

**Welcome to
Plattsmouth Community School District!**



WELCOME

Dear Parent of Legal Guardian:

Welcome to Plattsmouth Community School District. If you and your family are new to the United States or Nebraska, you probably have questions about schools. The Newcomer's Guide will give you important information about the Plattsmouth school system. A strong partnership between parents, teachers and school officials helps promote the academic success of students. Your partnership, participation and presence are needed. An understanding of the policies, procedures and expectations of the school district will help you support your child's success in the classroom. English Learners may be eligible for additional support in the EL program at each school. The EL program is a support program that assists students in learning English. Students in EL receive instruction that helps students develop proficient language skills in listening, speaking, reading and writing.



School Organization

Our Plattsmouth school system has an elected school board that is responsible for the educational program provided by the school district. The members of the school board live in our school district. The school board makes decisions about budget, personnel, instructional programs, facilities and student activities in the district. For example, the school board decides if the district needs to build new schools. The School Board also chooses a superintendent. The superintendent is the director of the school district.

The schools in our district are organized in the following manner:

Elementary = Kindergarten thru Fourth Grade

Kindergarten- Students must be 5 years old on or before July 31st to be in school.

- Students usually have one teacher
- Children have recess- to play outside in the school playground
- Monday thru Friday Schools is from 8:10 a.m. – 3:50 p.m.
- Subjects of study
 - Reading, Language Arts, and Math (everyday)
 - Health, Science, Social Studies (2 to 3 times a week)
 - Art, Physical Education, Media Center, Computer, Music (1-2 times a week)
 - EL (if eligible)

Middle School = Fifth grade, Sixth Grade, Seventh Grade, Eighth Grade – 5th, 6th, 7th, 8th

- Students usually have 6-8 classes with different teachers in multiple classrooms
- Do not have recess, they have small breaks within the school building
- Monday thru Friday school is from 8:08 a.m. – 3:00 p.m.
- Subjects of study
 - Reading and Language Arts - Music
 - Physical Education - Math
 - Science - Computers
 - Social Studies -Art
 - Exploratory classes (Technology, Industrial technology, cooking, etc.)
 - EL (if eligible)

High school- 9th Freshman, 10th Sophomore, 11th Junior, 12th Senior

- Students take required and elective courses for graduation requirements
- Some courses have different levels of difficulty (Math, English...)
- Monday thru Friday 8:05a.m.-3:00p.m.

Core Subject

- English
- Math (Algebra, Geometry, etc.)
- Science (Biology, Physics, etc.)
- Social Studies (World History, etc.)
- Physical Education
- EL (if eligible)



Career/Elective Subjects

- Foreign Language: Spanish
- Fine Arts (music, theater, drawing, painting, etc.)
- Computer/Technology
- Business
- Family Consumer Science (cooking, families, sewing, teaching, etc.)
- Agriculture (plants, animals, farming, etc.)
- Industrial Technology (engines, welding, home construction, trucking, etc.)

Career Academies

Our high school is organized into three broad career academies. Based on student interest and skills, students are placed in one of the three academies and take courses that reflect their skills and interests. The purpose of the academies is to prepare students for college and their career.

- BEACH (Business, Education, A/V Technology, Communications, Human Services)
- STEAM (Science, Technology, Engineering, Aeronautics, Mathematics)
- A-TEAM (Architecture/Construction, Transportation, Environment/Agriculture, Art, Manufacturing)



PEOPLE WHO WORK IN THE SCHOOL DISTRICT OFFICES AND IN THE SCHOOLS

Administrators do not teach students. They are in charge of the schools.

Three kinds of administrators

- ☐ **Superintendent:** The superintendent is the executive director of the school district
- ☐ **Principal:** Each school in the district has a principal who is the main administrator of the building
- ☐ **Assistant Principal:** All schools have assistants to help the principals

Teachers teach the students in the school. There are many kinds of teachers in the school. Not all types of teachers are listed here.

- ☐ **Advisory teachers-** Supports students. In middle schools and high schools, students meet with their advisory teacher to improve their learning, make sure work is done, and connect with an adult outside of class
- ☐ **Classroom teachers-** Teaches reading, math, science, social studies and other subjects. In K-4th grade, students usually stay with their classroom teacher during the school day
- ☐ **Special Education Teacher-** Teaches students with special needs
- ☐ **School Psychologist-** Helps teachers and parents identify what students need and provide support
- ☐ **HAL (High Ability Learner) Teacher-** Provides classes with more challenging classes for those students who qualify for the program.
- ☐ **Music Teacher-** Teaches rhythm, singing, and how to play a musical instrument
- ☐ **Art Teacher-** Teaches painting, drawing, clay modeling, and other arts
- ☐ **P.E. Teacher-** Teaches physical education such as sports and exercises
- ☐ **Media Specialists-** Teaches about the library and helps students borrow books and materials
- ☐ **Speech Teacher-** Assist students who have difficulty pronouncing words or speaking clearly
- ☐ **Computer Teacher-** Teaches students how to use and create computer programs.

Support Staff help the administrators and teachers do their work. The following are Support Staff positions in the school:

- ☐ **School Secretaries-** Greet school visitors, call when students are absent, help the principal in the office, answer the telephone, prepare letters, etc.
- ☐ **School Nurse-** Takes care of the sick children in the school

- ☐ **School Social Worker-** Helps students, parents and families with problems they are having in school or at home
- ☐ **School Counselor-** Helps students, parents and families with problems they are having in school. High school counselors help students choose classes and give them information about colleges and jobs.

REGISTRATION INFORMATION

Required documents that you will need to enroll your child in school

- ☐ **Shot Records (Immunization):** Students must have a Certificate of Immunization. You can get this from your doctor.
- ☐ **Birth Certificate**
- ☐ **Parent or Guardian:** Parent or guardian must be present to register students
- ☐ **Withdrawal Form or Transcript from Previous School:** Students in the 9th through 12th grade must present official transcripts from their previous school. Only those credits on an official transcript will be considered.
- ☐ **Health Information:** Please inform the school of any special health needs for your child. Within two weeks after a student enrolls, the students will need a physical if they come from out of state and if they are in kindergarten.



Forms that need to be completed during registration. Registration takes place online and the process may take approximately 2 hours. You can come to any school for help with registration.

- Student Information
- Home Language Survey
- Parent Permission Form
- Fee Waiver (if applicable)
- Request for Administration of Medication (If applicable)
- Records Release Request (if applicable)
- Free or Price Reduced Lunch Forms – Family applications for free and reduced priced meals are available at your child's school or at the Transition Services Office. The completed application should be returned to the Food and Nutrition Services

Manager at your child's school for processing. You will be notified of your eligibility status within ten (10) days.

ENGLISH LEARNER ASSESSMENTS

Student Assessments Used to Determine Eligibility for the EL program:



- **ELPA21 Screener** will be used to see if your student is eligible for support through our EL Program.

The ELPA21 Screener test has 2 main purposes:

1. To identify students who may be candidates for the English Learner program;
2. To determine the academic English language proficiency level of students new to a school or to the U. S. school system in order to provide appropriate levels and amounts of instructional services;

DISTRICT AND STATE ASSESSMENTS

Plattsmouth Community School District has an assessment system designed to ensure we meet the needs of all students.

Types of Tests:

Classroom Assessments- Teachers use these to know what students know and don't know right after it has been taught.

The NWEA Map Assessment- This assessment is given three times a year and helps us know what students know and don't know in reading, math, and science. We use the information to help students and improve our teaching.

The Nebraska Student Centered Accountability System test- This test is given once a year to students in grade 3-8. It tests Reading, Math and Science. It is typically given at the end of the year.

The ACT- This test is part of the Nebraska Assessment System. It is given to all students in grade 11. It is typically given in April.



Programs

Your child may have many adjustments to their new school and new teachers. Make every effort to stay in communication with your child's teachers and school administrators. Participate in parent workshops and school events that provide training for parents in understanding how to better support your child's academic success. Translators are available to assist Spanish speakers at conferences and school events. Interpreters for other languages will be found when necessary.

EL(English Learner)



Support for English language acquisition is provided through the EL program. The amount of support provided for your child is determined by his/her ELPA 21 score. Our program has classroom teachers trained to work with EL students and specialized support provided outside of the classroom, if appropriate.

GENERAL CURRICULUM

Students must complete required coursework and tests with passing grades or scores before being eligible for promotion to the next grade or for high school graduation. For middle and high schools students, the school counselor will help you and your child plan an appropriate schedule. Counselors can also provide information on course descriptions, graduation requirements and information on resources available for your student.

Physical Education

Sports and physical activity are an important part of our schools. Schools also have physical education classes, where students learn about and participate in sports and other activities. In middle and high schools, boys and girls have different locker rooms where they change into clothes that are appropriate for sports.



Special Education

Special Education is a service for students with medical, learning or emotional difficulties from ages of Kindergarten through 21. These students may have problems with seeing, hearing, talking, walking, learning, or with behavior. Students must qualify for special education services(s). Additional information on Special Education services is available at your child's school.

Gifted Education Services

The High Ability Learner (HAL) program provides instruction that maximizes the abilities of gifted and talented students. For more information please contact the HAL teacher or principal at your school.

Before and After School Programs

Plattsmouth Community School District offers two programs that provide before and/or after school support for students.

POPS Place is offered in the early childhood and elementary school and offers both before and after school programming. Contact your principal for details.

The Blue Devil Academy is offered in the middle school and provides afterschool programming. Contact your principal for details.

SCHOOL POLICIES AND PROCEDURES

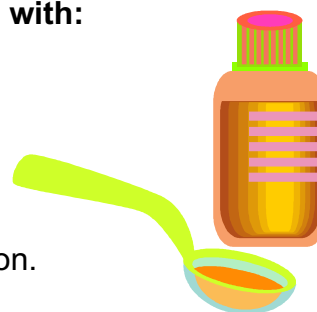
(Please read very carefully)

Medications

- If your child is sick keep him at home (fever, vomiting, pink eye...),
- If your child must take medication at school, do not send medicines unless it is absolutely necessary. Students are not allowed to take medicines by themselves at school. If it is necessary for the child to take medication at school, parents must complete a **Request for Administration Medication Form** and turn it in to the school nurse along with the medication. Some medications require the doctor's authorization.

Parents must bring all medications to school in the original pharmacy bottle, not in bags, envelopes or unmarked containers. The bottle must have a label with:

- Student's name
- Date
- Name of medication
- Name of pharmacy filling the prescription



The student must go to the nurse's office to take the medication.

Tardiness / Attendance

Late to school: Students should not be late for school. They should always be on time. If students are late for school, the teacher will mark them late or tardy. You should call the school in the morning if your child is going to be late. You will need to come into the office to check in. If you are taking your child out of school during the day before school is over for a doctor or dentist visit, please write and send a note to the teacher in the morning with this information:

- Reason why you are taking the child out of school
- Time you will take child out of school
- Name of person picking up child if he or she is not a parent or guardian.

Please report to the office when you go and pick up your child.

Absent From School: When your child can't attend school, call the school every day early in the morning before school starts. All schools have an answering machine. You may leave a message on the school answering machine.

When you call please leave the following information

- Child's name

- Child's grade
- Reason why your child is absent
- Your name and phone number

You must send a note explaining the reason your child was absent from school.

Homework and Grades

Most of the teachers assign homework. Typically, these assignments are expected to be done at home and returned to the teacher the next day. Encourage your child to complete the homework and do their best job he or she can. At different times throughout the school year, students receive a report card which they will bring home for you to see. Generally, grades are based on class work, homework, class participation and tests.

Tell your child that it is important to participate in classroom activities, and complete assignments on time. Sometimes, the school will ask you to come to parent-teacher meetings to discuss your child's grades and educational progress. If you feel more comfortable, ask a friend or one of your children to go with you as a translator.

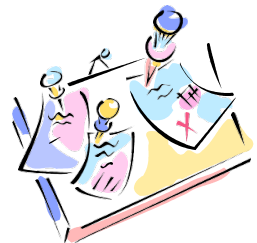
School Clothing and Grooming

Students should be neat and clean for school. It is important to dress appropriately for the weather. Unless the weather is extremely cold or wet, most elementary schools let the children go outside to play. Be sure your child has a warm coat, gloves and a hat during cold weather. Boots are also good for rainy or snowy days. Be sure that coats, boots and gloves are marked with your child's name. All schools have rules about the types of clothes that students will not be permitted to wear. **(Please review the dress code that is included in the Parent Handbook.)**



Notes from School

If the school sends notes or letters to the parents, it is very important that you know what they say. Sometimes it may be about a meeting or to notify you that there is a holiday so the students do not go to school for a period of time. Other times, the letters need to be signed by a parent and returned to the school. You should contact your child's school if you do not understand a note or letter sent home by the school or your child's teacher. *** Please check your child's book bag or daily folder for important notes. For kindergarten and first grade parents- Please empty your child's backpack regularly.**



If you can't understand something, contact your student's teacher and

he/she will get you the information you need.

Phone calls from School

There are times that calls come from the school. They announce important events, school closings due to weather, and other emergencies. They are in English. In emergency situations, the school may send home translations or have a translator contact you.

School Visits

Teachers like to meet with parents and let them know what is going on in the classroom. It is customary for schools to have an "Open House" where parents have a chance to visit the school and talk to the teacher at the beginning of the school year.

Parents are also invited to visit the school and the child's classroom during the day. Visitors should report to the school office to sign-in and receive a nametag upon your arrival.

Most schools also have an organization for parents and teachers such as PTO (Parent-Teacher Organization). The purpose for these organizations is to get the parents involved with the school and its activities.



Bad Weather

Sometimes it is necessary to dismiss school early or cancel all classes due to bad weather. The radio or the television station will make an announcement when school is closed because of the weather.



Disciplinary Action

The Plattsmouth schools establish rules and standards concerning student conduct. These rules are distributed to students and parents at the beginning of the school year or at the same time the student is enrolled. If a student does not obey the rules of the school, then he or she may be disciplined. If the student's misbehavior is not serious, the teacher or principal may choose to talk to him or her. However, if the student's action is severe, he or she may be expelled or suspended from school. Please keep in mind that if your child is suspended or expelled, you have certain legal rights. If you have any questions about these rights, contact your school. **(Please read the Parent Handbook for more information.)**

Moving

If you move during the school year, you need to let the school know your new address and phone number. If you move to another city or state, notify the school of your new address as soon as you know it. They can send your



child's school records to the new school.

Special School Events

Events

Open House- At the beginning of the school year, each building has an Open House. The event is held at the school building and generally is in the evening. At this event, parents/guardians and students meet the teachers and have a chance to see the classroom and building. Brothers and sisters are welcome to attend the event.

Conferences- Each building has parent-teacher conferences. They are held at the building and are generally in the evening. At these conferences, parents/guardians meet with each of the student's teachers and talk about what the student is learning and how the student is doing in class. PECC has home visits and conferences at the school. The elementary has scheduled meetings with the teacher. The middle and high school have nights where teachers are available and parents stop by to talk to the teachers.

Field Days- The PECC and elementary have field days at the end of the year. On those days, students have games and activities outside.

Holidays

Halloween- Many Americans celebrate Halloween on October 31st. It is a fall holiday. Some of the schools celebrate this holiday by having students dress up in costumes for the day. They also have short parties where students play games and have snacks. PECC does not celebrate this holiday with the students. The elementary school generally celebrates with costumes and parties. The middle school generally invites students and teachers to dress up. The high school generally does not celebrate this holiday.



Thanksgiving- Thanksgiving is a holiday that celebrates Americans celebrate on the fourth Thursday of November. It is a day of giving thanks. At school, students may have special meals at lunch. Teachers may decorate the classroom with harvest pictures. Students do not go to school on Thanksgiving and get out early the day before the holiday.



Valentines Day – This is a day to celebrate friendship. It is February 14th each year. At the elementary, students bring Valentines for each of their classmates and make boxes to hold the Valentines. The Valentines can be bought at the store or home made. The boxes can be simple or not. Let the teacher know if you have troubles getting the Valentines or making the box. The other schools do not celebrate this holiday.



List of Important Offices and Programs

Plattsmouth Community School District Board of Education, Plattsmouth Superintendent, and Business Office

Central Office
1920 Old Highway 34
Plattsmouth, NE 68048
Phone: (402)296-3361



Plattsmouth Community School District Head Start/ Pre K

Locations:

1. Plattsmouth Early Childhood Center
902 Main St, Plattsmouth, NE 68048
Phone: (402) 296-5250
2. Head Start –Conestoga Site
104 High Street, Murray, NE 68409
Phone: 402-235-2341



After School Programs - All elementary/ primary schools offer after school programs for students whose parents are working and not home when school is dismissed. These programs offer various educational activities and quality supervision of all students. Costs for the programs vary from school to school.

ADULT EDUCATION

English Classes

First Presbyterian Church

701 Chicago Ave, Plattsmouth, NE 68048
Phone: (402) 296-3324

Monday, Tuesday, Thursday 9:30 am to 12:00 pm



HEALTH COMMUNITY PROVIDERS

Emergency: 911

Clinics



Nebraska Medicine Plattsmouth Clinic

1938 E HWY 34
Plattsmouth, NE 68048
Phone: (402) 296-6009

The Health Department is open Monday thru Friday 8:00 a.m. until 4:00 p.m. Appointments are necessary.

Cass Family Medicine

122 S 6th St, Plattsmouth, NE 68048
Phone: (402) 296-2345

The clinic is open Monday thru Friday
8:00 a.m. until 5:00 p.m. Appointments are necessary.
A Spanish Interpreter is available.



Hospitals

Nebraska Medical Center: Bellevue

2500 Bellevue Medical Center Dr., Bellevue, NE 68123

Open 24 hours



Phone: (402) 763-3000

An emergency room is available.

COMMUNITY SERVICES



**Emergency 911 for Police, Ambulance, Sheriff and Fire
Department**



Fire



Police

Plattsmouth Police Department

336 Main St, Plattsmouth, NE 68048

Phone: (402) 296-3311 (non-emergency)



Services

Plattsmouth U.S. Post Office

802 Ave B, Plattsmouth, NE 68048



Phone: (800) 275-8777
Hours: 8–11AM, 12–4:30PM

Plattsmouth Library

Who can get a library card? Anyone can get a library card. If you live within the City limits, your card is free. If you live outside the City limits, there is an annual \$30 fee for library service.

How can you get a library card? Bring a picture ID with your current address to the library. If you have recently moved, bring a picture ID and a utility bill or rental agreement showing your current address. If you are too young to have a picture ID, your parent must accompany you and bring the required identification. If you have any questions, please call the library.



**401 Avenue A
Plattsmouth, NE 68048
402-296-4154
402-296-4712 fax**

Mon. - Thur. 9:00 am - 8:00 pm
Fri. 9:00 am - 5:00 pm
Sat. 9:00 am - 4:00 pm
Sun. 12:00 pm - 4:30 pm

Community



Contact your School Social Worker or principal for information about all the support services that are available in the community.

Under His Wings

(inexpensive clothing and home supplies)

511 Main St, Plattsmouth, NE 68048



Phone: (402) 802-7115

Sunday	Closed
Monday	Closed
Tuesday- Saturday	10AM–5PM