reported to the local law enforcement agency for appropriate action.

If an object or substance is found, the steps that may be followed are:

1. Contact local law enforcement agency
2. Contact parents/guardians
3. Contact local school district (if applicable)

Reference Policy No. 1120-Tobacco

Search and Seizure

The student and his/ her possessions may be searched whenever there is a reasonable suspicion that the student possesses any illegal substance or object which is in violation of the law, or which could cause bodily harm or damage to property. The local law enforcement agency and resource dogs may be used to detect illegal drugs or contraband in school at any time, announced or unannounced, and illegal drugs and contraband may be seized.

The refusal of a student to consent or submit to a reasonable search, and/or to surrender objects or substances found as a result of such search, may be grounds for discipline and local law enforcement may be contacted for follow-up.

If an object or substance is found, the steps that may be followed are:

1. Contact local law enforcement agency
2. Contact parents/guardians
3. Contact local school district (if applicable)

Reference No. 5406-Search and Seizure Policy

Out of Control Behavior

Whenever a student becomes verbally or physically aggressive, or exhibits any behavior that might endanger himself/herself or others, the following steps will be taken:

1. A staff member or members will try to deescalate the student's behavior verbally, and redirect him/her into a more positive emotional balance.
2. If the behavior escalates and the student is harming himself, others, or damaging property, the student may be physically restrained by trained staff until the student is in control. Parents/ guardians must sign an acknowledgement of the intervention procedure. This will be done during the intake meeting.
3. If a student is not physically aggressive, but non-compliance severely impedes the learning environment, an IEP meeting may be held.
4. The student, when in control, will go through a problem solving process, with the staff involved in the situation, to understand what happened.
5. Parents will be contacted about the incident.
6. Staff will write an incident report.
7. If the behavior is beyond what staff can handle, then the local law enforcement agency will be contacted with a follow-up phone call to parents and the local school district.
8. After any of these situations, a meeting may be called to review the student's progress, placement, and / or IEP. Parents, local school district, the student, and The PLUS Center staff will be invited to the meeting.
9. If the frequency, duration, and intensity of the behavior is so disruptive and/or harmful to others that the learning and/or safety is impeded, a placement review meeting may be requested of the parents, school district, and The PLUS Center staff.

PLUS Center Disciplinary Level Plan

Classroom Status: A student is in the classroom and is completing assigned work. The student is being respectful to others and is maintaining appropriate behaviors according to the daily behavior point sheet. If a student is having difficulty during the time, he/ she will be moved to a Level I Status: Safety Seat.

Level I Status: Level I Status occurs when a student is displaying inappropriate behaviors that are keeping her/himself or other students from learning.

- The student will be asked to go to the Safety Seat in the classroom. The student will problem solve with the adult who observed the problem, and then be allowed to return to his/her desk.
- If the student is having difficulty displaying appropriate behaviors in the safety seat, he/she will be placed on Level II Status.

Level II Status: Level II Status occurs when a student is displaying inappropriate behaviors in the Safety Seat. The student will be asked to go to the Problem Solving Area.

- Once the student has successfully problem-solved, he/ she will be allowed to return to the safety seat and review the problem.
- When the student has successfully problem-solved in the safety seat with the appropriate adult, he/she will be able to return to his/her desk.
- If a student is having difficulty in the Problem Solving Area, he/she will be asked to leave and placed on Level III Status.

Level III Status: Level III Status occurs when a student is displaying inappropriate behaviors in the Problem Solving Area.

- The student will be asked to go to the Time-Out Room with the door open.
- The student will be required to sit quietly in the Time-Out Room with the door open until adult staff problem solves with him/her.
- The student will be asked to problem-solve the choices he/she made that caused the problem leading to the Time-Out Room with Door Open. Once the student has successfully problem-solved with staff, the student will be allowed to return to the Safety Seat to complete any assigned work.
- If a student is having difficulty in the Time-Out Room with the door open, he/she will be placed on Level IV Status.

Level IV Status: The student will stay in the Time-Out Room with the door closed.

- Behaviors leading to the door being closed include verbal or physical violence such as continuous use of inappropriate language, swearing, shouting/yelling, hitting, kicking, biting, and throwing objects.
- The student is observed the entire time through a camera system.
- He/she will be asked to remove their socks and shoes, belt, jewelry, and empty his/her pockets.
- If the student refuses, physical restraint may be used to remove these items.
- He/she will spend time in the isolation room until he is calm for at least 10 continuous minutes.
- Schoolwork will then be given to the student to complete in the Time-Out Room. When he/she has worked appropriately for 10 minutes, a staff member will discuss and problem solve why behaviors led to the door being closed.
- Student moves to the Safety Seat and problem solves with a staff member about the original issue of why he/she needed to move to the Safety seat.

Reference Policy No. 5101-Student Discipline Policy

Departure of School Grounds

If a student chooses to leave the school grounds without permission, the following steps will be taken:

1. Staff will try to intervene and encourage the student to return to school.
2. 911 will be called. We will provide them with a description of the student, time of departure, and general direction the student is traveling.
3. Contact parents/guardians
4. Contact local school district (if applicable)

Physical Assault

Physical assault will not be tolerated at The PLUS Center. Harassment of students, staff, or visitors by other students will not be tolerated at The PLUS Center. This policy is in effect while students are on school grounds, school district property, or on property within the jurisdiction of The PLUS Center, while on school-owned and/or school-operated transportation, while attending or engaged in school activities, and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school. Such assaults may result in In-School Suspension, Out-of-School Suspension, or police reports with charges being filed. If a physical assault occurs, the steps that may be followed are:

1. Contact local law enforcement agency
2. Contact parents/guardians
3. Contact local school district (if applicable)

Police Report

The PLUS Center will notify the appropriate local school district and parent/guardian if police are needed for assistance with a student. The PLUS Center will communicate any pertinent information concerning the situation with both parties.

The Local School District

The student's local school district shall always maintain a copy of all records of the student. The local school districts policies and procedures shall always be considered when working with a student. Each district has developed procedures that are followed and a parent can request a copy of each local school district's policy at any time if they have not received one.

Parental Rights in Special Education

All parents and/or guardians should have received a copy of the Nebraska Department of Education handout that reviews all parental rights within state and federal guidelines. Any parent who needs one may request another copy from The PLUS Center and/or their local school district.

Student Records

Student records shall be destroyed five years after the student has been withdrawn from The PLUS Center program. If a parent/guardian would want The PLUS Center record before it is destroyed, a request, in writing, must be submitted.

Therapeutic Crisis Intervention

The PLUS Center uses The Mandt System to provide the staff with the knowledge and skills to respond and de-escalate inappropriate student behaviors. Staff members, trained in the Mandt System, provide positive methods for managing students in crisis. Intervention approaches include awareness of the child and the environment, behavior management, and active listening.

Physical restraint principles and techniques are part of the Mandt training if needed. The physical restraint techniques are done in a manner that conveys a sense of caring and protection to the student, and maintains the dignity of both the student and the adult. Physical restraint is only used when the student may be physically endangering himself/herself or others .

I/we understand that Mandt crisis intervention techniques are used and what that involves for the safety of my child and the others in the program at The PLUS Center.

Parent/Guardian Signature

Date

Intake Meeting Checklist

Student Name: _____ **Grade:** _____ **Date:** _____

- ☐ Introductions
 - ☐ Parents/Guardians
 - ☐ Students
 - ☐ PLUS Teacher
 - ☐ SpEd Teacher
 - ☐ Building Administrator
 - ☐ School Psychologist
 - ☐ SpEd Administrator
 - ☐ Other as appropriate
- ☐ Tour of Building
- ☐ Discuss goals of student
- ☐ Review handbook
- ☐ New Folder
- ☐ Class Roster
- ☐ Lunch Payment if applicable
- ☐ Lunch Application Send to Rhonda Salazar, and Copy I File if applicable
- ☐ Copy of Enrollment Card to: Secretary, Counselor, Nurse if applicable
- ☐ Billing Sheet to Jenni Serkiz if applicable
- ☐ Infinite campus - changes if applicable
- ☐ Infinite campus - Student Schedule if applicable
- ☐ Parent Signatures
 - ☐ Restraint/Seclusion signature page
 - ☐ Understanding of rules/procedures signature page
 - ☐ Permit to administer medication
 - ☐ Student Health History (can be taken home and returned)
 - ☐ HIPPA/FERPA signature page
 - ☐ Free and Reduced Lunch form in applicable (can be taken home and returned)
- ☐ Review daily point sheet
- ☐ Review transportation procedures
 - ☐ Set up pick up/drop off times
- ☐ Review Edgenuity
- ☐ Other topics:

Orientation Checklist

Student Name: _____ **Grade:** _____

Orientation Dates: _____ to _____

- ☐ Welcome
- ☐ Introductions to other staff and students
- ☐ Tour
- ☐ Review daily schedule/procedures
- ☐ Review daily expectations
- ☐ Review daily point sheet
- ☐ Review each Tier
- ☐ Review Edgenuity
- ☐ Review Student BIP including safety plan
- ☐ Questionnaire for reinforcers/motivators
- ☐ Other:

Staff Completion Signature: _____ **Date:** _____

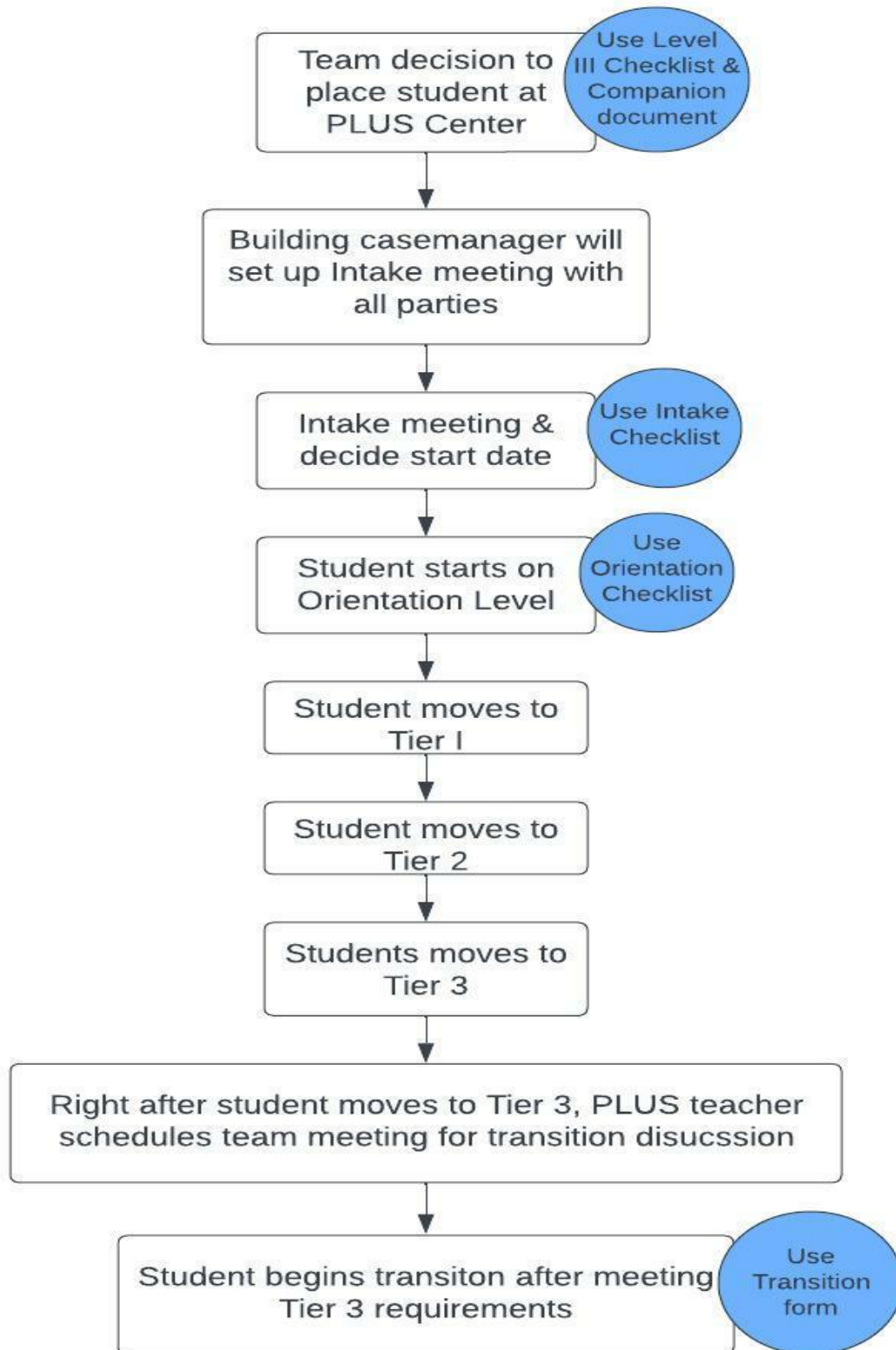
PLUS Tier System

	Tier One	Tier Two	Tier Three
Behavior/Academic Goals	<ul style="list-style-type: none"> • Earn 38/48 points (80%) on Daily Point Sheet • Daily Academic Goal is listed on Daily Point Sheet • Students must earn passing grades on all academic tasks. 	<ul style="list-style-type: none"> • Earn 41/48 points (85%) on Daily Point Sheet • Daily Academic Goal is listed on Daily Point Sheet • Students must earn passing grades on all academic tasks. 	<ul style="list-style-type: none"> • Earn 43/48 points (90%) on Daily Point Sheet • Daily Academic Goal is listed on Daily Point Sheet • Students must earn passing grades on all academic tasks

PLUS Tier System Progression

Orientation	Tier One	Tier Two	Tier Three
All Student's Begins on Orientation Level <ul style="list-style-type: none"> • Can last 2-5 days • Introductions • Tour • Review Handbook • Review Expectations, Rules, Procedures • Review Edgenuity • Questionnaire for motivators/reinforcers • Review Daily Point Sheet 	Team Would Discuss a Move to Tier Two When: <ul style="list-style-type: none"> • Meet Academic Work Goal for 5 consecutive days • Earn 38/48 points (80%) on Daily Point Sheet for 5 consecutive days • No 'Big 5' behavior 	Team Would Discuss a Move to Tier Three When: <ul style="list-style-type: none"> • Meet Academic Work Goal for 20 non-consecutive days • Earn 41/48 points (85%) on Daily Point Sheet or 20 non-consecutive days • No 'Big 5' behavior - any 'Big 5' behavior results in moving back to previous level 	Team Begins Transition Back to Home School When: <ul style="list-style-type: none"> • Meet Academic Work Goal for 40 non-consecutive days • Earn 43/48 points (90%) on Daily Point Sheet for 40 non-consecutive days • No 'Big 5' behavior - any 'Big 5' behavior results in moving back to previous level

PLUS Center Process



PLUS Student Transition Plan

Student Name: _____ Grade: _____ Date: _____

Anticipated Beginning Transition Date: _____

Class Period/Length of Time Student will Transition into	
Target Expectations At Home School when Transitioning	
Academic	Behavior
Safety Plan for Student (building administrator shares with applicable staff)	
Our Response if there are Issues	
Minor Issues	Major Issues
Anticipated Additional Time	
Added When	Period/Length of Time
Parent Communication	

PLUS Center Exit Survey - Student

- ☐ I received a tour of the PLUS Center.
- ☐ PLUS Center staff reviewed the handbook with me.
- ☐ PLUS Center staff explained the expectations to me.
- ☐ PLUS Center staff explained the three tiers to me, including what is required to move from one tier to the next.
- ☐ PLUS Center staff discussed my individual goals and daily point sheet with me.
- ☐ PLUS Center staff communicated regularly with me regarding my behavioral progress.
- ☐ PLUS Center staff communicated regularly with me regarding my academic progress.
- ☐ I was given appropriate support to meet my behavior goals.
- ☐ I was given appropriate support to meet my academic goals.
- ☐ I experienced behavioral success while at the PLUS Center.
- ☐ I experienced academic success while at the PLUS Center.
- ☐ I experienced a smooth transition back to my home school.
- ☐ The PLUS Center prepared me to be successful at my home school.

What went well at the PLUS Center and was helpful for you?

Do you have any suggestions to improve the PLUS Center program?

PLUS Center Exit Survey - Parent

- ☐ My child and I received a tour of the PLUS Center.
- ☐ PLUS Center staff reviewed the handbook with my child and me.
- ☐ PLUS Center staff explained the expectations to my child and me.
- ☐ PLUS Center staff explained the three tiers to my child and me, including what is required to move from one tier to the next.
- ☐ PLUS Center staff discussed my child's individual goals and daily point sheet with my child and me.
- ☐ PLUS Center staff communicated regularly with me regarding my child's behavioral progress.
- ☐ PLUS Center staff communicated regularly with me regarding my child's academic progress.
- ☐ My child was given appropriate support to meet his or her behavior goals.
- ☐ My child was given appropriate support to meet his or her academic goals.
- ☐ My child experienced behavioral success while at the PLUS Center.
- ☐ My child experienced academic success while at the PLUS Center.
- ☐ My child experienced a smooth transition back to his or her home school.
- ☐ The PLUS Center prepared my child to be successful at his or her home school.

What went well at the PLUS Center and was helpful for you and your child?

Do you have any suggestions to improve the PLUS Center program?

Receipt of Notification and Understanding of PLUS Handbook Rules and Procedures

I have received a 2023-2024 PLUS Center Student and Parent Handbook, and understand the contents. I realize that I am responsible for knowing and following the rules and procedures contained in the handbook. I will share this information with my child.

Parent/Guardian Signature

Date

PERMIT TO ADMINISTER MEDICATION

In order for school personnel to administer medication to a student, it is necessary to have written permission from a parent/guardian. A permit is required for the dispensing of any medication including Tylenol and other over-the-counter type medications. School policy requires the following conditions be met before a medication will be dispensed:

1. A signed permit is submitted to the school nurse or principal.
2. "Prescribed" medication to be administered **MUST** be in a prescription container, properly labeled, including: child's name, physician's name, name of medication, and directions for administering. *Your pharmacist will provide you with an extra medication container if you ask.*
3. "Over-the-counter" medications must be provided by parent/guardian and be in the ORIGINAL manufacturer's container, not baggies or envelopes.
4. This form has been reviewed and signed by parent/guardian for the current school year.

NO medication will be administered past the expiration date.

I give permission to the Plattsmouth Community Schools to administer medication to:

Student's Name

Grade

as directed by our physician, _____
Doctor's Name

Medication

Amount

Time

Date of First Dose

Date of Last Dose

Reason for receiving medication: _____

I have reviewed and approve of this medication permit for the 2023-2024 school year:

Parent/Guardian Signature

Phone

Date

Record of Medication Administration

[illegible]

PLATTSMOUTH COMMUNITY SCHOOLS STUDENT HEALTH HISTORY
TO BE COMPLETED BY PARENT

STUDENT _____ GRADE _____ BIRTHDATE _____ AGE _____ MALE _____ FEMALE _____

 PARENT/GUARDIAN SIGNATURE

 DOCTOR NAME/NUMBER

 DENTIST NAME/NUMBER

Please check any health problems your child has had. This information is very helpful in providing health services and programs for your student.

Allergies <input type="checkbox"/> Seasonal Hay Fever <input type="checkbox"/> Foods _____ <input type="checkbox"/> Drugs _____ <input type="checkbox"/> Fumes _____ <input type="checkbox"/> Insect /bee stings <input type="checkbox"/> Has a bee sting kit <input type="checkbox"/> Animals _____ <input type="checkbox"/> Other _____	Blood Disorders <input type="checkbox"/> Anemia <input type="checkbox"/> Hemophilia <input type="checkbox"/> Leukemia <input type="checkbox"/> Frequent Nosebleeds <input type="checkbox"/> Other _____ Stomach/Intestinal Problems <input type="checkbox"/> Gastric Reflux/Heartburn <input type="checkbox"/> Constipation <input type="checkbox"/> Other _____	Congenital Conditions <input type="checkbox"/> Cleft Palate <input type="checkbox"/> Down's Syndrome <input type="checkbox"/> Growth disturbances* <input type="checkbox"/> Other _____ Orthopedic Problems <input type="checkbox"/> Scoliosis* <input type="checkbox"/> Osgood-Schlatters <input type="checkbox"/> Other _____
Heart Problems* <input type="checkbox"/> Murmur* <input type="checkbox"/> Congenital defects* <input type="checkbox"/> Other _____ Respiratory Problems <input type="checkbox"/> Asthma/RAD* <input type="checkbox"/> Uses inhaler <input type="checkbox"/> Frequent sore throats/colds <input type="checkbox"/> Sinusitis <input type="checkbox"/> Other _____	Neuromuscular Disorders <input type="checkbox"/> Dizzy/fainting spells* <input type="checkbox"/> Convulsions/seizures* <input type="checkbox"/> Frequent headaches <input type="checkbox"/> Migraine headaches <input type="checkbox"/> ADD/ADHD <input type="checkbox"/> Treated with medication <input type="checkbox"/> Other _____	Other Conditions <input type="checkbox"/> Developmental Delay <input type="checkbox"/> Learning Disability <input type="checkbox"/> Skin Issues/Eczema <input type="checkbox"/> Burns-Severe <input type="checkbox"/> Dental/Orthodontic issues <input type="checkbox"/> Cancer* <input type="checkbox"/> Speech issues <input type="checkbox"/> Fractures <input type="checkbox"/> Surgeries <input type="checkbox"/> Serious Injuries <input type="checkbox"/> Other _____
Endocrine Disorders <input type="checkbox"/> Diabetes/Onset Date _____ <input type="checkbox"/> Hypoglycemia <input type="checkbox"/> Thyroid Problems <input type="checkbox"/> Other _____	Eye Disorders <input type="checkbox"/> Blind-Right/Left/Both Eyes <input type="checkbox"/> Glasses/Contacts <input type="checkbox"/> Eye Surgeries <input type="checkbox"/> Other _____	<input type="checkbox"/> Birth Issues _____ Birth Weight _____

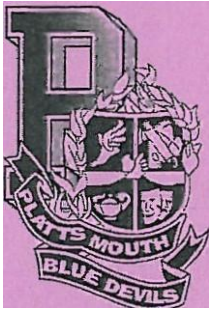
<p>Nutritional/Metabolic Problems</p> <p><input type="checkbox"/> Anorexia/Bulimia</p> <p><input type="checkbox"/> Over/Underweight</p> <p><input type="checkbox"/> Special Diet*</p> <p><input type="checkbox"/> Other_____</p> <p>Communicable Diseases</p> <p><input type="checkbox"/> Chicken Pox</p> <p><input type="checkbox"/> Strep Throat</p> <p><input type="checkbox"/> Scarlet Fever</p> <p><input type="checkbox"/> Mononucleosis</p> <p><input type="checkbox"/> Tuberculosis</p> <p><input type="checkbox"/> Other_____</p>	<p>GU Conditions</p> <p><input type="checkbox"/> Incontinence*</p> <p><input type="checkbox"/> Kidney/Bladder Infections</p> <p><input type="checkbox"/> Severe Menstrual Pain</p> <p><input type="checkbox"/> Other_____</p> <p>Hearing Disorders</p> <p><input type="checkbox"/> Hearing loss-Right/Left/Both Ears*</p> <p><input type="checkbox"/> Frequent ear infections</p> <p><input type="checkbox"/> Tubes in ears</p> <p><input type="checkbox"/> Other_____</p>	<p>Does any close relative have a history of:</p> <p><input type="checkbox"/> Anemia</p> <p><input type="checkbox"/> Asthma</p> <p><input type="checkbox"/> Cancer</p> <p><input type="checkbox"/> Diabetes</p> <p><input type="checkbox"/> Epilepsy</p> <p><input type="checkbox"/> Heart Disease</p> <p><input type="checkbox"/> High/Low Blood Pressure</p>
--	--	---

Any other medical information you feel would be helpful:_____

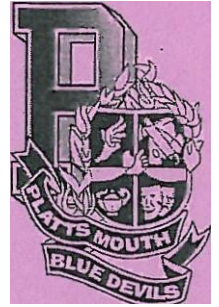
Please use this space to further explain any starred* categories that have been checked or other information that would be helpful:_____

Do you feel your child should have any restrictions, limitations or special needs? [] Yes [] No If yes, why?_____

How is healthcare provided for this student? [] Insurance through employment [] Medicaid [] Military [] Private insurance [] No insurance, pay personally [] Other



Plattsmouth Community School District Central
Office 1912 Old Hwy. 34
Plattsmouth, NE 68048
Dr. Richard E. Hasty,
Superintendent Phone: (402)
296-3361
Fax: (402) 296-2667



Working in partnership to ensure Academic achievement, responsible Behavior and Civic engagement.

As prescribed in *HIPAA* and *FERPA*, (the Health Insurance Portability and Accountability Act and the Family Educational Rights and Privacy Act) I give Plattsmouth Community School Nurses permission to forward health information on a need-to-know basis. This includes but is not limited to alerting school staff to watch for symptoms, and sharing pertinent data with Emergency Medical Technicians, in case of an emergency.

By signing this permit, I grant permission for the school nurse, if needed, to contact my student's prescribing/ordering physician or therapist for clarification of medication administration and/or treatment procedures.

This authorization to release information expires when the student is no longer enrolled in Plattsmouth Community Schools.

This authorization can be revoked by sending a written statement to the school from the custodial parent/guardian. If custody of the child changes, the form can be reissued and signed by the custodial parent.

Student's Name

Grade

Anticipated Graduation Date

Parent/Guardian Signature

Date



Plattsmouth Community School District Central Office
1912 Old Hwy. 34
Plattsmouth, NE 68048
Dr. Richard E. Hasty, Superintendent
Phone: (402) 296-3361
Fax: (402) 296-2667

Working in partnership to ensure Academic achievement, responsible Behavior and Civic engagement.

August 12, 2010

TO WHOM IT MAY CONCERN:

For payment of any fees, the District will accept cash, credit card, debit card, cashier's check, or money order. Personal checks will not be accepted. Credit/debit card payments will be a safer alternative to checks coming to school in book bags or mailed to us and will eliminate the issues of lost or misplaced checks not being applied to the proper student account.

At this time, we can process debit/credit cards at the Administration Center, 1912 Old. Hwy. 34, Plattsmouth, Nebraska. Feel free to come in between 7:30 a.m. and 5:00 p.m. Monday through Friday during regularly scheduled school days to make payments. You can also set up an account through Infinite Campus and pay through your portal.

Payments are no longer accepted by calling the Administration Center. As always, you can set up on-line lunch payments through our web-based system. Please contact Rhonda Salazar for more information about setting up on-line lunch payments.

If you have any questions, feel free to call the Administration Center at 296-3361 and we will assist you. Thank you for your cooperation as we move to this method of payment.

Dr. Richard E. Hasty Superintendent

Activities

Concussions

1. Training.

The Superintendent or designee shall make available training approved by the chief medical officer of the State on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury to all coaches of school athletic teams.

2. Education.

The Superintendent or designee shall require that concussion and brain injury information be provided on an annual basis to students and the students' parents or guardians prior to such students initiating practice or competition. The information provided to students and the students' parents or guardians shall include, but need not be limited to:

- a. the signs and symptoms of a concussion;
- b. the risks posed by sustaining a concussion; and
- c. the actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

3. Response to Concussions.

- a. Removal. A student who participates on a school athletic team shall be removed from a practice or game when he or she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school.
- b. Return-to-Play. A student who has been removed from a practice or game as a result of being reasonably suspected of having sustained a concussion or brain injury shall not be permitted to participate in any school supervised team athletic activities involving physical exertion, including, but not limited to, practices or games, until the student: (i) has been evaluated by a licensed healthcare professional, (ii) has received written and signed clearance to resume participation in athletic activities from the licensed healthcare professional, and (iii) has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

The coach or administration may require that the student's return to full activities be on a stepwise progression back to full participation, or otherwise establish conditions for return to participation that are more restrictive than those defined by the licensed health care professional if the coach or an administrator reasonably deems such to be appropriate.

The signature of an individual who represents that he or she is a licensed healthcare professional on a written clearance to resume participation that is provided to the school shall be deemed to be conclusive and reliable evidence that the individual who signed the clearance is a licensed healthcare professional. The school is not required to determine or verify the individual's qualifications.

- c. Parent Notification. If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity per the preceding paragraph, the parent or guardian of the student shall be notified by the Superintendent or designee of the date and approximate time of the injury suffered by the student, the signs and symptoms of a concussion or brain injury that were observed, and any actions taken to treat the student.
- d. Return to Learn. The Superintendent or designee shall develop a return to learn protocol for students who have sustained a concussion. The return to learn protocol shall recognize that students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered.

4. Responsibility of Coaches.

Coaches shall comply with this policy and apply their safety and injury prevention training. A coach who fails to do so is subject to disciplinary action, including but not limited to termination of employment.

5. Students and Parents.

It is recognized that coaches cannot be aware of every incident in which a student has symptoms of a possible concussion or brain injury. As such, students and their parents have a responsibility to honestly report symptoms of a possible concussion or brain injury to the student's coaches on a timely basis.

Legal Reference: Neb. Rev. Stat. §§ 71-9102 to 71-9106

Date of Adoption: August 8, 2011

Reviewed: Nov. 14, 2011, Nov. 12, 2012

Revised: Aug. 12, 2013

Reviewed: Nov. 11, 2013

Revised: July 14, 2014

Reviewed: Nov. 10, 2014, Nov. 9, 2015, Nov. 14, 2016, Nov. 13, 2017, Nov. 12, 2018, Jan. 13, 2020, Dec. 14, 2020, Dec. 12, 2022, Jan. 10, 2022

Part 1: Children in School			
List names of all children, including foster children, in school. If all children listed are foster, skip to Part 4 to sign the form. (First, Middle Initial, Last Name)	Check box below if a foster child <input type="checkbox"/>	Name of School Child Attends	Grade
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		

Part 2: Assistance Programs – SNAP, TANF or FDPIR Benefits			
Enter MASTER CASE NUMBER if household qualifies for SNAP, TANF or FDPIR: (Social Security numbers, Medicaid numbers and EBT numbers are not accepted.) Skip to Part 4			
Part 3: Total Household Gross Income – You must tell us how much and how often.			
1. Household Members		2. Gross Income (before taxes) and How Often it was Received	
List everyone in the household, current income each person earns in whole dollars (no cents) & how often. Entering "0" or leaving the income field blank certifies no income to report. A foster child's personal use income must be listed.	Earnings from Work before deductions	Public Assistance, Child Support, Alimony	Pensions, Retirement and All Other Income
	Income How often	Income How often	Income How often
Total Number of Household Members: (Children and Adults)	Last four digits of Social Security Number (SSN) of the adult signing this form:		XXX – XXX – Check if no SSN <input type="checkbox"/>
Part 4: Adult Signature and Contact Information – An adult household member must sign the application.			
<i>"I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits and I may be prosecuted under applicable State and Federal laws."</i>			
Sign here:	Print name:	Date:	
Street Address (if available):	Zip:	Daytime Phone:	
Part 5: Children's Ethnic and Racial Identities – Optional			
Check one Ethnic Identity:		Check one or more Racial Identities:	
– and –			
<input type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> Asian	<input type="checkbox"/> Black or African American	<input type="checkbox"/> Native Hawaiian or other Pacific Islander
<input type="checkbox"/> Not Hispanic or Latino	<input type="checkbox"/> White	<input type="checkbox"/> American Indian or Alaskan Native	
Do Not Fill Out the Section Below - For School Use Only			
Annual Income Conversion:	Weekly X 52;	Every 2 weeks X 26;	Twice a month X 24; Monthly X 12
Total Household Size: _____	<input type="checkbox"/> Free <input type="checkbox"/> Income <input type="checkbox"/> Categorically eligible: <input type="checkbox"/> SNAP/TANF/FDPIR <input type="checkbox"/> Foster Child		
Total Income: _____ per _____ <input type="checkbox"/> Year <input type="checkbox"/> Month <input type="checkbox"/> 2 X Mo <input type="checkbox"/> Every 2 Wks <input type="checkbox"/> Week	<input type="checkbox"/> Reduced <input type="checkbox"/> Denied Reason for denial: <input type="checkbox"/> Income too high <input type="checkbox"/> Incomplete application		
Signature of Determining Official:		Date Approved:	
FOR THE VERIFICATION PROCESS ONLY:			
Signature of Confirming Official:		Date Confirmed:	
Signature of Verifying Official:		Date Verified:	
		Date Withdrawn From School:	

Lunch Room & Food Service Guidelines

Plattsburgh 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 thru Infinite Campus. You can monitor your account balance online at anytime thru Infinite Campus. We encourage parents to enroll in the online payment system thru 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.**

If you have any questions regarding your family meal account, please contact us at 402-296-3361 ext. #2806 - rsalazar@pcsd.org

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 operates our own food service program. 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, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410 (2) Fax: (202) 690-7442; or (3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

The Board of Education of Plattsmouth Community Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children that extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations, which may be adopted from time to time. The Policy includes Appendix "I," which provides further specifics of student fees and materials required of students for the 2023-2024 school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

(1) Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any

metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

(a) Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) Courses

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(iii) Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(v) Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject payment of

fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

(3) Extracurricular Activities-Specialized equipment or attire.

Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extra curricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(4) Extracurricular Activities-Fees for participation. Any fees for participation in extra- curricular activities for the 2021-2022 school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

(5) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

(6) Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

(7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the

students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(8) Participation in before-and-after-school or pre-kindergarten services.

Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

(9) Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(10) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(11) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

(12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be made available to every student of the District or to every household in which at least one student resides, at no cost.

(13) Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

CERTIFICATION

On the 13th day of June, 2023, the school board held a public hearing at a meeting of the school board on a proposed student fee policy. Such public hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided

in, the student fee policy for the preceding school year. The foregoing student fee policy was adopted after such public hearing by a majority vote of the school board at an open public meeting in compliance with the public meetings in compliance with the public meetings laws.

Superintendent or Other Authorized School Official

Legal References:

Neb. Rev. Stat. §§79-2,125 to 79-2,135 and Laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act)

Neb. Constitution, Article VII, section 1.

Neb. Rev. Stat. §§79-241, 79-605, and 79-611(transportation)

Neb. Rev. Stat. §79-2,104 (student files or records)

Neb. Rev. Stat. §79-715 (eye-protective devices)

Neb. Rev. Stat. §79-737 (liability of students for damages to school books)

Neb. Rev. Stat. §79-1104 (before-and-after-school or pre-kindergarten services)

Neb. Rev. Stat. §§79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

Date of Adoption: July 9, 2012

Reviewed: Apr. 8, 2013, July 8, 2013, July 14, 2014, Apr. 13, 2015, Apr. 11, 2016, Apr. 19, 2017

Revised: June 12, 2017, June 11, 2018, June 10, 2019, June 8, 2020, June 14, 2021, June 13, 2022, June 13, 2023

**Appendix "1" to 2023-2024 Student Fees Policy of
Plattsmouth Community Schools
Additional Specification of Required Materials and Fees¹**

Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum)² or Specific Material Required
Elementary Program		
Physical Education Classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged
Music Music -Optional Blue Notes Honor Choir		Musical instruments and accessories are provided. Recorders can be purchased for \$2.50.
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists that may be handed out by the office or individual teachers.
End of year lost or damaged books	Damage fee or replacement cost	Fees and fines up to \$5.00 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of \$85.00.

¹ This listing is a part of the 2023-2024 Student Fees Policy and is intended to provide supplemental information. For additional specifications, refer to the Policy.

² Generally, dollar amounts are stated in terms of "maximums." The actual fee or charge may be less during the 2023-2024 school year.

Field Trips	Transportation and admission costs of field trips	None-costs of school sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to \$10.00 per student for each field trip to defray costs. Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.
Summer school courses	Classes offered during the summer, or at night, if any	
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge).	Ten cents (.10) per page when charges apply.
School Meals		Student Breakfast-\$2.20 Student Lunch-\$2.95 Milk-\$0.50 Staff Breakfast-\$2.40 Staff Lunch-\$4.25 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Middle and High School Programs	General Description of Fee or Material	Amount of Fee (Anticipated or Maximum) or Specific Material Required
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art and shop classes and special projects, science classes	Appropriate clothing (non-specialized attire) Goggles-1 pair provided per year. If lost or damaged students are required to purchase a new pair. Project cost--	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes; approved protective goggles for science classes. Student pays cost that is beyond the standard project provided by the school.

Music-Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student. Instrument Rental Fee is \$75 per school year and \$30 per summer for use of school-owned instrument. White shirt and black pants. *There is also a \$50 band fee for all participants.
Choir-Optional courses	Choir materials and equipment	\$20 per year
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists that may be handed out by the office or individual teachers.
Classroom Projects, i.e, Family & Consumer Science, Ind. Technology	Project Cost	Student pays cost that is beyond the standard project provided by the school.
Advanced math or science classes	Specialized calculators	Some calculators will be available at school. If lost or damaged a replacement fee will be assessed at a rate paid by the school. Students are encouraged but not required to purchase such equipment for their personal use.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Ten cents (.10) per page, when charges apply.
School Meals		MS and HS Student Breakfast-\$2.20 Student Lunch MS-\$3.05 Student Lunch HS-\$3.10 Milk-\$0.50 Staff Breakfast-\$2.40 Staff Lunch-\$4.25 *Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.

Post-secondary education classes	Tuition and fees for college courses taken for credit.	None--Any postsecondary education costs are to be paid directly by students to the college.
End of year lost or damaged books	Damage fee or replacement cost	Fees and fines up to \$5.00 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of \$100.00.

Yearbooks - Optional	School Book	<p>Yearbooks are published and made available for purchase every year. MS \$25.</p> <p>HS Price varies from \$65 to \$105, depending upon when the yearbook is purchased. The earlier that it is purchased, the lower the cost.</p>
College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved.
Summer school courses	Classes offered during the summer, or at night, if any	Driver's education class: Approximately \$350. Credit recovery: \$100 per class.
Locker usage	Use of school padlock	\$5.00 fee if damaged or not returned at the end of the year.
Learning (1-to-1) Initiative (high school)	Laptop insurance (optional; if declined, student is responsible for the cost of repairs due to accidents/negligence)	\$35 per school year
Extracurricular and other programs	General Description of Fee or Material	Amount of Fee (Anticipated or Maximum) or Specific Item Required
Athletic Programs		
1. Activities Fees	Participation in extracurricular activities.	<p>Grades 7-8: \$50 maximum. This fee does not include a high school activity pass.</p> <p>Grades 9-12: \$85 maximum for all NSAA activities, band and vocal. This fee covers entry fees and admission to high school activities as a spectator.</p>
2. Admission	Spectator fees for admission to events	<p>Admission prices will be \$7 for adults and \$5 for students for tournaments. Regular season ticket prices will be \$6 for adults and \$5 for students. Conference passes will be allowed. Sub-Varsity ONLY & Middle School athletic events will be \$4 for adults and \$3 for students. Admission prices will be \$5 for adults and \$4 for students for Sub-Varsity & Middle athletic tournaments.</p> <p>Students may purchase an Activity Ticket for \$60.00 per year for high school events and \$35 for middle school events. For District and Conference events hosted by the School, cost to be set by NSAA but not to exceed \$20.00 per event.</p>

3. Athletic Physicals	NSAA required athletic physicals	Cost varies; payable directly to student's physician or clinic.
-----------------------	----------------------------------	---

4. Equipment and attire	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity. Uniform items are checked out to students. If lost or damaged students will be assessed fees in the amount of replacement cost.	Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:	
		Basketball	No additional
		Cross country	No additional
		Football	Mouthpiece
		Golf	Golf bag & clubs
		Softball	Softball glove
		Speech/Debate	Dress attire; copies of research
		Track	No additional
		Volleyball	Volleyball knee pads
		Wrestling	Wrestling head gear
		Cheerleading, Dance, & Flag Team Squads	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories
5. Travel meals	Meals	Students are responsible for their own meals while traveling.	
6. Locker use	Padlock for locker	\$5.00 fee if damaged or not returned at the end of the year.	
7. Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.	

8. Athletic Clubs	Letterman's club and other clubs supporting the athletic program	Currently no dues required. Annual dues not to exceed \$50.00 per club.
9. Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. The Instrument Rental Fee is \$75 per school year for the use of a school-owned instrument and \$30 for the summer. Uniforms for the marching band will be supplied by the school. *There is also a \$50 band fee for all participants. For High School Band Students a \$15.00 uniform cleaning fee is requested.
10. Music Optional Show Choir	Coordinating group attire	Students will pay for outfits selected by the group. Cost will be based on selection at a maximum of \$75.
Clubs/Organizations		
Future Business Leaders (FBLA)/DECA	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Future Farmers (FFA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Future Career/Community Leaders (FCCLA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
National Honor Society	State & national dues, meals and activities	Currently no dues required. Annual dues not to exceed \$50.00 per club.
Swing Choir	Attire	Students are responsible for purchasing outfits and accessories. Not to exceed \$150.
All Girls Swing Choir	Attire	Students are responsible for purchasing outfits and accessories.
Student Council	State & national dues, meals and activities	Currently no dues required. Annual dues not to exceed \$50.00 per club.
AFJROTC	Uniform and Military Ball Attendance	No cost for uniform. \$15 cleaning fee may be assessed. Cost of Military Ball maximum of \$30 for meals.
Social & Recognition Activities		

1. School plays, musicals and social activities	Admission to events	Up to \$10.00 per play or activity.
2. School dances	Admission to prom, homecoming, etc.	Up to \$30.00 per event.
3. Class dues		Currently no dues are assessed. Each of the eight secondary classes may assess its members an amount not to exceed \$50.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.
4. Picture Packets	Optional - Pictures are still taken for use in the school yearbook.	Students purchase packets as desired and pay directly to the photo company.
5. Senior recognition assessment	Optional graduation activities	Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, one mother's flower, class gift, yearbook picture page, and class composite picture. A single Senior Class Recognition Assessment, not to exceed \$65, will be assessed to those Seniors who elect to participate in such activities. Expenses for above mentioned items will be paid out of the "Class Activity" account until funds are depleted. After this fund is empty, students will be responsible for all optional graduation activity costs.

6. Spirit Bus	Optional student activity.	Occasionally, the district provides a spirit bus for student spectators to ride to an away event. There is typically a \$5 charge to ride the bus. The amount may vary depending upon the destination. This is an optional activity for spectators and is not a fee that is waived.
---------------	----------------------------	---

7. Trips	Transportation, lodging, meals, admission to events, etc.	<p>For the extracurricular and optional trip – Referral Free Activities, Freshman Trip, Senior Trip, Destination Imagination and Band Trips, students will be assessed a \$75.00 fee and will be responsible for meals. Students are responsible for costs of school sponsored trips where the trip is an extracurricular activity. The maximum costs of such trips will be \$2,000 per student.</p> <p>If the trip is not school-sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.</p>
----------	---	--

Reviewed: Apr. 8, 2013, July 8, 2013, July 14, 2014, Apr. 13, 2015

Revised: Apr. 11, 2016, June 12, 2017, August 14, 2017 (student breakfast \$2.10 and staff lunch \$3.55)

Revised: June 11, 2018

Revised: June 10, 2019

Revised: June 8, 2020, June 14, 2021, June 13, 2022, June 12, 2023