



**PLATTSMOUTH
MIDDLE SCHOOL
HANDBOOK**

2024- 2025

**PLATTSMOUTH COMMUNITY MIDDLE SCHOOL
MISSION STATEMENT**

Plattsmouth Community Middle School fosters academic excellence, creativity, and responsible behavior.

Preparation - Empowering students to live and learn in an ever changing and diverse world.

Cooperation - Working together with students, parents, staff, and community to create a dynamic learning environment.

Mastery - Encouraging students to be motivated to reach for their highest levels of performance.

Success - Providing students with the skills required to conquer the challenges of the future.

**PLATTSMOUTH COMMUNITY MIDDLE SCHOOL
VISION STATEMENT**

Plattsmouth Community Middle School provides a safe, caring and flexible learning environment. Students and staff respect each other and take pride in their school. A consistent and fair discipline system protects the rights of everyone to learn and teach. A core curriculum is emphasized, strategies for all learning styles are in place and creativity is fostered. Opportunities are provided for and participation is encouraged in exploratory courses and extracurricular activities. Students have a desire to learn, take an active role in the education process, and value education beyond monetary rewards. The staff, parents, and community work together to guide the Plattsmouth Community Middle School students to achieve realistic high expectations that are meaningful within the lifelong learning process.

PROCEDURES AND REGULATIONS SUBJECT TO CHANGE

The information contained is current and in effect at the time of the printing. However, the procedures and regulations set forth in the handbook may be altered or revised as necessary. Some of our procedures and regulations may be altered as we work within the frameworks of our building, the new staff members, parent response, student input, as well as new Board of Education policies, and as State and Federal laws change. Much of

the handbook is an extension of Board Policies. **Current board policies are available at www.pcsd.org.** This handbook does not form a contract.

PLATTSMOUTH SCHOOL BOARD MEMBERS

Brian Harvey, President	Jeremey Shuey
Max Muller, Vice President	Karen Tesarek-Parsons
Nolan Siemonsma, Secretary	Ken Winters
Jim Allen	Joe Woracek
Tony Foster	

PLATTSMOUTH SCHOOLS ADMINISTRATIVE STAFF

Superintendent– Dr. Richard Hasty
Director of Instructional Services – Dr. Cheryl Larson
Early Childhood-Head Start Director- Juliana Beck
Director of Special Education – Amanda Wright
Systems Administrator– Zach Schroeder
Technology Support-
Business Manager – Chris Hudson
Payroll Administrator- Tami Petri
Office/Data Manager- Emily Morlan
Administrative Assistant- LeeAnn Stander

MIDDLE SCHOOL ADMINISTRATIVE STAFF

Mr. John Campin - Principal
Mr. Claude Michel - Assistant Principal/Activities Director

MIDDLE SCHOOL SUPPORT STAFF

Ms. Sherie Adkins– Office Manager
Mrs. Sara Barada – School Social Worker
Mrs. Jill Bradney – Administrative Assistant
Mrs. Sherri Johnson – Data/Student Support Facilitator
Mrs. Sarah Lozzi – Health Aide

PLATTSMOUTH COMMUNITY MIDDLE SCHOOL STAFF

Ms. Amber Younker- 5th Grade Science
Mrs. Colleen Ksiazek – 5th Grade Resource
Mrs. Leigh La Rosa - 5th Grade Math/Social Studies
Mrs. Staci McDonnell- 5th Grade Math/Social Studies
Mrs. Ginnifer Murray- 5th Grade Language Arts/Reading

Mrs. Kasey Barr - 6th Grade World History
Ms. Robin Christiansen - 6th Grade Language Arts/Reading
Ms. Kelli Henry- 6th Grade Resource
Mr. Larry Kress- 6th Grade Math
Mrs. Amanda Phillipson - 6th Grade Science

Mr. Zach Biere- 7th Grade World History
Mr. Joel Dix -7th Grade Language Arts
Mrs. Dee Hellbusch - 7th Grade Science
Mr. Chase Lofing- 7th Grade Math/Pre-Algebra
Ms. Pam Osthus- 7th Grade Resource

Mrs. Heather Irish - 8th Grade Language Arts/Reading
Mrs. Jaima Negrete- 8th Grade American History
Mrs. Roseanne Stuczynski - 8th Grade Science Long Term Substitute
Mr. Matthew Timm- 8th Grade Pre-Algebra/Algebra

Mrs. Mandi Crick – Vocal Music
Mrs. Cynthia Duechting- ELL
Mr. Kyle Graves - HAL Facilitator
Mrs. Brenda Jessen- Art
Ms. Michelle Knight - Computer Tech
Mr. Mike Knust - Industrial Technology
Mrs. Julie Little - Library/Media Center
Mr. Tyler Long- Instrumental Music
Mrs. Kim Ryerson- 5th-8th Life Skills
Mrs. Marla Smith – Health
Mr. Troy Steele - Physical Education

Mrs. Mandy Creekmore – Teacher Associate
Mrs. Danielle Haberman- Teacher Associate
Mrs. Elizabeth Hadraba- Teacher Associate
Mrs. Amy Hansen- Teacher Associate
Mrs. Sherry Harrold- Teacher Associate

Mrs. Sarah Hastings- Teacher Associate
Mrs. Shelley Quade – Teacher Associate

CLASS SCHEDULES FOR 2024-2025

Regular Schedule

NO 12:20 BELL

8TH GRADE

8:08-9:07	Core 1
9:11-10:10	Core 2
10:14-11:13	Special 1
11:17-12:16	Special 2
12:20-12:50	Lunch
12:54-1:53	Core 3
1:57-2:56	Core 4
3:00-3:30	FLEX TIME

7TH GRADE

8:08-9:07	Core 1
9:11-10:10	Special 1
10:14-11:13	Special 2
11:17-12:16	Core 2
12:20-12:50	Lunch
12:54-1:53	Core 3
1:57-2:56	Core 4
3:00-3:30	FLEX TIME

6TH GRADE

8:08-9:07	Core 1
9:11-10:10	Core 2
10:14-11:13	Core 3
11:17-11:47	Lunch
11:51-12:50	Core 4
12:54-1:53	Special 1
1:57-2:56	Special 2
3:00-3:30	FLEX TIME

5TH GRADE

8:08-9:07	Special 1
9:11-10:10	Core 1
10:14-11:13	Core 2
11:17-11:47	Lunch
11:51-12:50	Core 3
12:54-1:53	recess/music/media
1:57-2:56	Core 4

3:00-3:30

FLEX TIME

**Plattsmouth Community Schools
2024-2025 Calendar**

AUGUST 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August

- 5-7 PD New Teachers
- 8-13 PD All Staff/No Students
- 14 First Day of School 1st-9th, PM Kind.
- 15 First Day of School for AM Kind., 10th, 12th
- 14-19 Early Childhood Home Visits
- 20 First Day for Early Childhood

September

- 2 No School - Staff & Students
- 6 No School - Teacher PD

October

- 2 P/T Conferences: HS 5-8 PM
- 8 P/T Conferences: ES/MS 4:30 PM-7:30 PM
- 9 End of 1st Qtr =39 student days
- 9 P/T Conferences: ES/MS 4:30 PM-7:30 PM, HS 5-8 PM
- 10 No Students - Teacher Planning
- 11 No School for Staff & Students- Teacher Comp. Day
- 14 No Students - PD for All Teachers

November

- 6 & 7 P-T Conferences: EC 4:30 PM-7:30 PM
- 8 P-T Conferences: EC: 8 AM-4 PM, No classes
- 27-29 No School for Staff & Students

December

- 2 No Students - Teacher Planning
- 19 End of 2nd qtr.=45 student days, End of 1st semester
Student days=34, Teacher days=91(Oct. 11 is a comp. day)
- 20 No Students - Teacher Planning
- 23-31 No School- Staff & Students

January

- 1-3 No School- Staff & Students
- 6 No Students-PD for All Teachers
- 7 First Day of Second Semester
- 20 No School for Staff & Students

February

- 14 No Students - Teacher Planning
- 17 No Students-PD for All Teachers
- 19 EC Home Visits 4:30 PM-7:30 PM
- 20 EC Home Visits 8 AM - 7:30 PM
- 21 EC Home Visits 8 AM - 4 PM, No classes at EC

March

- 5 & 6 P/T Conferences: ES/MS 4:30 PM-7:30 PM, HS 5-8 PM
- 6 End of 3rd Qtr.=44 student days
- 7 No Students - Teacher Planning
- 10-14 No School-Spring Break (3/14 is a Teacher Comp. Day)
- 17 No Students - PD for All Teachers

April

- 18 No Students - Teacher Planning
- 21 No School- Staff & Students

May

- 7 & 8 PT Conferences: EC 4:30 PM-7:30 PM
- 9 P-T Conferences: EC 8 AM-4 PM, No classes at EC
- 12 EC Comp. Day, No classes at EC
- 18 High School Graduation
- 22 Half Day for Students - End of 4th Qtr.=46.5 student days, End of 2nd Semester=90.5 student days
- 23 No Students - Teacher Planning, Teacher days=95 (Mar. 14 is a comp. day)
- 23, 27-30 Incentive Weather Make-Up Days

JANUARY 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

	Professional Development (PD)- New Teachers	<i>The regular dismissal times are 3:20 PM for ES and 3:30 PM for MS and HS.</i> <i>If necessary, the Board will revisit the calendar.</i>
	Professional Development (PD)-All Teachers-No Students	
	Half Day - Students	
	Parent/Teacher Conferences	
	No School for Staff & Students	
	Early Release for School-Age Buildings (ES 2:20 PM, MS and HS 2:30 PM)	
	Teacher Planning Day - No students	

GENERAL INFORMATION

Classes Begin at 8:08 a.m.

School Dismisses at 3:30 p.m.

Access to Buildings

Students are not to arrive at school before 7:45 a.m. If students participate in the breakfast program, they may enter the building at 7:45 a.m. All students must be out of the building by 3:15 p.m. However, with specific permission from a teacher and with direct supervision, a student will be granted access for such activities as practices, tutorials, detentions, lab and media use. Upon arriving at school, students are to report to their designated grade level area, or the gym (depending on the weather conditions).

Closed Campus

Plattsmouth Community Middle School operates on a closed campus basis. During the school day (including the lunch period), students are prohibited from leaving the school ground or being in the parking lot unless permission to do so has been granted by the principal or his/her designee. Parents should contact the office if their child needs to leave the school grounds.

Leaving During the School Day

No student is to leave the school during school hours without permission of the principal or the principal's designee, which will be granted only after parents or guardians have been contacted. The student must then sign out in the office. Leaving the school campus without permission will result in after-school detentions and/or in-school suspension.

Cafeteria Rules

Food is confined to the cafeteria area and may not be taken to other parts of the building. Students are to use proper table manners and not misuse food or beverages. Trays, serving utensils, plates, and silverware must be returned to the proper area. Students should never be late to class following breakfast or lunch. Serving lines will close 10 minutes before the period ends and at 8:00 a.m. in the mornings.

Meal Costs

Student Breakfast- \$2.30 Full price \$.40 Reduced

Student Lunch- \$3.15 Full price \$.50 Reduced

Food Service Guidelines

Plattsmouth Community Schools offers breakfast and lunch every day with a focus on lots of choices and good nutrition. The school food service program is a pre-pay system. There must be funds in your account for your child to make purchases. The district

reserves the right to block any account that is delinquent. If a family account has a negative balance, your account may be inactivated and your student will not be able to make any purchases on the family account. An alternate meal may be provided to your child if your account is delinquent. We understand families may have emergency situations. We can work with you to set up payment arrangements for your account, if you contact us. We strive to assist parents with their efforts to maintain a positive account balance by providing notice of a low balance. Food service staff will give verbal reminders to students. Please sign up for low balance notices via email 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. 402-296-3361 ext. #2806 – mdaisley@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 district employees and operates our own nutrition 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, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights1400 Independence Avenue, SW Washington, D.C. 20250-9410(2)Fax: (202) 690-7442; or (3)Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Change of Address

Any change in your address or phone number or that of your parent or guardian must be reported to the office immediately.

Computer Use

The computer has become an essential educational tool. Therefore, students at PCMS will interact with them on a daily basis. This use must be responsible. Students who misuse computers (for example, abuse them or access the Internet without prior parental permission) may be denied access privileges (for the school year) and/or receive more serious consequences. Students and parents will be required to sign an application for an Internet account. A complete statement of student rights and responsibilities will be distributed at registration. **See Board Policy 6800 at www.pcsd.org for more information on the district computer use policy.**

Problem Solving

When a problem or concern about your child arises, please contact the staff member who is involved with your child. This is usually the classroom teacher or the sponsor/coach. This individual has the most knowledge of this concern and will be able to discuss the matter with you at a convenient time for both of you either by phone or at a conference. Most of the time solutions can be found for your concerns by contacting the district employee. If you do not feel your concerns are adequately addressed, then contact the building principal.

Student Fee Policy 5195

The Board of Education of Plattsmouth Community Schools adopts a student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act. See www.pcsd.org for more information on Board Policy 5195.

Telephone/Cell Phones/Personal Electronics

Teachers are conducting classes from 8:08 a.m. - 3:30 p.m. If you need to talk to a teacher, you may call and leave a message. Teachers can be reached by phone during their planning time, and before or after school. The school telephone is for school business. **Students may not make personal calls, unless they are urgent** and are given permission from their classroom teacher. The school will attempt to get emergency messages to students during the school day. **Try to let your children know their after-school plans before they come to school.**

Personal electronic devices (cell phones, iPods, iPads, headphones, smart watches, etc.) will be kept in student lockers.

- **First offense:** Electronic devices will be taken to the office. Students may pick up devices at the end of the day.
- **Second offense:** Electronic devices will be taken to the office. Parents/guardians may pick up devices at the end of the day.

- **Third offense:** Electronic devices will be taken to the office. Parents/guardians may pick up devices at the end of the day. 2 options will then follow (student choice):
 - Students may not bring cell phones/electronic devices to schools for 30 days
 - Students MUST turn in devices to the office each day for 30 days
- **Fourth Offense:** Students will turn in devices to the office for the remainder of the year during the school day.
- Students on 3rd or 4th offense will check in with office staff each morning to turn in electronic devices and ensure that students do not have further access to devices.
- Students on 3rd or 4th offense who are found to have electronic devices will follow school behavior policy (detentions, PAL, ISS, OSS).
- Exceptions may ONLY be made with students who have accommodations listed in an IEP or 504 plan.
- Parents/Guardians who need to communicate with their student may leave a message with office staff and the message will be communicated as deemed appropriate by office staff/administration.

ACADEMICS

Parent/Teacher Conferences

Parents are encouraged to communicate frequently with their children's teachers. Appointments for conferences with teachers, counselors, or administrators can be made at any time by telephoning the school office. Parents can meet with grade level teacher teams in person during the school week or they can utilize a telephone conference.

Regular Parent/Teacher Conferences will be held four times per year, for parents to meet with teachers to discuss their son/daughter's academic standing.

ATTENDANCE

Absence

When a student is absent or tardy from school, parents are asked to call the school by 9:00 a.m. The school office, whenever possible, will call the parents or guardians of the students whose names are on the student absentee list if a prior call has not been received from the parent regarding the absence. A written excuse shall be presented to the office upon the day of return or parents may excuse the absence by phone.

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

- The student must notify the office and teachers as soon as possible.
- The student must arrange to make up all work as possible before going.

- Parents or guardians must provide written notification to the office prior to the time of the student's departure.

ACTIVITIES

Student Activities

Student activities play an important role at PCMS. In order to promote student participation, the following activities are sponsored by the school district:

Band
Jazz Band
Vocal Music
Student Council
Art Club
NJHS
Football
Volleyball
Cross Country
Girls Wrestling
Boys Wrestling
Girls Basketball
Boys Basketball
Track and Field

Student Council

The Student Council is an organization representative of the PCMS student body working for the benefit of the PCMS students. At the end of each year, Student Council elections are held to elect members for the upcoming school year. Grade level elections for class representations and an election by the Student Council members is held for Student Council officers.

Athletics

Competitive athletics present many challenges and learning opportunities for PCMS students. In order to promote student participation, the following athletic activities are offered for 7th and 8th graders: Football, Volleyball, Basketball, Wrestling, and Track and Field. We also have a competitive Cross Country Club for 6th through 8th graders.

Activity and Event Regulations

As with all school-sponsored activities, all student behavior guidelines will be followed including adherence to the dress code. Students attending any school activity may not leave and re-enter the activity. If students leave, they will be required to leave the school property. Students are at events to be spectators, not to cause disruptions. Any student causing disruptions at an event will be removed from the school grounds for this event and could be restricted from events for the remainder of the school year. This includes events at all three schools.

Health

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

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

**Summary of the School Immunization Rules and Regulations
2014-2015**

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

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

The School Rules & Regulations are available on the internet: <http://www.hhs.state.ne.us/reg/1173.htm> (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)
 Updated 1/2014

Health Screenings

Health Screenings/Physical Examinations

Vision, hearing and dental screenings are performed for the purpose of identifying students whose learning may be affected by an unrecognized problem. Parents of students needing a further evaluation and/or treatment will receive a written referral. If parent/guardian wishes to refuse their student participate in required school health screenings, the parent/guardian must submit written statement(s) from a qualified examiner that the child has received the minimum required screenings within the previous six months, or the child will be screened at school.

The minimum required school health screenings and physical exams are:

ATTACHMENT 1: DHHS MINIMUM REQUIRED ANNUAL SCHOOL HEALTH SCREENINGS

SCREENING by Grade or Age Level <i>For procedural guidelines and competencies for each screening, see DHHS School Health Guidelines for Nebraska Schools.</i>	Age	3-5 yrs	K	1	2	3	4	5	6	7	8	9	10	11	12
HEARING: pure tone audiometry	annually	X	X	X	X	X				X			X		
VISION: distance	annually	X	X	X	X	X				X			X		
VISION: hyperopia (near vision)				X		X									
DENTAL: inspection of teeth	annually	X	X	X	X	X				X			X		
WEIGHT/HEIGHT STATUS: body mass index percentile	annually	X	X	X	X	X				X			X		
Physical Examination <i>By physician, physician assistant, or advanced practice registered nurse</i>			X							X					
Visual Evaluation <i>By physician, physician assistant, advanced practice registered nurse, or optometrist.</i>			X												
<p>Additional Indications for Screening:</p> <ol style="list-style-type: none"> 1. New to district at any time, with no previous screening results available. 2. Student enters the Student Assistance Process, with no recent or current screening results available. 3. Periodic screenings as specified by the student's Individualized Education Plan (IEP) 4. Nurse concern, i.e. sudden wt. loss/gain, change in stature or appearance; parent or teacher concern; audiologist referral. 5. Unremediated concerns from previous year. 															
<p>Notes:</p> <ol style="list-style-type: none"> 1. The student with known hearing or vision deficits may not need periodic screenings for these conditions. This will be determined on an individual basis by the child's Individualized Education Plan (IEP) and/or school personnel following the student. 2. Screening results may be taken from physical examination, visual evaluation, or dental examination reports if equivalent screening results are available and documented. 3. If parent/guardian wishes to refuse school health screening, parents/guardian must submit written statement(s) from a qualified examiner that the child has received the minimum required screenings within the previous six months, or the child will be screened at school. 4. Parents/guardians may waive physical examination and visual evaluation requirements by submission of written statement of objection to the school. 															

Notice of Nondiscrimination

The Plattsmouth Community School District does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Dr. Richard E. Hasty, Plattsmouth Community School District
Superintendent/Special Education Director, 1912 Old Hwy. 34, Plattsmouth, NE
68048, (402) 296-3361, rhasty@pcsd.org

Employees and Others: Dr. Richard E. Hasty, Plattsmouth Community School District
Superintendent/Special Education Director, 1912 Old Hwy. 34, Plattsmouth, NE
68048, (402) 296-3361, rhasty@pcsd.org

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 601 East 12th Street, Room 353, Kansas City, MO 64106, (800) 368-1019 (voice), Fax (816) 426-3686, (800) 537-7697 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

Student Conduct Board Policy 5101

- A. **Development of Uniform Discipline System.** It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion. **Please see the school's website for a complete explanation of Board Policy 5101 and a list of violations that could lead to suspension and/or expulsion.**
- B. **Special Education - Discipline Actions for Special Education Students**
See Board Policy 5105.

C. **Use of Corporal Punishment**

Corporal punishment is not to be used as a form of discipline. Physical force may be used against a student only for the following reasons, and in all events only such force as is reasonably necessary may be used:

1. Protection of the staff member;
2. Protection of other students or property from the student;
3. Removal of the student from a situation that endangers the student, other persons, or property.

D. **Law Violations**

1. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it shall be the policy of the Plattsmouth Community Schools to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
 - (a) Knowingly possessing illegal drugs or alcohol.
 - (b) Aggravated or felonious assault.
 - (c) Vandalism resulting in significant property damage.
 - (d) Theft of school or personal property of a significant nature.
 - (e) Automobile accident.
 - (f) Any other behavior which significantly threatens the health or safety of students or other persons, and such other offenses which are required to be reported by law.

When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

E. Attire and Grooming

All students are expected to take pride in their personal appearance. Students should be clean, neat, and dressed in proper clothing to conform to educational standards. The attire should not disrupt the educational process or constitute a possible threat to the safety and health of the student or his peers. Decency and modesty should be upheld.

The administration may establish specific attire regulations, including permitted and prohibited clothing. The following are examples of unacceptable school attire (*please remember that the following guidelines on appropriate attire are just examples and may not cover all situations*):

- Halter tops, tube tops, spaghetti strap tops, one strap, or strapless garments.
- See-through clothing, cut low, exposes midriff and/or bust line, tight-fitting, or sexually suggestive
- Sleeveless garments must fit closely under the arms
- Short shorts, short skirts, short dresses, and spandex (volleyball shorts)
- Visible undergarments
- Pants or shorts that sag below the waist when fastened
- Head coverings (caps, hats, bandanas, sweatbands, hoods, hoodies)
- Clothing that contains vulgar, offensive, or obscene language
- Sunglasses
- Clothing, items, or excessive writing/drawing on one's body that disrupt the learning environment
- Nighttime attire (blankets, robes, pajamas, slippers etc.)

Students who do not comply with dress code policies will follow disciplinary protocol:

- **First offense:** Students will call home for proper apparel. If no home-proper apparel is available, students will be asked to change into school-provided clothes or flip clothes inside out.
- **Second offense:** Students will call home for proper apparel. If no home-proper apparel is available, students will be asked to change into school-provided clothes or flip clothes inside out. Students will also be issued a detention.
- **Third offense:** Students will call home for proper apparel. If no home-proper apparel is available, students will be asked to change into school-provided clothes or flip clothes inside out. Students will also be issued a PAL placement, In-School Suspension, or Out-of-School Suspension.
- **Fourth offense:** Students will call home for proper apparel. If no home-proper apparel is available, students will be asked to change into school-provided clothes or flip clothes inside out. Parents/guardians and students will be asked to meet with the administration before returning to school from PAL, ISS, or OSS.

Exceptions can be made for school-sponsored activities and events and for students who have been given IEP or 504 plan accommodations.

Backpack Policy

Students are allowed to bring backpacks to school to transport goods to and from school. While at school, backpacks are to be placed in lockers at all times. Students may access backpacks when returning to lockers during the day. Students may remove backpacks from lockers when leaving school for the day. Exceptions can be made for students who have been given IEP or 504 plan accommodations.

Student Preparedness Expectations

It is expected that students are prepared for each class they attend. Students are prepared for class if they bring the following materials with them to each class period:

- Writing utensils specified by the teacher
- Paper
- Organizational Folder
- Other necessary items requested by the teacher

Exceptions can be made for students with accommodations in an IEP or 504 plan or for teachers who make alternate requests of students. Students who do not come to class prepared will follow disciplinary procedures.

F. Building Entry and Movement

Students involved in special activities before 8:00 a.m. or after 4:00 p.m. must be accompanied by a sponsoring teacher or designated individual and be in a specific designated area. If a student needs to enter the building prior to 8:00 a.m. and will not be under the direct supervision of a teacher sponsor, the student must report to the main office to obtain permission to remain in the building and to obtain assignment to a designated location. Failure to do so will be referred to the Principal.

During school time students may be permitted to leave classroom or study hall for specific purposes. A pass signed by a teacher is required. Each teacher will maintain a sign out sheet in their room.

G. Respect for Persons and Property

Students are expected to exhibit responsibility by showing respect for persons and property. Students also have responsibility neither to take nor damage the property of other students, school personnel or the District.

H. Tobacco/Alcohol and Other Drugs

As a participant in Toward a Drug Free Nebraska Program, certain training level and standards are present in Plattsmouth Community Schools policies. A comprehensive, age-appropriate, developmentally based, alcohol and other drug education and prevention program for all students in all grades is in place. The education and prevention program includes information on the legal, social, and health consequences of alcohol and other drug use. The program includes teaching students effective techniques for resisting peer pressure to use alcohol and other drugs.

The District takes the position that the use of illicit drugs and the unlawful possession and use of alcohol is illegal and harmful. This policy will be revised biennially to 1) determine program effectiveness and implement any necessary changes, and 2) to ensure that the policy sanctions are consistently enforced.

Appropriate disciplinary sanctions and educational measures shall be imposed when any Plattsmouth Community Schools student is found to be in violation of school policy relating to the possession, (including "under the influence") use, sale, manufacture or distribution of alcohol, tobacco, (including smokeless tobacco) controlled substances, or "look-alikes," on school property, at school sanctioned activities, (either on

Plattsmouth Community Schools property or at other community sites), or when being transported in vehicles dispatched by the school district.

Extracurricular Activity - Grounds for Suspension Policy 5103

Participation in Nebraska School Activities Association (NSAA)-sponsored and/or District-sponsored middle school and high school activities is a privilege. Students who participate in extracurricular activities serve as ambassadors of the District, whether away from school or at school. Students who wish to participate must conduct themselves in accordance with the Board policy and must refrain from illegal activities and improper behaviors. Board policy specifically prohibits several improper behaviors including, but not limited to, the distribution, dispensing, manufacture, possession, use, or being under the influence of alcohol, illegal drugs, tobacco, other controlled substances, or *look alike* substances.

This policy is supplemental to the Plattsmouth Community Schools policy entitled Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment, and any action taken hereunder may be in addition to any action under said policy. **Please see the school's website for further information on Board Policy 5103. Board Policy 5103 includes extracurricular academic standards, attendance, and conduct that may constitute grounds for discipline and/or suspension from practices, participation in interscholastic competition, or other participation in co-curricular activities and competitions.**

Article 5

STUDENTS

Policy No. 5104

Drug and Substance Use and Prevention

Drug-Free Schools

The District shall implement regulations and practices which will ensure compliance with the Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

Education and Prevention

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades of this School District. Further, the District will have proper in-service orientation and training for all employed staff.

Please see the school's website for further information on Board Policy 5104 and standards of student conduct, with regard to drug and substance use and prevention.

A Parent's Guide for Solving Concerns at School

<p style="text-align: center;">Plattsmouth Community School District Board of Education</p>
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Unfairness, misunderstanding, hurt feelings and conflict are experiences common to all. When children experience these concerns at school, it causes difficulty not only for the children, but also for parents and school staff. How to successfully solve concerns at school is what this guide is all about.

1. Take your concern to the person closest to the situation.

No matter where the concern is, take your concern there first. Whether in the classroom, on the bus, or on the practice field, the quickest and easiest solution is usually found with the staff members most directly involved.

It's best if you can make time to talk with school personnel regularly, before concerns are encountered. Know who your children's teachers, bus drivers, and coaches are and how they may be contacted. Tell them when things are going well, and communicate any concerns you have quickly and openly.

If you call for an appointment to see your child's teacher, why not let them know in advance what the general nature of your concern is? This gives them an opportunity to ask other staff members for information that might relate to your concern. If a personal visit isn't possible, why not call once to state the concern, and during that conversation, offer to call back at a time when you can both discuss the situation in more detail.

The concern you or your child faces may be the result of an oversight or misunderstanding that can be easily corrected once it is brought to the attention of the staff member most directly involved. Give them a chance to tackle the concern first.

2. Present your concern to the next level.

The principal is responsible for supervision of staff within buildings. The Director of Transportation supervises all school bus drivers. Each one is an example of the next level of school personnel you should contact if the staff member closest to the concern hasn't been able to satisfactorily resolve the difficulty.

Their ability to help will be improved if you share the steps you've already taken with the staff member closest to the concern, or if you will take time to openly share with them the reasons why you feel uncomfortable dealing directly with the person who is closest to the situation.

Supervisory personnel will rarely have ready access to the information they need to be of immediate assistance and working through them will often require additional time.

3. Talk with the Superintendent of schools.

Sometimes all the best intentions can't solve a concern. When you believe you've taken the concern to the next level but still haven't achieved a satisfactory outcome, the Superintendent of schools is the next place to go.

Keep in mind that the Superintendent's day starts early and often ends late in the evening. Part of the Superintendent's job requires attendance at area-wide meetings outside the district. As a consequence, a meeting with the Superintendent will probably require some advance planning.

4. Contact your School Board members.

School Board members are elected to represent the interest of all parents and district residents, and you should always feel free to tell them your point of view. School Board members do not, however, have direct authority in day-to-day school operations. All authority is the result of official actions by a majority of the Board at meetings open to the public.

The Board's primary responsibility is to make policies that guide the school district. Any change in policy requires two readings at two separate public meetings; a procedure that often takes two or more months. Some policy changes may require substantial public input and consultation with the school district's attorney. These requirements often increase the time required for the Board to make a response.

So when should a Board member be contacted and what can they do?

Contact a Board member...

- after other means to solve a concern have been tried
- when a policy is being enforced but you believe it results in bad consequences
- when you believe a policy isn't being enforced
- when policies or procedures are not enforced fairly for all

A Board member may take one or all of the following actions:

- informally discuss the issue with the Superintendent to consider whether policies or rules should be changed
- request that the Board review the specific policies that relate to the situation
- propose new policies for the Board's consideration.