

August Regular Meeting
Monday, August 10, 2020 7:00 PM
Plattsmouth Administration Center

1. Call Meeting to Order-Acknowledge Open Meetings Law
2. Roll Call: Foster, Barr, Fuller, Glup, Parsons, Wehrbein, Jensen, Muller, Winters
3. Public Forum: Reception of Delegates-A time limit of three minutes will be set for individual speakers on a given topic. A total time limit of thirty minutes will be set for all speakers on a given topic, with an effort to provide equal time for pros, cons, and neutral opinions.
4. Consent Agenda
 1. Agenda
 2. Minutes of the July 13, 2020 meeting
 1. Minutes of the July 27, 2020 Special Meeting
 3. Treasurer's Report
 4. Review of the Control Budget
 5. Claim and transfers in the amount of \$1,058,260.08
5. Administrative Reports
 1. Superintendent's Report
 2. High School Principal's Report
 3. Middle School Principal's Report
 4. Elementary Principal's Report
 5. Early Childhood Report
6. Action Items
 1. Discuss, consider, and take all action to approve the second reading of Policy 1200 Anti-harassment.

2. Discuss, consider, and take all action to approve the second reading of Policy 3560 Records of Management.
3. Discuss, consider, and take all action to approve the second reading of Policy 4002 EEO.
4. Discuss, consider, and take all action to approve the second reading of Policy 4003 Employee Anti-discrimination.
5. Discuss, consider, and take all action to approve the second reading of 4003a Notice of Nondiscrimination.
6. Discuss, consider, and take all action to approve the second reading of 4003b Complaint form: Discrimination, Harassment or Retaliation.
7. Discuss, consider, and take all action to approve the second reading of Policy 4190 Standards of Performance.
8. Discuss, consider, and take all action to approve the second reading of Policy 4260 Standards of Performance for Non-Certified Staff.
9. Discuss, consider, and take all action to approve the second reading of Policy 5001 Admission Requirements.
10. Discuss, consider, and take all action to approve the second reading of Policy 5401 Equal Opportunity.
11. Discuss, consider, and take all action to approve the second reading of 5401z Complaint form: Discrimination, Harassment or Retaliation.
12. Discuss, consider, and take all action to approve the second reading of Policy 6380 Affirmative Action Instruction Program.
13. Discuss, consider, and take all action to approve the second reading of Policy 7060 Design Build.
14. Discuss, consider, and take all action to approve the second reading of Policy 7070 Construction Manager at Risk.
15. Discuss, consider, and take all action to approve the final reading of Policy 5000 Students (Committee on American Civics).
16. Discuss, consider, and take all action to approve the final reading of Policy 1040 Annual Report.

17. Discuss, consider, and take all action to approve the final reading of Policy 5101 Student Discipline.
18. Discuss, consider, and take all action to approve the final reading of Policy 5103 Extracurricular Activity Discipline.
19. Discuss, consider, and take all action to approve the final reading of Policy 5406 Search and Seizure.
20. Discuss, consider, and take all action to approve the final reading of Policy 5506 Pupil Transportation Plan.
21. Discuss, consider, and take all action to approve the final reading of Policy 6111 Classroom Environment.
22. Discuss, consider, and take all action to approve the final reading of Policy 6117 Ceremonies, Observances, and the Pledge of Allegiance.
23. Discuss, consider, and take all action to approve the final reading of Policy 6283A Return to Learn Protocol.
24. Discuss, consider, and take all action authorizing the superintendent to sell/dispose of curriculum materials and excess district furniture and equipment.
25. Discuss, consider, and take all action to approve the 2020-2021 Student-Parent Handbooks and Staff Handbooks.
26. Discuss, consider, and take all action to authorize the Board President and Board Secretary as designated signers for the district when buying or selling real estate once approved by the Board of Education.

7. Announcements

1. Next meeting: Monday, September 14, 2020, 6:30 PM Workshop 7:00 PM Regular Meeting

8. ADJOURNMENT. Time _____

July Regular Meeting
Monday, July 13, 2020 7:00 PM
Plattsmouth Administration Center
1912 Old Highway 34
Plattsmouth, NE 68048

Subject to approval
at the next regularly
scheduled Board
meeting.

1. Call Meeting to Order-Acknowledge Open Meetings Law

The meeting was called to order by the President at 7:00 p.m.

2. Roll Call: Foster, Barr, Fuller, Glup, Parsons, Wehrbein, Jensen, Muller, Winters

Fuller was absent. All other Board members were present.

3. Public Forum: Reception of Delegates-A time limit of three minutes will be set for individual speakers on a given topic. A total time limit of thirty minutes will be set for all speakers on a given topic, with an effort to provide equal time for pros, cons, and neutral opinions.

Dean Carroll, Mid States busing, spoke of Covid related items. Jaima Negrete, Stockton Graham, and Leigh LaRosa PEA President, shared their concerns and questions regarding school start up.

4. Consent Agenda

Motion passed 8-0 to approve the Consent Agenda with a motion by Foster and a second by Glup.

4.1. Agenda

4.2. Minutes of the June 8, 2020 meeting

4.3. Treasurer's Report

4.4. Review of the Control Budget

4.5. Claim and transfers in the amount of \$817,024.55

5. Administrative Reports

5.1. High School Principal's Report

5.2. Middle School Principal's Report

5.3. Elementary Principal's Report

5.4. Early Childhood Report

5.5. Instructional Services Report

5.6. Special Education Report

6. Action Items

6.1. Discuss, consider, and take all action to approve the first reading of Policy 1200 Anti-harassment.

Motion passed 8-0 with a motion Foster and a second by Muller.

6.2. Discuss, consider, and take all action to approve the first reading of Policy 3560 Records of Management.

Motion passed 8-0 with a motion by Foster and a second by Parsons.

6.3. Discuss, consider, and take all action to approve the first reading of Policy 4002 EEO.

Motion passed 8-0 with a motion by Foster and a second by Muller.

6.4. Discuss, consider, and take all action to approve the first reading of Policy 4003 Employee Anti-discrimination.

Motion passed 8-0 with a motion by Foster and a second by Glup.

6.5. Discuss, consider, and take all action to approve the first reading of 4003a Notice of Nondiscrimination.

Motion passed 8-0 with a motion by Foster and a second by Glup.

6.6. Discuss, consider, and take all action to approve the first reading of 4003b Complaint form: Discrimination, Harassment or Retaliation.

Motion passed 8-0 with a motion by Foster and a second by Muller.

6.7. Discuss, consider, and take all action to approve the first reading of Policy 4190 Standards of Performance.

Motion passed 8-0 with a motion by Foster and a second by Parsons.

6.8. Discuss, consider, and take all action to approve the first reading of Policy 4260 Standards of Performance for Non-Certified Staff.

Motion passed 8-0 with a motion by Foster and a second by Muller.

6.9. Discuss, consider, and take all action to approve the first reading of Policy 5001 Admission Requirements.

Motion passed 8-0 with a motion by Foster and a second by Barr.

6.10. Discuss, consider, and take all action to approve the first reading of Policy 5401 Equal Opportunity.

Motion passed 8-0 with a motion by Foster and a second by Glup.

6.11. Discuss, consider, and take all action to approve the first reading of 5401z Complaint form: Discrimination, Harassment or Retaliation.

Motion passed 8-0 with a motion by Foster and a second by Muller.

6.12. Discuss, consider, and take all action to approve the first reading of Policy 6380 Affirmative Action Instruction Program.

Motion passed 8-0 with a motion by Foster and a second by Muller.

6.13. Discuss, consider, and take all action to approve the first reading of Policy 7060 Design Build.

Motion passed 8-0 with a motion by Foster and a second by Parsons.

6.14. Discuss, consider, and take all action to approve the first reading of Policy 7070 Construction Manager at Risk.

Motion passed 8-0 with a motion by Foster and a second by Glup.

6.15. Discuss, consider, and take all action to approve the final reading of Policy 9000 By-laws of the Board (Curriculum)

Motion passed 8-0 with a motion by Glup and a second by Muller.

6.16. Discuss, consider, and take all action to approve the second reading of Policy 1040 Annual Report.

Motion passed 8-0 with a motion by Glup and a second by Parsons.

6.17. Discuss, consider, and take all action to approve the second reading of Policy 5101 Student Discipline.

Motion passed 8-0 with a motion by Foster and a second by Glup.

6.18. Discuss, consider, and take all action to approve the second reading of Policy 5103 Extracurricular Activity Discipline.

Motion passed 8-0 with a motion by Foster and a second by Muller.

6.19. Discuss, consider, and take all action to approve the second reading of Policy 5406 Search and Seizure.

Motion passed 8-0 with a motion by Foster and a second by Glup.

6.20. Discuss, consider, and take all action to approve the second reading of Policy 5506 Pupil Transportation Plan.

Motion passed 8-0 with a motion by Foster and a second by Muller.

6.21. Discuss, consider, and take all action to approve the second reading of Policy 6111 Classroom Environment.

Motion passed 8-0 with a motion by Foster and a second by Glup.

6.22. Discuss, consider, and take all action to approve the second reading of Policy 6117 Ceremonies, Observances, and the Pledge of Allegiance.

Motion passed 8-0 with a motion by Glup and a second by Foster.

6.23. Discuss, consider, and take all action to approve the second reading of Policy 6283A Return to Learn Protocol.

Motion passed 8-0 with a motion by Foster and a second by Glup.

6.24. Discuss, consider, and take all action to approve the 2020-2021 driver education contract with Educational Service Unit (ESU) #3.

Motion passed 8-0 with a motion by Foster and a second by Muller.

6.25. Discuss, consider, and take all action to approve a resolution for school reopening in the 2020-2021 school year.

Motion passed 8-0 with a motion by Foster and a second by Muller.

6.26. Discuss, consider, and take all action to approve a purchase agreement with the City of Plattsmouth for the Old Blue Devil Stadium property.

Motion passed 8-0 with a motion by Foster and a second by Muller.

6.27. Discuss, consider, and take all action to approve an exception to Policy 5006 Option Enrollment for Abel Adams.

Motion passed 8-0 with a motion by Foster and a second by Glup.

6.28. Discuss, consider, and take all action authorizing the superintendent to sell/dispose of curriculum materials.

Motion passed 8-0 with a motion by Foster and a second by Glup.

6.29. Discuss, consider, and take all action to approve a proposal from Burke in the amount of \$ 91,989.00 for elementary school playground equipment and installation.

Motion passed 8-0 with a motion by Foster and a second by Glup.

6.30. Discuss, consider, and take all action to approve a proposal from Witte P.T. in the amount of \$ 25,500 for year one, 26,500 for year two, and 27,500 for year three for athletic training services.

Motion passed 8-0 with a motion by Foster and a second by Parsons.

6.31. Discuss, consider, and take all action to approve the Superintendent's evaluation and an addendum to the Superintendent's contract.

Executive session: 8:10 p.m.

Meeting resumed: 8:28 p.m.

Motion passed 8-0 with a motion by Foster and a second by Glup.

6.32. Discuss, consider, and take all action to approve a change order for the elementary school in the amount of \$1,142.00.

Motion passed 8-0 with a motion by Foster and a second by Glup.

6.33. Discuss, consider, and take all action to approve joining the Nebraska Rural Community Schools Association (NRCSA).

Motion passed 8-0 with a motion by Foster and a second by Glup.

7. Announcements

7.1. Next meeting: Monday, Aug. 10, 2020 6 PM Workshop 7 PM Regular Meeting

8. ADJOURNMENT. The meeting was adjourned at 8:34 p.m.

Chairperson

Superintendent

DRAFT

Special Board Meeting
Monday, July 27, 2020, 7:00 PM
Plattsmouth Community Schools
Administration Center
1912 Old Hwy. 34
Plattsmouth, NE. 68048

Subject to
approval at the
next regularly
scheduled Board
meeting.

1. Call Meeting to Order-Acknowledge Open Meetings Law.

Winters called the meeting to order at 7:00 PM.

2. Roll Call: Barr, Foster, Fuller, Glup, Jensen, Muller, Tesarek-Parsons, Wehrbein, Winters.

Fuller was excused. All others were present.

3. Discuss, consider, and take all action to appoint Susan K. Sapp as a hearing officer and advisor to the Board for a personnel hearing.

Motion by Muller and a second by Foster. Motion passed 8-0.

4. Personnel hearing will be held and the Board will take action to cancel, terminate, amend or continue or take other action it deems appropriate on the employment contract of Logan Simmerman. (Executive or closed session is possible for the hearing and for deliberations). In the event of a resignation, the Board of Education will discuss, consider, and take action on acceptance of the resignation and any resignation agreement.

Motion by Foster and a second by Muller to enter executive session at 10:41 PM. Motion passed 8-0. The Board re-entered the regular session at 11:23 PM.

Motion by Barr and a second by Foster to cancel the contract of Logan Simmerman. Motion passed 5-3. Barr, Foster, Jensen, Wehrbein, and Winters voted for the motion. Glup, Muller, and Tesarek-Parsons voted against the motion.

5. Adjournment. President Winters adjourned the meeting at 11:33 PM.

Chairperson

Superintendent

**PLATTSMOUTH COMMUNITY SCHOOLS
TREASURER'S REPORT
AUGUST 1, 2020**

Reconciled bank balance July 1, 2020 \$ 1,714,396.22

RECEIPTS:

Cass Co. Treasurer - Local taxes	272,211.04	
Interest	197.81	
Head Start Fund - Transfers	94,946.70	
Activity Fund – Transfers	304.99	
Special Bldg Fund – Transfers	582,291.19	
Cafeteria receipts	750.71	
State of Nebr. – Federal lunch	32,626.78	
State of Nebr. – ABE	2,186.68	
State of Nebr. – IDEA	135,334.00	
Patrons – PK tuition	320.00	
Staff - refund	17.10	
Total Receipts	1,121,187.00	\$ 1,121,187.00

EXPENDITURES:

Payroll	1,262,363.07	
Vendor checks	813,027.30	
Petty Cash checks	1,426.55	
Total Expenditures	2,076,816.92	\$ 2,076,816.92

Reconciled bank balance July 31, 2020 \$ 758,766.30

Through July 31, 2020, receipts are at 93.16% of budget
Expenditures are at 94.21% of budget

Through July 31, 2020, 77.28% of the general fund budget was spent on instruction and instruction support, and 15.88% was spent on all other functions

GENERAL FUND

Bank account balance	758,766.30	
Nutrition Fund balance	180,555.07	
Employee Benefit Fund balance	358.40	
Investment – N.L.A.F.	96,845.96	
Loan from Depreciation	999,500.00	
Credit line draw	950,675.00	
Loan from Special Building Fund	630,000.00	
General Fund Balance	\$ 1,905,476.21-	

TREASURER'S REPORT
AUGUST 1, 2020
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NUTRITION FUND

Beginning cash balance	\$	203,574.90
Receipts		33,377.49
Expenditures		<u>56,397.32</u>
Cafeteria Fund balance	\$	180,555.07

FLEXIBLE BENEFIT FUND/EMPLOYEE BENEFIT

Reconciled bank balance July 1, 2020	\$	38,141.99
Receipts		4,121.67
Expenditures		<u>3,607.94</u>
Flexible Benefit Fund balance	\$	38,655.72

SPECIAL BUILDING FUND

Reconciled bank balance July 1, 2020	\$	104,182.17
Receipts		100.78
Expenditures		582,291.19
Bond Proceeds - draw		<u>582,291.19</u>
Special Building Fund bank balance	\$	104,282.95
Investment in Nebr. Liquid Asset Fund	\$	63,516.27
Bond investment in NSDLAF	\$	4,688,503.54
Loan to General Fund	\$	630,000.00

BOND FUND

Reconciled bank balance July 1, 2020	\$	27,036.68
Receipts		20,675.69
Expenditures		<u>0.00</u>
Bond Fund bank balance	\$	47,712.37
Investment in NSDLAF	\$	1,523.17
Line of Credit	\$	549,325.00

QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND

Reconciled bank balance July 1, 2020	\$	177,551.51
Receipts		7,645.48
Expenditures		<u>0.00</u>
QCPU Fund bank balance	\$	185,196.99
Certificate of Deposit – Plattsmouth State Bank	\$	38,313.83

TREASURER'S REPORT
AUGUST 1, 2020
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HEAD START FEDERAL FUND

Reconciled bank balance July 1, 2020	\$	50,930.78
Receipts		61,371.68
Expenditures		<u>94,946.70</u>
Head Start Federal Fund balance	\$	17,355.76

DEPRECIATION FUND

Reconciled bank balance July 1, 2020	\$	25,854.04
Receipts/loan repay		1.75
Expenditures		<u>0.00</u>
Depreciation Fund Balance	\$	25,855.79
CD @ Plattsmouth State Bank	\$	216,957.06
Loan to General	\$	999,500.00

STUDENT FEE FUND

Reconciled bank balance July 1, 2020	\$	72,291.74
Receipts	\$	1,744.86
Expenditures	\$	<u>0.00</u>
Student Fee Fund Balance	\$	74,036.60

ROBERT WILEY ESTATE

Investment Account with Edward D. Jones as of 7-31-20:

Beginning value	\$	1,160,398.66
Fees and charges	\$	923.42
Change in value	\$	54,550.10
Scholarships paid	\$	28,000.00
Total	\$	1,186,025.34

WILES SCHOLARSHIP

Investment Account with Edward D. Jones as of 7-31-20:

Beginning value	\$	37,419.30
Change in value	\$	1,490.49
Total	\$	38,909.79

TREASURER'S REPORT
AUGUST 1, 2020
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DUDA SCHOLARSHIP

Investment account with Vanguard as of 7-31-20: \$ 524,366.82

GENERAL FUND balance July 31, 2018 \$ 394,844.58-
GENERAL FUND balance July 31, 2019 \$ 1,807,533.48-
GENERAL FUND balance July 31, 2020 \$ 1,905,476.21-

SPECIAL BLDG FUND balance July 31, 2018 \$ 95,180.52
SPECIAL BLDG FUND balance July 31, 2019 \$ 66,119.23
SPECIAL BLDG FUND balance July 31, 2020 \$ 167,799.22

ROBERT E. WILEY SCHOLARSHIP UPDATE
July 31, 2020

BEG VALUE 6-27-20	\$	1,160,398.66
PLUS: INTEREST AND DIVIDENDS	\$	2,099.85
PLUS: CHANGE IN VALUE	\$	52,450.25
LESS: FEES AND CHARGES	\$	923.42
LESS: EIGHT SCHOLARSHIPS PAID	\$	<u>28,000.00</u>
END VALUE 7-31-20	\$	1,186,025.34

- 1. For the month, the account made \$53,626.68, after fees, or 4.62%.**
- 2. Year to date, the account is up 1.14%.**
- 3. Currently at 53% in equities.**
- 4. The account was rebalanced as the withdrawals were made during the month for scholarships.**
- 5. See the attached second quarter in review and quarterly market update.**



CASS COUNTY SCHOOL DISTRICT #1
ROBERT E WILEY SCHOLARSHIP FD
C/O TONDA HAITH
1912 HIGHWAY 34
PLATTSMOUTH NE 68048-5676

Portfolio Summary

Total Portfolio Value	
\$1,224,935.14	
1 Month Ago	\$1,197,817.97
1 Year Ago	\$1,220,053.27
3 Years Ago	\$1,221,765.72
5 Years Ago	\$1,170,503.13

Long-term Investing: 4 Tips for Staying the Course

Periods of market volatility and uncertainty can be difficult for investors. Follow these four tips to help stay on course: Review your portfolio regularly. Diversify your portfolio among quality investments. Avoid owning too much of a single investment. Finally, stay invested. Schedule time today with your financial advisor to discuss your long-term financial strategy.

Rule No. 2: Understand Risk

Every investor is unique. But we believe certain "rules" hold true for any investing strategy. Rule No. 2? Understand risk. Your comfort with risk, investing time horizon and long-term goals all combine to determine the role of risk in your portfolio. For all 10 of our "Rules of the Road," visit edwardjones.com/rules.

Overview of Accounts				
Accounts	Account Holder	Account Number	Value 1 Year Ago	Current Value
Association Account Select	Cass County School District #1	693-12504-1-6	\$0.01	\$0.01
Association Account Select	Cass County School District #1	693-12506-1-4	\$37,368.57	\$38,909.79
Association Account Advisory Solutions Fund Model	Cass County School District #1	693-19740-1-5	\$1,182,684.69	\$1,186,025.34
Total Accounts			\$1,220,053.27	\$1,224,935.14

Although account information is provided on this page, it does not guarantee an actual statement was produced. Refer to your account statement for the exact registration and more specific details regarding each account.

Important disclosures, such as Statement of Financial Condition, Conditions that Govern Your Account, Account Safety, Errors, Complaints, Withholding, Free Credit Balance, Fair Market Value or Terminology; relating to your account(s) are available on the last page of this package or at www.edwardjones.com/statementdisclosures.



Cass County School District #1

Consolidating Accounts Can Simplify Your Life

Over the years, you may have accumulated different accounts at various firms. Keeping track of them can not only be inconvenient but also make it difficult to see the big picture. Consolidating them in one place can make it easier to see how you're progressing toward your goals - not to mention reduce the number of statements and tax forms you have to deal with. Ask your financial advisor about account consolidation today.

Association - Advisory Solutions Fund Model

Portfolio Objective - Account: Balanced Growth and Income

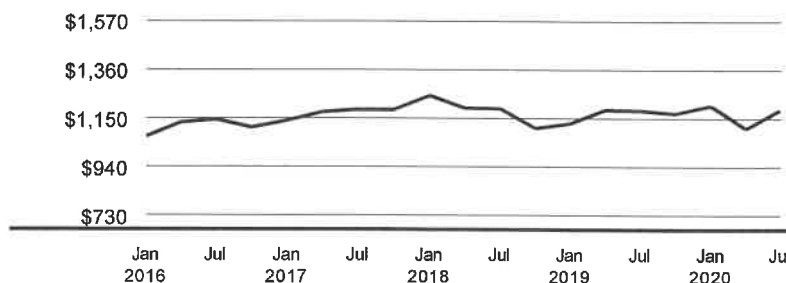
For more information about the Advisory Solutions program go to www.edwardjones.com/advisorybrochures.

Account Value

\$1,186,025.34

1 Month Ago	\$1,160,398.66
1 Year Ago	\$1,182,684.69
3 Years Ago	\$1,187,934.85
5 Years Ago	\$0.00

Value of Your Account (in 000s)



Value Summary

	This Period	This Year
Beginning Value	\$1,160,398.66	\$1,207,286.98
Assets Added to Account	0.00	0.00
Assets Withdrawn from Account	-28,000.00	-35,000.00
Fees and Charges	-923.42	-6,442.08
Change In Value	54,550.10	20,180.44
Ending Value	\$1,186,025.34	

For more information regarding the Value Summary section, please visit www.edwardjones.com/mystatementguide.

Rate of Return

Your Personal Rate of Return for Assets Held at Edward Jones	This Quarter	Year to Date	Last 12 Months	3 Years Annualized	5 Years Annualized
	3.26%	1.14%	6.14%	4.98%	—

Diversification by Investment Category

Portfolio Objective: Balanced Growth And Income

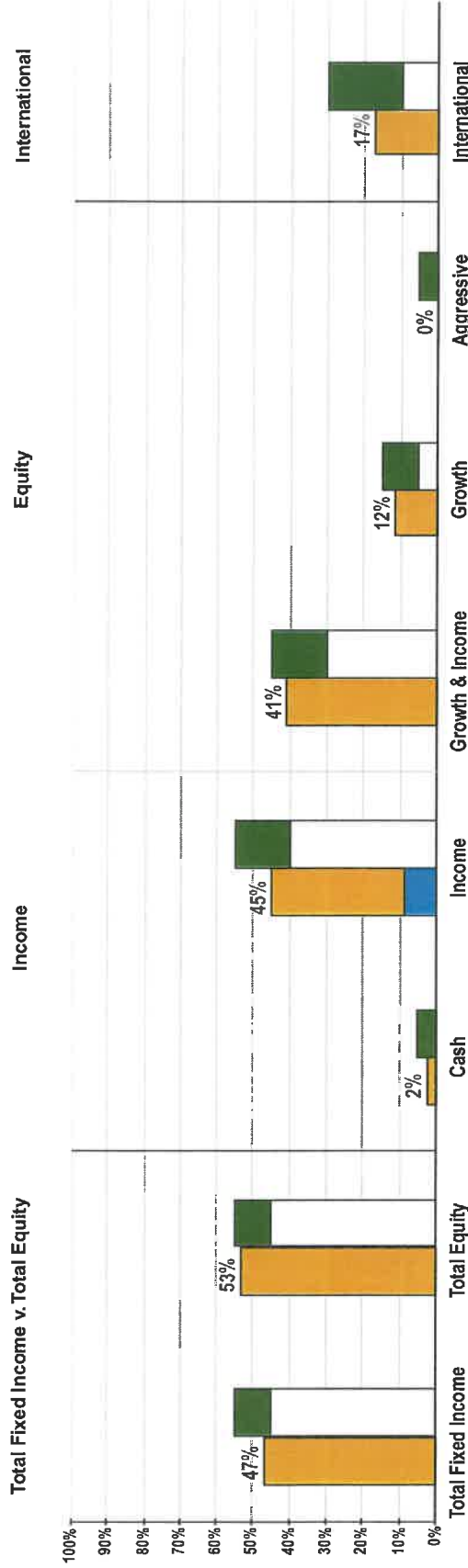
Michael A Scholdt

Financial Advisor

(402) 296-6025

Prepared for: Wiley Scholarship Fund

Account Number: 693-19740



Investment Category	Value	Actual	Suggested Range	Recommended Target
Fixed Income				
Cash	\$24,349	2.06%	0-5%	Middle
Income	\$532,439	45.01%	40-55%	Middle
Total Fixed Income	\$556,788	47.07%	45-55%	Middle
Equity				
Growth and Income	\$487,001	41.17%	30-45%	Middle
Growth	\$139,214	11.77%	5-15%	Middle
Aggressive	\$0	0.00%	0-5%	Middle
Total Equity	\$626,215	52.93%	45-55%	Middle
Portfolio total with unsettled trades	\$1,183,003			
International	\$206,091	17.42%	10-30%	Middle
Aggressive Income (included in Income)	\$101,620	8.59%	0-15%	High

The Suggested Range reflects the Edward Jones Investment Policy Committee's recommended weightings for each investment category based on your Portfolio Objective. To take advantage of timely market opportunities and risks, we also recommend specific targets within those Suggested Ranges. This report is for informational purposes only and is not an account statement. You should not rely on it to reflect your investment holdings at Edward Jones. To review your investment holdings, please refer to your account statement or Online Access. This report may include information about assets held by a vendor outside of Edward Jones ("Vendor-held Assets"). The ownership, quantity and market value of these assets have not been verified by Edward Jones and Edward Jones assumes no responsibility for the accuracy of data relating to these assets. These Vendor-held Assets may not be covered by SIPC. For information on SIPC coverage of the assets, you should contact the vendor. If you believe any of this information is inaccurate or have concerns regarding this report, please contact your financial advisor, call our Client Relations department at 800-441-2357 or review your account online at edwardjones.com/access. Additional important disclosures can be found at edwardjones.com/disclosures.

August 3, 2020

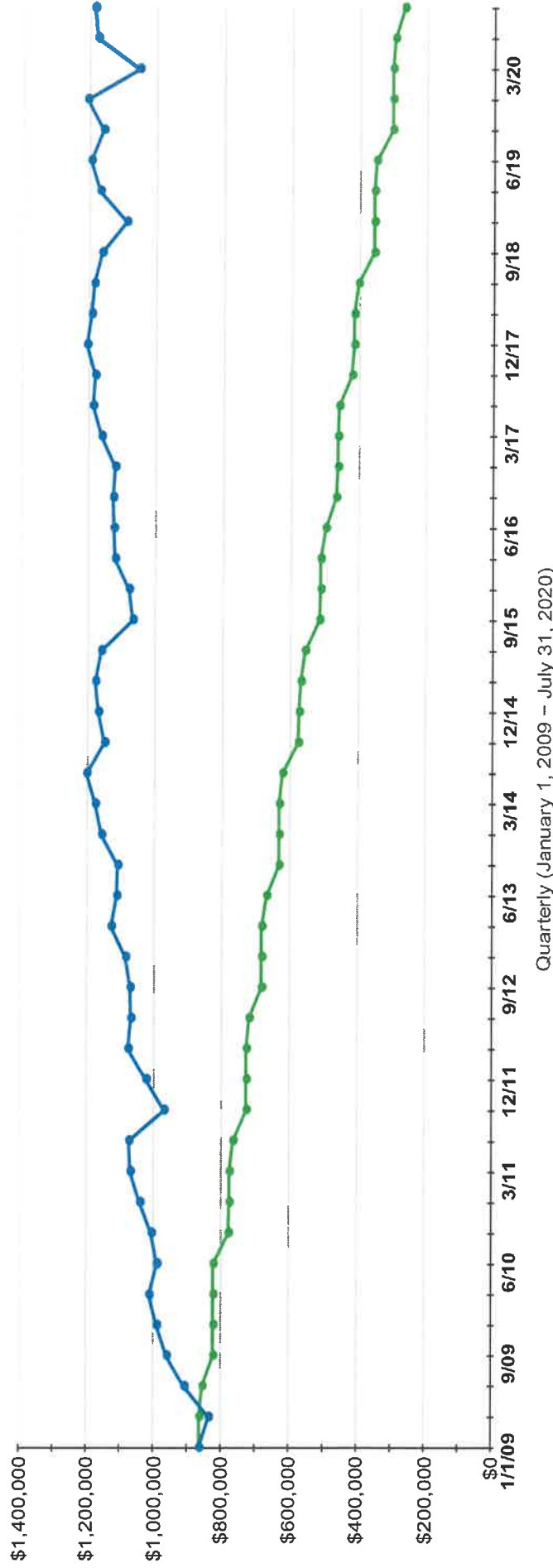
Performance Summary

Portfolio Objective: Balanced Growth & Income

Michael A. Schuldt
Financial Advisor
(402) 296-6025

Prepared for: WILEY SCHOLARSHIP FUND – COMBINED ACCTS
Saving for SCHOLARSHIPS

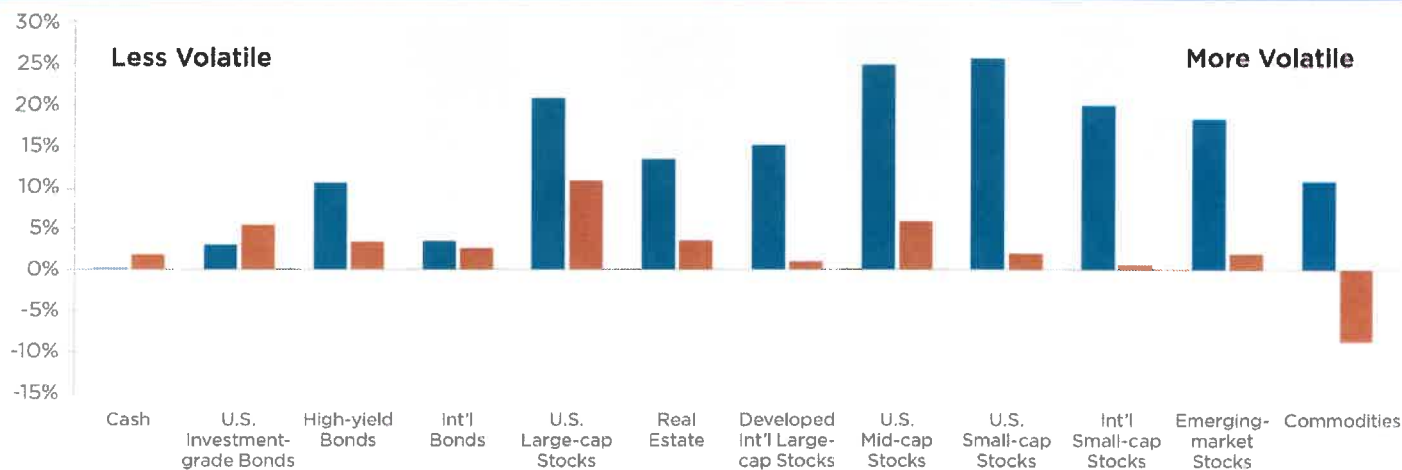
This summary details the value of your account(s) at Edward Jones. It excludes information about assets held by a vendor outside of Edward Jones.



Value of Account(s) at Edward Jones	2017	2018	2019	2020	Since 01-Jan-2009
Beginning Value	\$1,120,915.53	\$1,206,817.44	\$1,089,153.70	\$1,207,286.46	\$864,350.66
Amount Added / Withdrawn	(\$46,500.00)	(\$58,900.00)	(\$54,100.00)	(\$35,000.00)	(\$595,580.93)
Return in \$	\$132,401.90	(\$58,763.73)	\$172,232.75	\$13,731.69	\$917,248.42
Ending Value of Account(s) at Edward Jones	\$1,206,817.44	\$1,089,153.70	\$1,207,286.46	\$1,186,018.14	\$1,186,018.14
Your Personal Rate of Return as of July 31, 2020	12.00%	-4.97%	16.15%	1.14%	Annualized Return
Please refer to "Putting Your Performance into Perspective" for Important Information.				8.07%	

Asset Class Performance

■ Second Quarter ■ 3-year Annualized Return



Source: Morningstar Direct, 6/30/2020. Cash represented by the Barclays U.S. Treasury Bellwethers 3Mon Index. U.S. investment-grade bonds represented by the Barclays U.S. Aggregate Bond Index. High-yield bonds represented by the Barclays U.S. HY 2% Issuer Cap Index. International bonds represented by the Barclays Global Aggregate Ex U.S. Index. U.S. large-cap stocks represented by the S&P 500 Index. REITs represented by the FTSE NAREIT All Equity REITs Index. Developed international large-cap stocks represented by the MSCI EAFE NR Index. U.S. mid-cap stocks represented by the Russell Mid Cap Index. U.S. small-cap stocks represented by the Russell 2000 Index. International small- and mid-cap stocks represented by the MSCI EAFE Small-cap Index. Emerging-market stocks represented by the MSCI EM Index. Commodities represented by the S&P GSCI Index. Past performance does not guarantee future results. An index is unmanaged and is not available for direct investment.

QUARTERLY MARKET OUTLOOK: THIRD QUARTER 2020

Second Quarter in Review

Investment markets rebounded in Q2, with stocks outpacing bonds amid a sharp rally following the pandemic-driven sell-off. Sizable policy responses prompted markets to shift their sights toward the reopening of the economy and the rebound in consumer and business spending. While a sustained expansion will take shape, in our view, equities will likely proceed in a choppy fashion than experienced the past few months.

Strongest quarter in more than two decades - U.S. large-cap equities gained 20% from April through June, the best quarter since 1998 and the fourth-best in the past 70 years, putting the market 40% above the March lows at the halfway mark of 2020. Looking back at quarters with a gain of more than 15%, the average return in the next quarter was 7%.* While there is no guarantee that the worst is behind us or that history will repeat itself, since 1950, every instance in which the stock market rose more than 30% from a bear market low turned out to be the beginning of a bull market.

Policy and progress spark a turnaround - A historic spike in unemployment and an economic shutdown prompted unprecedented support from the Federal Reserve and the federal government, including the largest fiscal rescue program since the 1930s. These actions, in combination with incremental progress related to the health care crisis, shifted the market's sights to the reopening of the economy and a rebound in corporate profits.

Higher-volatility, economically sensitive areas led the way - All 12 asset classes in our diversified portfolio framework logged positive returns in Q2, with the more cyclical investments leading the way. This showed up in the outperformance of small-cap equities as well as leadership from the technology and consumer discretionary sectors. Bonds posted modest gains as longer-term interest rates remained near historic lows.

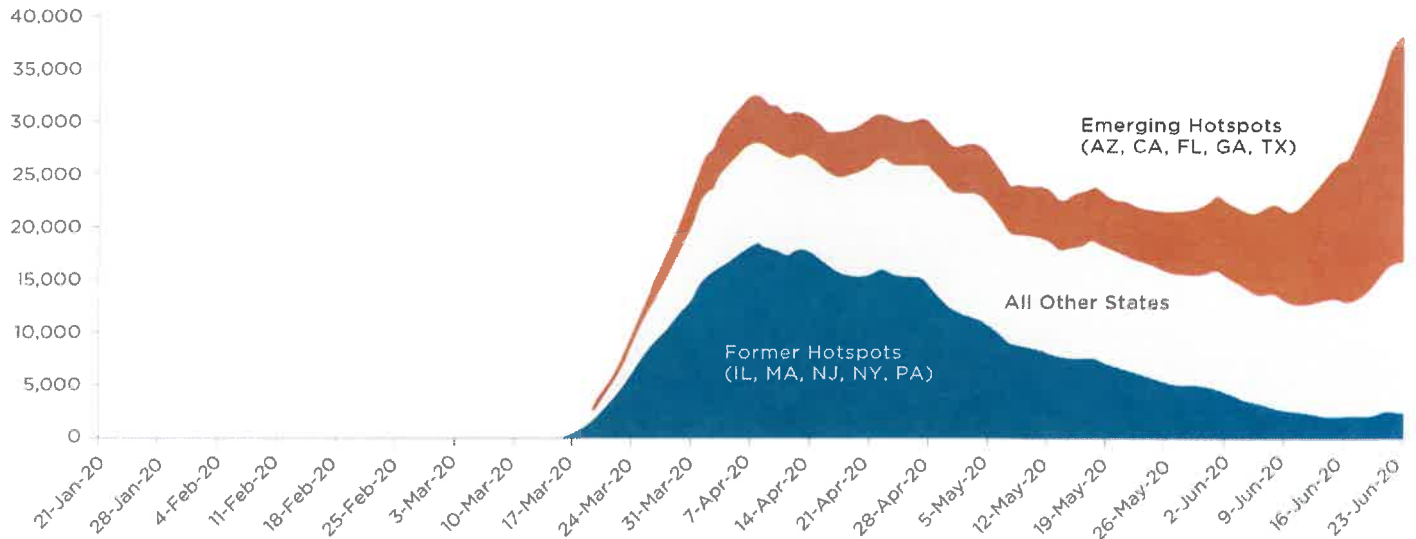
► Action for Investors

Performance in the first half of 2020 highlights the importance of a long-term perspective, diversification and a disciplined strategy. We anticipate greater volatility as we advance this year, so consider opportunities for proactive rebalancing and enhanced diversification within both equity and fixed-income allocations.

*Source: FactSet, S&P 500 Total Return Index, Edward Jones calculations since 1970. The S&P 500 Total Return Index is unmanaged and is not available for direct investment. Past performance of the market is not a guarantee of what will happen in the future.

Rebalancing and diversification do not ensure a profit or protect against loss.

Coronavirus Outbreak



Source: European Centre for Disease Prevention and Control.

QUARTERLY MARKET OUTLOOK: THIRD QUARTER 2020

Economic Outlook

Since the downturn was triggered by a biological crisis, we think the path of the coronavirus pandemic will shape the path of the economic recovery. An increase in infection rates could slow, though not derail, the economic rebound that we think will start later this year and continue into 2021.

The path of COVID-19 will shape the economic recovery – The U.S. reported 41,500 new coronavirus cases on June 30, topping the previously recorded daily high of 36,291 cases set on April 24.* New York and New Jersey have lowered their number of daily new cases, but Arizona and Texas have dialed back the reopening of their economies. As long as medical advances continue and new cases stay contained, we think it is unlikely the country will re-enact a national lockdown, but we expect the rebound to be constrained until there's a vaccine for or effective treatment of the virus.

The path from recession to recovery starts with a sharp bounce, followed by a long haul – The severe decline in Q2 is likely the worst since the Great Depression. We expect a quicker-than-average start to the rebound in Q3, due to pent-up consumer demand. After this quick bounce, it will take much longer to return to pre-pandemic levels of economic growth due to labor market weakness and businesses' inability to run at full capacity. With 17.8 million workers unemployed, it may take years for the unemployment rate to return to the 50-year lows reached earlier this year. On the plus side, the consumer balance sheet remains solid, with debt levels low and savings rates at record highs. Early data shows signs of life in retail sales, increasing at the highest monthly rate on record in May. We believe the strength of the economic rebound will be determined by consumers' capacity to spend and confidence they can safely resume normal economic activities.

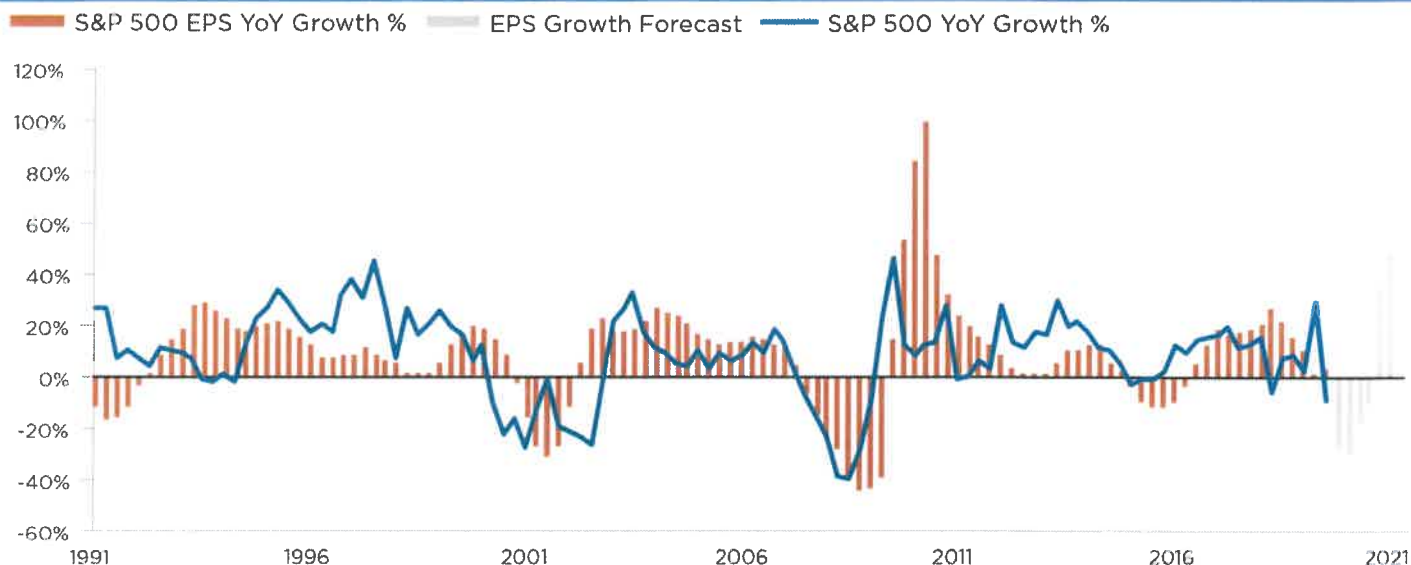
► Action for Investors

Market sentiment is likely to swing from optimism to anxiety as the economy continues down the path of recovery. Use periodic market swings to help fill in portfolio gaps and enhance diversification across asset classes, sectors and geographies.

*Source: Johns Hopkins University Coronavirus Resource Center.

Diversification does not ensure a profit or protect against loss in a declining market.

S&P 500 Return vs. EPS Growth



Source: Dow Jones S&P Indices, S&P 500 Index. The S&P 500 Index is unmanaged and is not available for direct investment. Past performance is not a guarantee of future results.

QUARTERLY MARKET OUTLOOK: THIRD QUARTER 2020

Equity Outlook

Much of the world was under a lockdown in April, so we expect the brunt of COVID-19's impact on corporate earnings to hit in Q2. Though the earnings slump is likely to improve in the second half of the year, a full earnings recovery may take two to three years.

Stocks to continue a wobbly grind higher – The strong rally in stocks was driven primarily by 1. aggressive and early fiscal and monetary stimulus; and 2. market optimism about a quicker-than-average earnings recovery, starting in 2021. We expect equities to continue to rise in the second half of the year, guided by a sustainable, albeit uneven, economic expansion, low interest rates and a gradual rebound in corporate profits. Occasional downward swings are likely as market sentiment adjusts to the uncertainty around the pandemic. An earnings decline has pushed valuations above historical levels, but still reasonable in our view. However, election and trade uncertainty is likely to keep volatility elevated for the remainder of 2020.

The earnings recovery will take time – Corporate earnings, which drive stock prices over the longer term, are expected to decline this year due to restrictions placed on the economy to contain the spread of COVID-19. The estimated consensus earnings decline for S&P 500 companies is nearly 44% from a year ago, which would be the largest decline since 2008. History shows a full recovery to pre-pandemic levels of corporate profits is unlikely to happen within the next year. Additionally, we expect companies to face higher costs and supply chain disruptions tied to the global pandemic, which is likely to dampen market optimism for a quick rebound and prompt occasional market pullbacks.

► Action for Investors

Long-term investors can use periods of volatility to trim overweight allocations and fill in gaps in underrepresented asset classes and sectors. Maintaining diversification across defensive and cyclical sectors may help reduce the risk of loss during the economic downturn and position portfolios to take advantage of the economic recovery.

Investing in equities involves risks. The value of your shares may fluctuate, and you may lose principal. Diversification does not ensure a profit or protect against loss in a declining market.

Federal Reserve Balance Sheet and 10-year Treasury Rates



Source: FactSet, Edward Jones. 10-year U.S. Treasury bond rate.

QUARTERLY MARKET OUTLOOK: THIRD QUARTER 2020

Fixed-income Outlook

Interest rates have fallen to historic lows amid the economic downturn and ramped-up central bank stimulus. The rebound in GDP should offer modest support, but we expect rates to remain relatively low for an extended period. At the same time, our expectation for ongoing equity market volatility means a diversified allocation to fixed-income investments offers valuable downside protection for portfolios, in our view.

Low rates linger on – Ten-year interest rates are near 0.60%, slightly above the record low touched earlier this year. We think sizable Fed stimulus programs and subdued inflation will keep interest rates relatively low for an extended period. The Federal Reserve has expanded its balance sheet above \$7 trillion to support the economy and credit markets through the pandemic. We doubt this will be unwound rapidly as the economic recovery will be gradual.

Credit stress warrants diversification within bond portfolios – Corporate debt levels were already at their highest since the late 1980s, and the economic shutdown is likely to result in an uptick in defaults this year.

The Fed has pledged extraordinary support as a way to provide a financial bridge over this crisis. We expect the Fed to remain committed to credit market support, which we think should support investors' confidence in maintaining appropriate – but diversified – bond allocations.

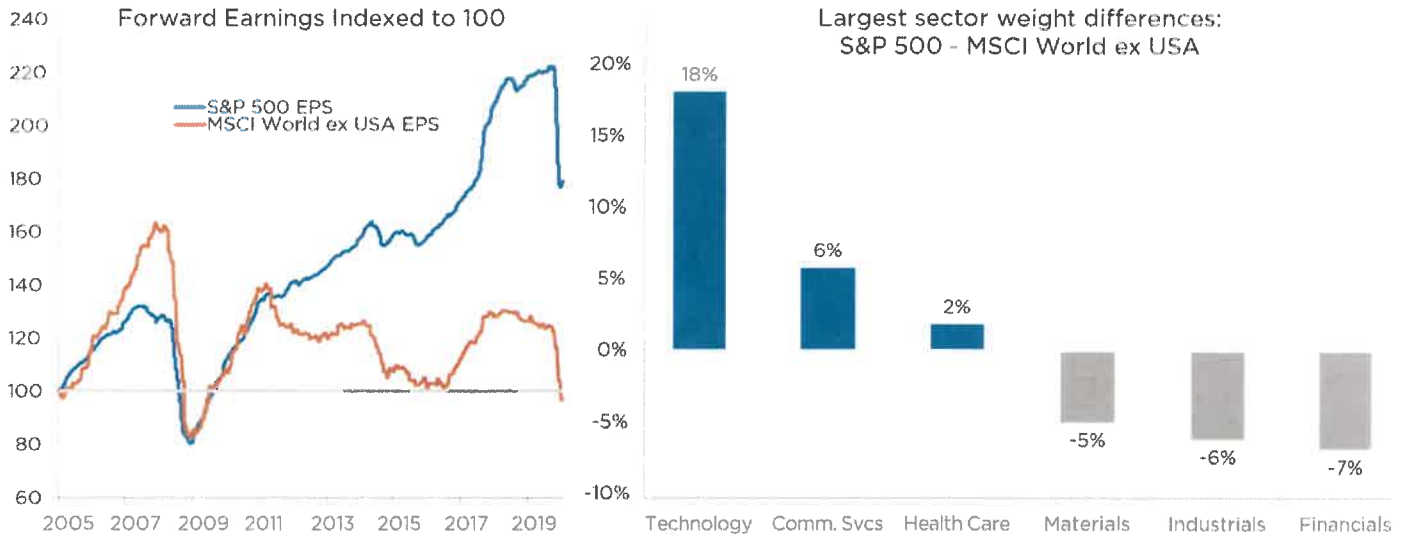
Policy responses have longer-term implications – In addressing the more immediate threat from the pandemic, potential longer-term implications have been created, namely a bloated Fed balance sheet and rising federal budget deficits/debt. We don't see runaway inflation or a government default playing out, but we do think inflation and interest rates will eventually rise from current levels.

► Action for Investors

During the recent sell-off, bonds provided a modest positive return, stabilizing portfolios. We recommend a neutral fixed-income allocation in line with your long-term target, and we favor the stability of higher-quality investment-grade bonds. An increased allocation to high-yield bonds can help add yield while benefiting from a sustained economic recovery.

Before investing in bonds, you should understand the risks involved, including credit risk and market risk. Bond investments are also subject to interest rate risk such that when interest rates rise, the prices of bonds can decrease, and the investor can lose principal value if the investment is sold prior to maturity.

U.S. Likely to Maintain Its Earnings Advantage If Recovery Is Gradual and Uneven



Source: FactSet; S&P 500, MSCI World ex USA next 12-month earnings per share. Sector composition as of 5/31/2020.

QUARTERLY MARKET OUTLOOK: THIRD QUARTER 2020

International Outlook

Q2 likely marked the steepest drop in global economic growth since WWII, with 95% of countries projected to experience a decline in GDP.* Absent a medical breakthrough, we expect the recovery to be gradual, uneven and likely slower than the consensus assumes.

From recession to recovery – Most major economies will likely experience a sharp snapback in activity in Q3, but we expect growth to be gradual and uneven as pent-up demand fades. Economic activity will likely take years to reach pre-pandemic levels. The pace of the recovery will largely depend on how well countries manage the ongoing health crisis, which will determine how fast consumer confidence and jobs return.

Fiscal and monetary policy to stay supportive – World governments and central banks have taken sizable measures to provide relief, but more support is likely needed. U.S. policymakers are considering additional fiscal relief on top of stimulus measures that accounted for 14% of U.S. GDP. Europe is also stepping up its efforts, announcing a proposal for common bond issuance among member countries for the first time in the EU's history.

Balancing earnings against valuation differences – Corporate earnings outside the U.S. struggled to gain traction during the last economic expansion and have now taken a hit because of the pandemic. International indexes are weighted more heavily toward cyclical sectors such as financials and industrials that depend on above-average global growth for improved relative performance. The U.S. equity market is likely to maintain its earnings advantage as its equity market is tilted toward sectors with more resilient earnings streams. We believe discounted international valuations will unlock value in the long term, but we don't currently see a catalyst for this.

► Action for Investors

We recommend a neutral allocation to international equities and an underweight allocation to international fixed income. While international equities are trading at discounted levels, the macroeconomic backdrop and relative earnings trends act as headwinds, in our view. Global diversification can help moderate volatility and position portfolios for long-term growth.

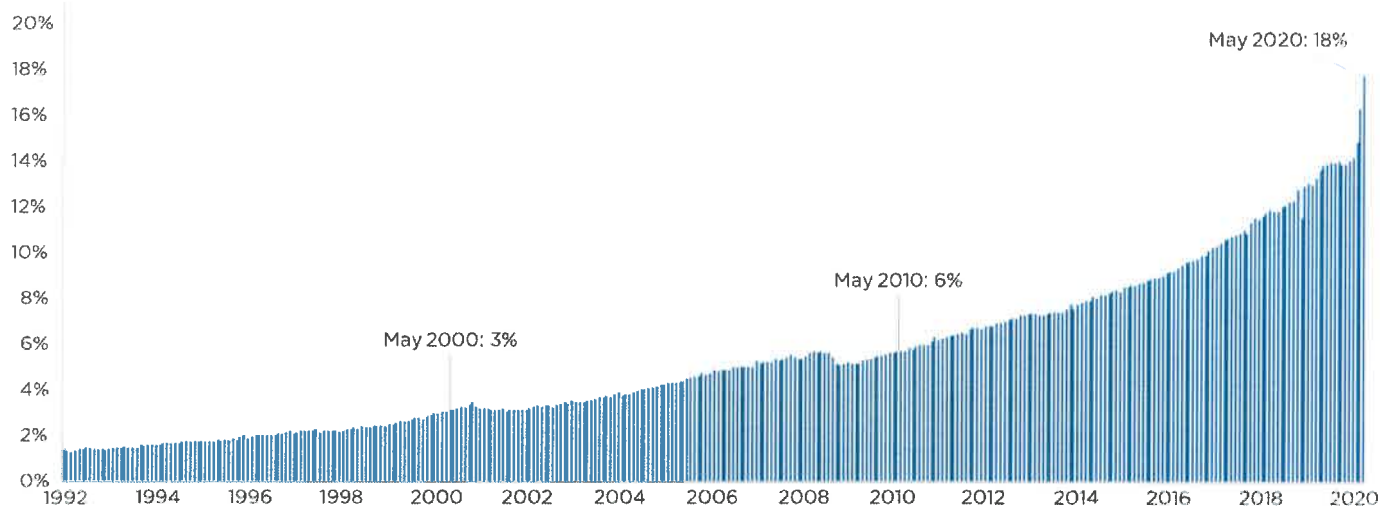
*Sources: IMF, World Economic Outlook Update, June 2020.

Special risks are inherent to international investing, including those related to currency fluctuations and foreign political and economic events.

Diversification does not ensure a profit or protect against loss in a declining market.

The Shift in Online Spending Is Poised to Continue

Nonstore Share of Total Retail Sales



Source: FactSet, U.S. Census Bureau.

QUARTERLY MARKET OUTLOOK: THIRD QUARTER 2020

Beyond COVID-19: Long-term Economic Impacts

COVID-19 is a health and economic crisis, with profound short- and long-term socioeconomic implications. While the new normal creates new challenges for policymakers and investors, it also seems poised to accelerate existing trends that can enhance productivity and drive efficiencies.

A catalyst for rapid tech adoption – Online shopping, digital payments, telemedicine, video conferencing and cloud computing will likely experience a lasting increase in demand. Online sales was the only major retail category to post an increase during the height of the pandemic, and its market share is poised to continue to expand. Businesses are embracing technology and finding new, innovative ways to serve customers. Incorporation of technology could boost productivity, cut costs and raise profitability.

A shift in capital and resource allocations – Economic models and allocation of capital will likely be revisited once the storm has passed. A further shift toward online spending and working from home could weigh on demand for commercial property and office space, but increase demand for logistics and warehouse facilities. Suburban residential property could become more attractive relative to city centers, and remodeling could get a boost as homeowners spend more time at home. The pandemic exposed vulnerabilities in supply chains and the flow of goods, which might lead to some manufacturing returning to the U.S. and spending more on automation.

A legacy of debt – The government relief measures announced since the start of the pandemic are necessary, in our view. However, they add to the sizable government debt, which is expected to balloon to 108% of GDP by 2021, up from 79% in 2019 and the highest in the nation's history. In the long term, a combination of tax increases and benefit cuts will likely be needed to reduce the size of the debt.

► *Action for Investors*

Investing in a balanced and properly diversified portfolio can better position you to take advantage of the shifts in economic trends and market leadership. Focusing on innovative companies with competitive advantage and the financial resources to prepare for and embrace change and disruption is paramount in a fast-changing investment landscape. Last, consider the possibility of higher taxes and fewer benefits when planning for your financial future.

Target Guidance by Investment Category

START HERE	Investment Category	Asset Class	Target Guidance in Range	Our Target Definitions
Equity Investments	Aggressive ¹	Commodities & Emerging Markets	Middle	High - Opportunities outweigh the risks in some (or all) asset classes in the investment category.
	Growth	U.S. Small- and Mid-cap Stocks, International Small- and Mid-cap Stocks	Middle	
	Growth & Income	U.S. Large-cap Stocks, ² International Large-cap Stocks & Real Estate	Middle	Middle - Opportunities and risks are balanced in some (or all) asset classes in the investment category.
Fixed-Income Investments	Income	U.S. investment-grade Bonds & CDs, U.S. High-yield Bonds, International High-yield Bonds, International Bonds	Middle	Low - Risks outweigh the opportunities in some (or all) asset classes in the investment category.
	Cash	Cash & Money Market	Middle	

¹ Alternative investments and stocks trading less than \$4 align with the Aggressive investment category, but they are not recommended.

² Large-cap stocks that do not pay a dividend are in the Growth investment category.

Asset classes we don't recommend separately include alternative investments and micro-cap equities.

QUARTERLY MARKET OUTLOOK: THIRD QUARTER 2020

Asset Class Outlook

Equity versus Fixed Income (Target = Middle) – Given the high level of economic and corporate earnings uncertainty, we recommend a neutral allocation between equity and fixed income. A laddered bond portfolio and an average amount in cash may help provide downside protection for portfolios when markets are volatile.

Domestic versus International (Target = Middle) – We recommend a neutral allocation to international equities (including emerging-market stocks) and underweighting international fixed income. Global growth will likely take a material hit in Q2, but we believe output can start recovering in the second half of the year, assuming progress on virus containment. While international equities are trading at discounted (favorable) levels compared to history and relative to U.S. equities, there is now little margin or earnings advantage internationally.

Asset Class Diversification

Aggressive (Target = Middle): We remain cautious on commodity investments and recommend a neutral allocation to emerging-market equities, as their exposure to secular tailwinds such as favorable demographics is balanced by their sensitivity to trade and commodity demand.

Growth (Target = Middle): Opportunities and risks appear balanced for U.S. small- and mid-cap stocks and international small-cap stocks as concerns about a sharp decline in economic activity are largely reflected in the price.

Growth & Income (Target = Middle): We think risks and opportunities are balanced for real estate investments and U.S. large-cap stocks. We recommend weighting international developed-market large-cap equities in the middle of the recommended range of international equity holdings because the sudden slowdown brought on by the COVID-19 pandemic has hit the reset button on global economic cycles, putting the U.S. and global economies all back in the early stages of emerging from recession toward their respective recoveries.

Income (Target = Middle): Long-term interest rates are likely to stay low for longer until disinflationary pressures from the slump in economic activity subside. The aggressive-income target is high because we recommend overweighting U.S. high-yield bonds as interest rate spreads have risen to levels that have historically corresponded to positive forward relative returns versus investment-grade bonds.

Cash (Target = Middle): Real cash returns are negative and are likely to remain less attractive relative to bonds as the Fed maintains a 0% policy rate and seeks to keep longer-term rates low in support of an economic recovery.

Investors should understand the risks involved in owning investments, including interest rate risk, credit risk and market risk. The value of investments fluctuates, and investors can lose some or all of their principal. The prices of small-cap, mid-cap and emerging-market stocks are generally more volatile than those of large-company stocks. Special risks are inherent in international and emerging-market investing, including those related to currency fluctuations and foreign political and economic events.

Investment Performance Benchmarks

It's natural to compare your portfolio's performance to market performance benchmarks, but it's important to put this information in the right context and understand the mix of investments you own. Talk with your financial advisor about any next steps for your portfolio to help you stay on track toward your long-term goals.

As of June 30, 2020

Benchmarks for Investment Categories				
Total Returns	YTD	1-Year	3-Year	5-Year
U.S. Cash	0.6%	1.7%	1.8%	1.2%
U.S. Bonds	6.1%	8.9%	5.3%	4.4%
U.S. High-yield Bonds	-3.8%	-0.2%	3.3%	4.7%
International Bonds	0.6%	1.1%	2.5%	3.0%
International High-yield Bonds	-4.7%	-2.2%	2.2%	4.4%
U.S. Large-cap Stocks	-3.1%	6.7%	10.7%	10.6%
Real Estate	-13.3%	-6.2%	3.5%	6.3%
International Large-cap Stocks	-11.3%	-5.6%	0.8%	1.9%
U.S. Mid-cap Stocks	-9.1%	-2.9%	5.8%	6.6%
U.S. Small-cap Stocks	-13.0%	-6.8%	2.0%	4.2%
International Small-cap Stocks	-13.1%	-4.3%	0.5%	3.6%
Emerging-market Stocks	-9.8%	-4.2%	1.9%	2.9%
Commodities	-36.3%	-33.9%	-8.7%	-12.2%

Source: Morningstar Direct, 06/30/2020. Cash represented by the Barclays U.S. Treasury Bellwethers 3Mon Index. U.S. bonds represented by the Barclays U.S. Aggregate Bond Index. U.S. high-yield bonds represented by the Barclays U.S. HY 2% Issuer Cap Index. International bonds represented by the Barclays Global Aggregate Ex U.S. Index. International high-yield bonds represented by the BbgBarc Global High Yield Index. U.S. large-cap stocks represented by the S&P 500 Index. Real estate represented by the FTSE NAREIT All Equity REITs Index. International large-cap stocks represented by the MSCI EAFE Index. U.S. mid-cap stocks represented by the Russell Mid-cap Index. U.S. small-cap stocks represented by the Russell 2000 Index. International small-cap stocks represented by the MSCI EAFE Small-cap Index. Emerging-market stocks represented by the MSCI EM Index. Commodities represented by the S&P GSCI Index. All performance data reported as total return. An index is unmanaged and is not available for direct investment. Performance does not include payment of any expenses, fees or sales charges, which would lower the performance results. The value of investments fluctuates, and investors can lose some or all of their principal. Past performance does not guarantee future results.

U.S. Equity Sector Performance				
Total Returns	YTD	1-Year	3-Year	5-Year
Basic Materials	-6.9%	-1.8%	3.9%	5.3%
Communication Services	-0.3%	10.3%	8.6%	7.1%
Consumer Discretionary	7.2%	11.6%	15.3%	13.0%
Consumer Staples	-5.7%	3.1%	5.0%	7.0%
Energy	-35.3%	-36.2%	-12.5%	-8.9%
Financials	-23.6%	-14.9%	0.1%	5.1%
Health Care	-0.8%	10.3%	10.3%	8.0%
Industrials	-14.6%	-9.2%	1.9%	6.7%
Technology	15.0%	34.0%	26.8%	23.2%
Utilities	-11.1%	-1.8%	6.4%	10.0%
S&P 500	-3.1%	6.7%	10.7%	10.6%

EXPENDITURE BY FUNCTION SUMMARY
07/2020

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM	Unencumbered Balance
01	GENERAL						
1100	REGULAR INSTRUCTIONAL PROGRAMS	\$7,877,802.00	\$632,588.38	\$7,277,669.86	92.60	\$600,132.14	\$582,766.15
1125	SA FLEX FUNDING	\$175,505.00	\$8,450.77	\$170,866.24	97.36	\$4,638.76	\$4,638.76
1150	LIMITED ENGLISH PROFICIENCY	\$70,000.00	\$4,532.63	\$85,576.21	122.25	(\$15,576.21)	(\$15,576.21)
1160	POVERTY PROGRAMS	\$838,500.00	\$61,429.41	\$729,189.78	86.96	\$109,310.22	\$109,310.22
1190	EARLY CHILDHOOD EDUC PROGRAMS	\$0.00	\$0.00	\$111,941.71	0.00	(\$111,941.71)	(\$111,941.71)
1195	BAF FLEX FUNDING	\$22,262.00	\$0.00	\$11,249.51	50.53	\$11,012.49	\$11,012.49
1200	SPECIAL EDUCATION PROGRAMS	\$2,814,745.00	\$165,016.45	\$2,657,711.35	94.87	\$157,033.65	\$144,268.89
1291	SPED INSTRUCTIONAL PROGRAMS 3-5	\$243,584.00	\$13,118.48	\$190,606.86	85.33	\$52,977.14	\$35,744.44
1300	SUMMER SCHOOL	\$26,558.00	\$3,312.08	\$3,323.03	12.51	\$23,234.97	\$23,234.97
2110	SOCIAL WORK SERVICES	\$207,218.00	\$17,275.27	\$190,027.98	91.70	\$17,190.02	\$17,190.02
2120	GUIDANCE SERVICES	\$309,980.00	\$25,998.62	\$285,639.19	92.15	\$24,340.81	\$24,340.81
2130	HEALTH SERVICES	\$96,336.00	\$6,401.64	\$88,820.67	92.20	\$7,515.33	\$7,515.33
2141	SCHOOL PSYCHOLOGY SERVICES	\$176,786.00	\$14,462.71	\$160,254.44	90.88	\$16,531.56	\$16,131.58
2151	SA SPEECH PATHOLOGY	\$222,918.00	\$19,364.81	\$213,443.52	95.89	\$9,474.48	\$9,162.70
2152	PK 3-5 SPEECH PATHOLOGY	\$100,000.00	\$3,456.00	\$97,938.53	97.94	\$2,061.47	\$2,061.47
2161	SA OCCUPATIONAL THERAPY	\$25,000.00	\$0.00	\$21,052.00	84.21	\$3,948.00	\$3,948.00
2162	PK OCCUPATIONAL THERAPY	\$25,000.00	\$767.00	\$17,070.00	68.28	\$7,930.00	\$7,930.00
2171	SA PHYSICAL THERAPY	\$20,000.00	\$0.00	\$14,798.00	73.99	\$5,202.00	\$5,202.00
2172	PK PHYSICAL THERAPY	\$18,000.00	\$236.00	\$7,664.00	42.58	\$10,336.00	\$10,336.00
2181	SA VISION	\$20,000.00	\$0.00	\$17,447.60	87.24	\$2,552.40	\$2,552.40
2212	INSTR AND CURRICULUM DEVELOPMENT	\$82,600.00	\$600.00	\$181,372.83	376.66	(\$98,772.83)	(\$228,519.00)
2213	INSTRUCTIONAL STAFF TRAINING	\$8,000.00	\$0.00	\$26,610.98	332.64	(\$18,610.98)	(\$18,610.98)
2214	IMPLEMENTATION OF STANDARDS	\$10,000.00	\$0.00	\$0.00	0.00	\$10,000.00	\$10,000.00
2220	LIBRARY/MEDIA SERVICES	\$262,790.00	\$21,157.55	\$242,733.79	94.34	\$20,056.21	\$14,863.75

EXPENDITURE BY FUNCTION SUMMARY
07/2020

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM	Unencumbered Balance
2230	INSTRUCTION RELATED TECHNOLOGY	\$161,473.00	\$7,304.74	\$130,049.75	80.83	\$31,423.25	\$30,959.25
2310	BOARD OF EDUCATION	\$315,200.00	\$17,127.08	\$292,036.33	92.99	\$23,163.67	\$22,086.83
2320	EXECUTIVE ADMIN. SERVICES	\$231,773.00	\$17,353.29	\$193,236.12	83.48	\$38,536.88	\$38,284.70
2410	OFFICE OF THE PRINCIPAL SERV.	\$1,268,010.00	\$99,889.10	\$1,167,919.09	92.11	\$100,090.91	\$100,090.91
2510	GENERAL BUSINESS SUPPORT	\$279,914.00	\$15,612.92	\$189,673.57	67.76	\$90,240.43	\$90,240.43
2530	DUPLICATNG SERVICES	\$83,525.00	\$5,363.91	\$98,544.19	118.28	(\$15,019.19)	(\$15,268.59)
2580	ADMIN TECHNOLOGY SERVICES	\$300,249.00	\$12,572.97	\$400,963.45	139.75	(\$100,714.45)	(\$119,358.21)
2610	OPERATION OF PLANT	\$830,518.00	\$52,329.76	\$765,684.60	92.23	\$64,833.40	\$64,533.40
2620	MAINTENANCE OF PLANT	\$373,914.00	\$33,238.69	\$402,342.54	109.46	(\$28,428.54)	(\$35,381.39)
2630	UPKEEP OF GROUNDS	\$21,850.00	\$15,941.17	\$22,999.38	112.13	(\$1,149.38)	(\$2,649.38)
2650	VEHICLE OPERATION/MAINTENANCE	\$74,500.00	\$7.13	\$22,144.01	29.72	\$52,355.99	\$52,355.99
2660	SECURITY SERVICES	\$160,000.00	\$0.00	\$208,511.40	130.32	(\$48,511.40)	(\$48,511.40)
2670	SAFETY SERVICES	\$0.00	\$740.50	\$2,130.50	0.00	(\$2,130.50)	(\$2,130.50)
2710	REGULAR STUDENT TRANSPORTATION	\$450,000.00	\$33.94	\$285,776.88	63.51	\$164,223.12	\$164,223.12
2712	SA SPED VEHICLE OPERATION	\$193,700.00	\$965.46	\$201,136.16	103.84	(\$7,436.16)	(\$7,436.16)
2713	PK VEHICLE OPERATION	\$62,000.00	\$0.00	\$35,404.13	57.10	\$26,595.87	\$26,595.87
3300	COMMUNITY SERVICE OPERATIONS	\$28,100.00	\$1,497.22	\$27,389.33	98.33	\$710.67	\$468.67
3400	GRANTS FR PRIVATE INTERESTS/EDQUEST	\$11,750.00	\$0.00	\$4,206.32	36.86	\$7,543.68	\$7,418.68
3500	STATE CATEGORICAL PROGRAMS/RULE 82	\$2,865.00	\$59.08	\$1,710.46	59.70	\$1,154.54	\$1,154.54
3535	HIGH ABILITY LEARNERS	\$12,227.00	\$3,033.06	\$11,376.76	95.23	\$850.24	\$582.80
3541	BIRTH TO 3 ENDOWMENT	\$75,000.00	\$7,127.81	\$75,709.20	102.55	(\$709.20)	(\$1,909.53)
3550	OTHER STATE CATEGORICAL/RULE 4	\$20,000.00	\$0.00	\$9,331.98	46.66	\$10,668.02	\$10,668.02
3575	NEBR INNOVATION GRANT PROGRAM	\$10,000.00	\$0.00	\$10,841.93	108.42	(\$841.93)	(\$841.93)
6200	TITLE I PART A	\$219,455.00	\$15,722.96	\$146,216.58	66.63	\$73,238.42	\$73,238.42
6210	TITLE I PART A ACCOUNTABILITY	\$0.00	\$0.00	\$6,160.62	0.00	(\$6,160.62)	(\$6,860.62)

EXPENDITURE BY FUNCTION SUMMARY
07/2020

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM	Unencumbered Balance
6310	TITLE II PART A	\$34,089.00	\$6,465.93	\$32,009.72	93.90	\$2,079.28	\$2,079.28
6406	IDEA PRESCHOOL (619) BASE	\$12,450.00	\$1,276.17	\$12,595.17	101.17	(\$145.17)	(\$145.17)
6408	IDEA BASE/EP	\$369,886.00	\$28,850.06	\$337,346.50	91.20	\$32,539.50	\$32,539.50
6412	IDEA PART B PROPORTIONATE SHARE	\$19,324.00	\$1,538.86	\$16,927.46	87.60	\$2,396.54	\$2,396.54
6690	OTHER NON CATEGORICAL EXP/MEDICAID	\$350.00	\$0.00	\$60.00	17.14	\$290.00	\$290.00
6968	TITLE IV PART B 21ST CENTURY	\$58,312.00	\$215.30	\$43,368.41	74.37	\$14,943.59	\$14,943.59
6969	TITLE IVA STU SUPPORT & ACADEMIC ENRICH	\$12,560.00	\$0.00	\$18,976.26	151.08	(\$6,416.26)	(\$6,416.26)
6980	ADULT BASIC EDUCATION	\$11,110.00	\$441.81	\$11,497.06	103.48	(\$387.06)	(\$387.06)
6996	ESSERS (EMERGENCY RELIEF)	\$0.00	\$0.00	\$0.00	0.00	\$0.00	(\$20,000.00)
8000	TRANSFERS	\$0.00	\$0.00	\$15,000.00	0.00	(\$15,000.00)	(\$15,000.00)
9000	NON PROGRAM EXPENDITURES	\$3,000.00	\$0.00	\$2,556.55	85.22	\$443.45	\$443.45
01	GENERAL	\$19,360,688.00	\$1,342,876.72	\$18,004,840.49	94.21	\$1,355,847.51	\$1,120,859.87

EXPENDITURE BY FUNCTION SUMMARY
07/2020

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM	Unencumbered Balance
02	DEPRECIATION FUND						
2900	OTHER SUPPORT SERVICES	\$0.00	\$0.00	\$50,583.50	0.00	(\$50,583.50)	(\$50,583.50)
8000	TRANSFERS	\$1,000.00	\$0.00	\$0.00	0.00	\$1,000.00	\$1,000.00
02	DEPRECIATION FUND	<u>\$1,000.00</u>	<u>\$0.00</u>	<u>\$50,583.50</u>	<u>5,058.35</u>	<u>(\$49,583.50)</u>	<u>(\$49,583.50)</u>

EXPENDITURE BY FUNCTION SUMMARY
07/2020

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM	Unencumbered Balance
03	EMPLOYEE BENEFITS FUND						
2900	OTHER SUPPORT SERVICES	\$60,000.00	\$3,607.94	\$43,967.23	73.28	\$16,032.77	\$16,032.77
03	EMPLOYEE BENEFITS FUND	\$60,000.00	\$3,607.94	\$43,967.23	73.28	\$16,032.77	\$16,032.77

EXPENDITURE BY FUNCTION SUMMARY
07/2020

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM	Unencumbered Balance
06	CAFETERIA						
3100	FOOD SERVICE OPERATIONS	\$999,482.00	\$56,397.32	\$729,385.77	72.98	\$270,096.23	\$270,096.23
06	CAFETERIA	\$999,482.00	\$56,397.32	\$729,385.77	72.98	\$270,096.23	\$270,096.23

EXPENDITURE BY FUNCTION SUMMARY
07/2020

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM	Unencumbered Balance
07	BOND FUND						
5000	DEBT SERVICES	\$818,960.00	\$0.00	\$1,524,828.75	201.81	(\$705,868.75)	(\$833,793.75)
07	BOND FUND	\$818,960.00	\$0.00	\$1,524,828.75	201.81	(\$705,868.75)	(\$833,793.75)

EXPENDITURE BY FUNCTION SUMMARY
07/2020

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM	Unencumbered Balance
08	SPECIAL BLDG FUND						
2515	CENTRAL SERVICES/BLDGS AND SITES	\$5,000.00	\$0.00	\$5,099.77	102.00	(\$99.77)	(\$99.77)
2660	SECURITY SERVICES	\$0.00	\$0.00	\$25,329.22	0.00	(\$25,329.22)	(\$25,329.22)
2670	SAFETY SERVICES	\$0.00	\$0.00	\$14,497.45	0.00	(\$14,497.45)	(\$14,497.45)
4100	BOND RELATED EXPENDITURES	\$0.00	\$0.00	\$14,220.00	0.00	(\$14,220.00)	(\$14,220.00)
4300	FACILITY ACQ/ARCHITEC AND ENGINEERING	\$75,000.00	\$17,471.50	\$559,036.32	745.38	(\$484,036.32)	(\$484,036.32)
4500	BUILDING CONSTRUCTION	\$0.00	\$0.00	\$265,318.20	0.00	(\$265,318.20)	(\$265,318.20)
4700	BUILDING IMPROVEMENTS	\$9,156,268.00	\$564,819.69	\$2,995,869.37	32.72	\$6,160,398.63	\$6,160,398.63
08	SPECIAL BLDG FUND	\$9,236,268.00	\$582,291.19	\$3,879,370.33	42.00	\$5,356,897.67	\$5,356,897.67

EXPENDITURE BY FUNCTION SUMMARY
07/2020

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM	Unencumbered Balance
09	QUALIFIED CAPITAL PURPOSE UNDERTAKING FU						
2515	CENTRAL SERVICES/BLDGS AND SITES	\$250,000.00	\$0.00	\$0.00	0.00	\$250,000.00	\$250,000.00
5000	DEBT SERVICES	\$320,655.00	\$0.00	\$320,055.00	107.35	\$600.00	(\$23,583.75)
09	QUALIFIED CAPITAL PURPOSE UNDERTAKING FU	\$570,655.00	\$0.00	\$320,055.00	60.32	\$250,600.00	\$226,416.25

EXPENDITURE BY FUNCTION SUMMARY
07/2020

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM	Unencumbered Balance
10	HEADSTART 20						
6940	HEAD START	\$0.00	\$94,946.70	\$231,641.13	0.00	(\$231,641.13)	(\$280,856.76)
10	HEADSTART 20	\$0.00	\$94,946.70	\$231,641.13	0.00	(\$231,641.13)	(\$280,856.76)

EXPENDITURE BY FUNCTION SUMMARY
07/2020

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM	Unencumbered Balance
12	STUDENT FEES						
2190	OTHER PUPIL SUPPORT SERVICES	\$63,500.00	\$0.00	\$27,871.50	129.90	\$35,628.50	(\$18,989.50)
12	STUDENT FEES	\$63,500.00	\$0.00	\$27,871.50	129.90	\$35,628.50	(\$18,989.50)

Fund: 01 GENERAL

Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
01 1100	TAXED LEVIED BY SCHOOL DISTRICT	8,321,541.00	120,103.40	7,208,483.04	86.62	1,113,057.96
01 1115	CARLINE TAXES	16,000.00	0.00	6,634.66	41.47	9,365.34
01 1120	PUBLIC POWER DIST SALES TAX	180,000.00	0.00	164,023.91	91.12	15,976.09
01 1125	MOTOR VEHICLE TAX	950,000.00	91,086.25	829,346.76	87.30	120,653.24
01 1370	PRESCHOOL TUITION	83,000.00	320.00	46,318.84	55.81	36,681.16
01 1510	INTEREST ON INVESTMENTS	3,800.00	199.68	2,535.27	66.72	1,264.73
01 1800	REVENUE FR COMM SERVICE/GED/BDA	6,500.00	0.00	5,721.03	88.02	778.97
01 1910	RENTAL OF SCHOOL FACILITIES/PROPERTY	41,000.00	0.00	25,029.00	61.05	15,971.00
01 1911	LOCAL LICENSE FEES	5,300.00	0.00	3,150.00	59.43	2,150.00
01 1920	CONTRIB FR PRIVATE SOURCES	0.00	0.00	0.00	0.00	0.00
01 1921	CITY POLICE COURT FINES	0.00	0.00	0.00	0.00	0.00
01 1990	MISCELLANEOUS LOCAL REVENUE	0.00	17.10	11,737.96	0.00	(11,737.96)
	Subtotal: 1000	9,607,141.00	211,726.43	8,302,980.47	86.43	1,304,160.53
01 2110	COUNTY FINE & LICENSE FEES	90,000.00	5,412.93	60,401.79	67.11	29,598.21
01 2210	ESU RECEIPTS	5,300.00	0.00	4,185.46	78.97	1,114.54
	Subtotal: 2000	95,300.00	5,412.93	64,587.25	67.77	30,712.75
01 3110	STATE AID TO DISTRICTS	6,614,462.00	0.00	6,614,462.00	100.00	0.00
01 3120	SPECIAL ED PROGRAMS	1,450,000.00	0.00	1,439,447.00	99.27	10,553.00
01 3125	SPECIAL ED TRANSPORTATION	110,000.00	0.00	106,177.00	96.52	3,823.00
01 3130	HOMESTEAD EXEMPTION	240,000.00	51,364.97	256,824.85	107.01	(16,824.85)
01 3131	RELIEF TO PROPERTY TAXPAYERS	260,000.00	0.00	407,409.96	156.70	(147,409.96)
01 3132	PERSONAL PROPERTY TAX CREDIT	0.00	0.00	6,332.00	0.00	(6,332.00)
01 3134	RAILROAD TAX/PUBLIC SERVICE ENTITIES	0.00	0.00	9,392.37	0.00	(9,392.37)
01 3155	RULE 4 TEXTBOOK LOAN	20,000.00	0.00	9,798.58	48.99	10,201.42
01 3165	PRESCHOOL FLEX FUNDING	10,000.00	0.00	13,412.00	134.12	(3,412.00)
01 3166	SCHOOL AGE FLEX	0.00	0.00	0.00	0.00	0.00
01 3175	ABE/STATE GRANT	2,200.00	0.00	1,302.59	59.21	897.41
01 3180	PRO-RATA MOTOR VEHICLE	13,535.00	4,243.49	19,562.40	144.53	(6,027.40)
01 3400	STATE APPORTIONMENT	230,000.00	0.00	245,548.14	106.76	(15,548.14)
01 3535	HIGH ABILITY LEARNERS	12,500.00	0.00	12,227.00	97.82	273.00
01 3541	BIRTH TO 3 ENDOWMENT	75,000.00	0.00	83,764.00	111.69	(8,764.00)
01 3575	NEBR INNOVATION GRANT	10,000.00	0.00	34,296.50	342.97	(24,296.50)
01 3990	OTHER STATE SOURCES/ED QUEST	2,800.00	0.00	5,227.58	186.70	(2,427.58)
	Subtotal: 3000	9,050,497.00	55,608.46	9,265,183.97	102.37	(214,686.97)
01 4105	USF - E RATE	0.00	0.00	0.00	0.00	0.00
01 4305	IMPACT AID PL 874	0.00	0.00	0.00	0.00	0.00
01 4307	AMERICAN INDIAN EDUCATION	0.00	0.00	0.00	0.00	0.00
01 4505	TITLE I ESEA	275,000.00	0.00	186,232.00	67.72	88,768.00
01 4506	TITLE I ACCOUNTABILITY	0.00	0.00	12,227.00	0.00	(12,227.00)
01 4509	TITLE II PART A	40,000.00	0.00	39,936.00	99.84	64.00
01 4512	IDEA POVERTY/BASE	319,000.00	122,290.00	169,036.00	52.99	149,964.00
01 4515	IDEA PART B SUPPLEMENTAL	0.00	0.00	0.00	0.00	0.00
01 4516	IDEA PART B (619) PRESCHOOL	12,000.00	5,350.00	9,465.00	78.88	2,535.00
01 4519	IDEA PART B E/POVERTY	0.00	0.00	88,654.00	0.00	(88,654.00)
01 4521	IDEA NON PUBLIC	19,000.00	7,694.00	12,655.00	66.61	6,345.00
01 4524	ROTC REIMBURSEMENT FROM DOD	75,000.00	0.00	74,350.61	99.13	649.39
01 4529	ADULT BASIC EDUCATION	10,000.00	2,186.68	6,020.41	60.20	3,979.59
01 4530	OTHER FEDERAL RECEIPTS	8,000.00	0.00	0.00	0.00	8,000.00
01 4531	21ST CENTURY LEARNING GRANT/MS	75,000.00	0.00	36,902.00	49.20	38,098.00
01 4701	CENTRAL NEB ROBOTICS GRANT	0.00	0.00	0.00	0.00	0.00
01 4708	MEDICAID IN PUBLIC SCHOOLS	12,000.00	0.00	1,723.08	14.36	10,276.92
01 4709	MEDICAID ADM ACTIVITIES	13,000.00	0.00	24,302.89	186.95	(11,302.89)
01 4969	TITLE IV STUDENT SUPPORT	0.00	0.00	1,571.00	0.00	(1,571.00)
	Subtotal: 4000	858,000.00	137,520.68	663,074.99	77.28	194,925.01

Fund: 01 GENERAL

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
01 5300	SALE OF PROPERTY	16,500.00	0.00	2,708.49	16.42	13,791.51
01 5690	OTHER NON-REVENUE RECEIPTS	15,000.00	0.00	1,139.63	7.60	13,860.37
	Subtotal: 5000	31,500.00	0.00	3,848.12	12.22	27,651.88
	Fund Total:	19,642,438.00	410,268.50	18,299,674.80	93.16	1,342,763.20

Fund: 02 DEPRECIATION FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
02 1510	INVESTMENT INCOME	3,500.00	1.75	3,318.58	94.82	181.42
	Subtotal: 1000	3,500.00	1.75	3,318.58	94.82	181.42
02 5200	FUND TRANFERS IN	0.00	0.00	0.00	0.00	0.00
	Subtotal: 5000	0.00	0.00	0.00	0.00	0.00
	Fund Total:	3,500.00	1.75	3,318.58	94.82	181.42

Fund: 03 EMPLOYEE BENEFITS FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
03 5200	FUND TRANSFERS IN	85,000.00	4,121.67	49,958.23	58.77	35,041.77
	Subtotal: 5000	85,000.00	4,121.67	49,958.23	58.77	35,041.77
	Fund Total:	85,000.00	4,121.67	49,958.23	58.77	35,041.77

Fund: 06 CAFETERIA

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
06 1611	DAILY SALES	370,000.00	750.71	229,803.01	62.11	140,196.99
06 1650	SUMMER MEAL PROGRAM	0.00	32,626.78	32,626.78	0.00	(32,626.78)
06 1990 0005	MISCELLANEOUS LOCAL REVENUE	0.00	0.00	0.00	0.00	0.00
	Subtotal: 1000	370,000.00	33,377.49	262,429.79	70.93	107,570.21
06 3150	STATE REIMBURSEMENT	4,000.00	0.00	3,839.99	96.00	160.01
	Subtotal: 3000	4,000.00	0.00	3,839.99	96.00	160.01
06 4210	FEDERAL REIMBURSEMENT	380,000.00	0.00	438,927.48	115.51	(58,927.48)
06 4211 0005	FED REIMB/CACFP	79,000.00	0.00	57,353.37	72.60	21,646.63
	Subtotal: 4000	459,000.00	0.00	496,280.85	108.12	(37,280.85)
06 5200	FUND TRANSFERS	0.00	0.00	0.00	0.00	0.00
	Subtotal: 5000	0.00	0.00	0.00	0.00	0.00
	Fund Total:	833,000.00	33,377.49	762,550.63	91.54	70,449.37

Fund: 07 BOND FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
07 1100	LOCAL TAXES	974,110.00	14,140.65	957,505.04	98.30	16,604.96
07 1115	CARLINE TAXES	1,500.00	0.00	792.06	52.80	707.94
07 1120	PUBLIC POWER DIST SALES TAX	0.00	0.00	0.00	0.00	0.00
07 1510	INVESTMENT INCOME	350.00	2.24	207.54	59.30	142.46
Subtotal: 1000		975,960.00	14,142.89	958,504.64	98.21	17,455.36
07 3130	HOMESTEAD EXEMPTION	0.00	6,034.31	30,171.55	0.00	(30,171.55)
07 3131	RELIEF TO PROPERTY TAXPAYERS	0.00	0.00	47,862.18	0.00	(47,862.18)
07 3132	PERSONAL PROPERTY TAX CREDIT	0.00	0.00	736.43	0.00	(736.43)
07 3134	RAILROAD TAX/PUBLIC SERVICE ENTITIES	0.00	0.00	1,103.40	0.00	(1,103.40)
07 3180	PRO-RATA MOTOR VEHICLE	2,000.00	498.52	2,427.77	121.39	(427.77)
Subtotal: 3000		2,000.00	6,532.83	82,301.33	4,115.07	(80,301.33)
07 5100	BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00
07 5200	LONG TERM LOAN	0.00	0.00	0.00	0.00	0.00
07 5690	OTHER NON REVENUE RECEIPTS	0.00	0.00	0.00	0.00	0.00
Subtotal: 5000		0.00	0.00	0.00	0.00	0.00
Fund Total:		977,960.00	20,675.72	1,040,805.97	106.43	(62,845.97)

Fund: 08 SPECIAL BLDG FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
08 1100	LOCAL TAXES	0.00	83.08	162.63	0.00	(162.63)
08 1115	CARLINE TAXES	0.00	0.00	0.00	0.00	0.00
08 1510	INTEREST ON LOCAL RECEIPTS	1,200.00	115.36	71,894.84	5,991.24	(70,694.84)
08 1990	OTHER LOCAL RECEIPTS	0.00	0.00	0.00	0.00	0.00
Subtotal: 1000		1,200.00	198.44	72,057.47	6,004.79	(70,857.47)
08 3130	HOMESTEAD EXEMPTION	0.00	0.00	0.00	0.00	0.00
08 3131	RELIEF TO PROPERTY TAXPAYERS	0.00	0.00	0.00	0.00	0.00
08 3180	PRO-RATA MOTOR VEHICLE	0.00	0.00	0.00	0.00	0.00
Subtotal: 3000		0.00	0.00	0.00	0.00	0.00
08 5100	BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00
08 5120	PREMIUM ON ISSUANCE OF BONDS	0.00	0.00	0.00	0.00	0.00
08 5300	SALE OF PROPERTY	0.00	0.00	10,000.00	0.00	(10,000.00)
08 5690	OTHER NON REVENUE RECEIPTS	0.00	0.00	0.00	0.00	0.00
Subtotal: 5000		0.00	0.00	10,000.00	0.00	(10,000.00)
Fund Total:		1,200.00	198.44	82,057.47	6,838.12	(80,857.47)

Fund: 09 QUALIFIED CAPITAL PURPOSE UNDERTAKING FU

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
09 1100	TAXES LEVIED BY SCHOOL DISTRICT	339,381.00	5,198.20	313,781.91	92.46	25,599.09
09 1115	CARLINE TAXES	475.00	0.00	293.76	61.84	181.24
09 1510	INVESTMENT INCOME	0.00	0.00	327.09	0.00	(327.09)
09 1990	OTHER LOCAL RECEIPTS	0.00	0.00	0.00	0.00	0.00
Subtotal: 1000		339,856.00	5,198.20	314,402.76	92.51	25,453.24
09 3130	HOMESTEAD EXEMPTION	10,000.00	2,260.53	11,302.65	113.03	(1,302.65)
09 3131	RELIEF TO PROPERTY TAXPAYERS	16,000.00	0.00	17,929.78	112.06	(1,929.78)
09 3132	PERSONAL PROPERTY TAX CREDIT	0.00	0.00	275.88	0.00	(275.88)
09 3134	RAILROAD TAX/PUBLIC SERVICE ENTITIES	0.00	0.00	309.58	0.00	(309.58)
09 3180	PRO-RATA MOTOR VEHICLE	420.00	186.75	818.37	194.85	(398.37)
Subtotal: 3000		26,420.00	2,447.28	30,636.26	115.96	(4,216.26)
09 5100	BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00
09 5103	QUALIFIED SCHOOL CONSTRUCTION BONDS	0.00	0.00	0.00	0.00	0.00
Subtotal: 5000		0.00	0.00	0.00	0.00	0.00
Fund Total:		366,276.00	7,645.48	345,039.02	94.20	21,236.98

Fund: 10 HEADSTART 20

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
10 1510	INTEREST ON INVESTMENTS	0.00	0.00	0.00	0.00	0.00
10 1510 0003	INTEREST ON INVESTMENTS 2019	0.00	0.00	0.00	0.00	0.00
10 1510 0004	INTEREST ON LOCAL REV RECEIPTS	0.00	17.68	37.10	0.00	(37.10)
10 1990 0004	MISCELLANEOUS LOCAL REVENUE	0.00	0.00	111,941.71	0.00	(111,941.71)
Subtotal: 1000		0.00	17.68	111,978.81	0.00	(111,978.81)
10 4309	HEAD START	0.00	0.00	0.00	0.00	0.00
10 4309 0003	HEAD START 2019	0.00	0.00	0.00	0.00	0.00
10 4309 0004	HEAD START FUNDS 2018	0.00	61,354.00	248,275.94	0.00	(248,275.94)
Subtotal: 4000		0.00	61,354.00	248,275.94	0.00	(248,275.94)
Fund Total:		0.00	61,371.68	360,254.75	0.00	(360,254.75)

Fund: 12 STUDENT FEES

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
12 1741 1510	INTEREST ON INVESTMENTS	500.00	0.00	0.00	0.00	500.00
12 1741 1696	H.S. PARTICIPATION FEES	15,500.00	1,238.71	9,122.38	58.85	6,377.62
12 1741 1697	M.S. PARTICIPATION FEES	10,000.00	47.75	2,749.63	27.50	7,250.37
12 1741 1698	H.S. BAND RENTALS	1,000.00	238.75	1,282.37	128.24	(282.37)
12 1741 1706	M.S. BAND RENTALS	500.00	0.00	733.91	146.78	(233.91)
12 1741 1708	FCS FEES	1,000.00	19.10	968.58	96.86	31.42
12 1741 1710	H.S. ART FEES	1,000.00	0.00	540.00	54.00	460.00
12 1741 1718	DRIVERS ED	6,000.00	0.00	(268.39)	(4.47)	6,268.39
12 1741 1722	CASS COUNTY VOLLEYBALL CLUB	0.00	0.00	0.00	0.00	0.00
12 1741 1723	HS LAPTOP INS FEE	15,000.00	200.55	7,514.96	50.10	7,485.04
12 1741 1790	EXTRA CURRICULAR ACTIVITY FEES	0.00	0.00	0.00	0.00	0.00
12 1741 1809	OTHER LOCAL RECEIPTS	0.00	0.00	0.00	0.00	0.00
Subtotal: 1000		50,500.00	1,744.86	22,643.44	44.84	27,856.56
Fund Total:		50,500.00	1,744.86	22,643.44	44.84	27,856.56

Revenue Summary Report

Processing Month: 07/2020

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	21,959,874.00	539,405.59	20,966,302.89	95.48	993,571.11

Fund: 12 STUDENT FEES

Chart of Account Number			Chart of Account Description			Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
12 704 1410			INTEREST			*Previous Balance						680.03
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	680.03
12 704 1696			HS PARTICIPATION FEES			*Previous Balance						14,826.04
12 704 1696 HS PARTICIPATION FEES												
12 1741 1696 H.S. PARTICIPATION FEES												
07/31/2020	CR	876066			IC FEES	PATRONS	0.00	1,238.71	0.00	0.00		
12 704 1696			HS PARTICIPATION FEES			*Current Activity						1,238.71
						*Ending Balance:	0.00	1,238.71	0.00	0.00	0.00	16,064.75
12 704 1697			M.S. PARTICIPATION FEE			*Previous Balance						(2,930.75)
12 704 1697 M.S. PARTICIPATION FEE												
12 1741 1697 M.S. PARTICIPATION FEES												
07/31/2020	CR	876066			IC FEES	PATRONS	0.00	47.75	0.00	0.00		
12 704 1697			M.S. PARTICIPATION FEE			*Current Activity						47.75
						*Ending Balance:	0.00	47.75	0.00	0.00	0.00	(2,883.00)
12 704 1698			H.S. BAND RENTALS			*Previous Balance						5,835.03
12 704 1698 H.S. BAND RENTALS												
12 1741 1698 H.S. BAND RENTALS												
07/31/2020	CR	876066			IC FEES	PATRONS	0.00	238.75	0.00	0.00		
12 2190 810 001 1698 HS BAND RENTALS												
01/23/2020	PO	114486			Saxophone repair	THOMPSON MUSIC CO	0.00	0.00	0.00	55.00		
12 704 1698			H.S. BAND RENTALS			*Previous Balance						183.75
						*Ending Balance:	0.00	238.75	0.00	55.00	0.00	6,018.78
12 704 1706			MS BAND RENTALS			*Previous Balance						4,671.13
12 2190 810 003 1706 MS BAND RENTALS												
01/14/2020	PO	114386			Repair of School Clarinet.	THOMPSON MUSIC CO	0.00	0.00	0.00	37.00		
03/27/2020	PO	114971			Repair of School Clarinet	SCHMITT MUSIC CENTERS	0.00	0.00	0.00	56.00		
12 704 1706			MS BAND RENTALS			*Previous Balance						(93.00)
						*Ending Balance:	0.00	0.00	0.00	93.00	0.00	4,578.13
12 704 1708			FCS FEES			*Previous Balance						498.24
12 704 1708 FCS FEES												
12 1741 1708 FCS FEES												
07/31/2020	CR	876066			IC FEES	PATRONS	0.00	19.10	0.00	0.00		
12 704 1708			FCS FEES			*Current Activity						19.10
						*Ending Balance:	0.00	19.10	0.00	0.00	0.00	517.34
12 704 1710			H.S. ART FEES			*Previous Balance						3,883.91
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	3,883.91
12 704 1718			DRIVERS ED			*Previous Balance						(12,576.44)
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	(12,576.44)
12 704 1719			WOOD SHOP			*Previous Balance						(227.88)

Activity Fund Balance Report - Detail - Include Encumbrances

07/2020 - 07/2020

Fund: 12 STUDENT FEES

<u>Chart of Account Number</u>		<u>Chart of Account Description</u>				<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Outstanding AP</u>	<u>Outstanding PO</u>	<u>Balance Change</u>	<u>Balance</u>
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	(227.88)
12 704 1722					CASS COUNTY VBC	*Previous Balance						1,050.94
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	1,050.94
12 704 1723					H.S. LAPTOP INSURANCE FEE	*Previous Balance						56,641.35
12 704 1723					H.S. LAPTOP INSURANCE FEE							
12 1741 1723					HS LAPTOP INS FEE							
07/31/2020	CR	876066			IC FEES	PATRONS	0.00	200.55	0.00	0.00		
12 2190 734 001 1723					TECHNOLOGY HARDWARE							
06/19/2020	PO	115335			3-year Lease agreement for 1:1 iPads at the HS	APPLE FINANCIAL SERVICES	0.00	0.00	0.00	54,470.00		
12 704 1723					H.S. LAPTOP INSURANCE FEE	*Previous Balance						(54,269.45)
						*Ending Balance:	0.00	200.55	0.00	54,470.00	0.00	2,371.90
12 704 1790					OTHER LOCAL RECEIPTS	*Previous Balance						0.00
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	0.00
						Fund Total: 12	0.00	1,744.86	0.00	54,618.00	0.00	19,478.46

<u>Vendor Name</u>		<u>Vendor Description</u>	<u>Amount</u>	
<u>Checking</u>	1			
Checking	1	Fund: 01 GENERAL		
DUECHTING, CYNTHIA		LEP SERVICES	780.00	
				Fund Total: 780.00
Checking	1	Fund: 06 CAFETERIA		
HANZEK, TRACY		LUNCH REFUND	42.70	
HULLETT, KATRINA		LUNCH REFUND	17.15	
OPAA FOOD MANAGEMENT INC		SERVICE	28,991.03	
PLATTSMOUTH SCHOOLS, STUDENT FEE FUND		TRANSFER	40.00	
SLUDER, ALICE		LUNCH REFUND	33.70	
				Fund Total: 29,124.58
Checking	1	Fund: 08 SPECIAL BLDG FUND		
AOI CORPORATION		SERVICES	433,437.72	
DIAMOND VOGEL PAINTS		SUPPLIES	700.03	
DLR GROUP INC		SERVICES	19,172.35	
HOME DEPOT U.S.A. D/B/A HOME DEPOT PRO		SUPPLIES	10,089.10	
KERNS EXCAVATING		SERVICE/SUPPLIES	20,316.25	
LUND-ROSS CONSTRUCTORS INC		SERVICES	428,633.10	
MENARDS BELLEVUE		SUPPLIES	2,583.40	
PROFESSIONAL HEATING AND AIR		SERVICE	53,600.00	
THIELE GEOTECH INC		SERVICES	7,507.00	
VANWINKLE CONSTRUCTION SERVICES LLC		SERVICES	49,434.00	
				Fund Total: 1,025,472.95
Checking	1	Fund: 10 HEADSTART 20		
COLUMBUS TELEGRAM		SUPPLIES/ADVERTISING	321.00	
				Fund Total: 321.00
				Checking Account Total: 1,055,698.53
<u>Checking</u>	3			
Checking	3	Fund: 05 ACTIVITY FUND		
QUALITY SIGNS		SIGNS	1,135.00	
				Fund Total: 1,135.00
				Checking Account Total: 1,135.00

<u>Vendor Name</u>		<u>Vendor Description</u>	<u>Amount</u>	
<u>Checking</u>				
	1			
Checking	1	Fund: 01 GENERAL		
FIRST NATIONAL BANK		EXPENSES	1,359.51	
WAL-MART		SUPPLIES	67.04	
			Fund Total:	1,426.55
			Checking Account Total:	1,426.55



**PCS Superintendent
Coronavirus (COVID-19) Update
August 7, 2020**

Parents/Guardians/Patrons/Staff,

Good evening. The 2020-2021 school year is right around the corner.

We continue to work in collaboration with the Sarpy/Cass Health Department relative to COVID-19. Thank you for your patience and understanding as we navigate this very uncertain environment of COVID-19.

Return to School Protocols

Our [PCS Fall 2020 Return to School Protocols](#) were developed based on guidance from Governor Pete Ricketts, Nebraska Department of Education (NDE) Commissioner Dr. Matt Blomstedt, and the Sarpy/Cass Health Department (SCHD), along with consideration of survey data from parents/guardians and staff members. Our return to school team included teacher representatives, administrators, nurses, school social workers, before and after school program representatives, school resource officers, nutrition services, transportation, custodial, and maintenance, and other stakeholders. Click [HERE](#) for a brief overview of some key items from the protocols for returning to school. I anticipate that our protocols and the brief overview document will answer many of your questions, but we also developed a frequently asked questions (FAQ) document that is

available by clicking [HERE](#). This document is an ongoing work in progress as we progress into the 2020-2021 school year.

The Sarpy/Cass Health Department has a COVID-19 dial that includes four levels of risk, including green-low risk, yellow-moderate risk, orange-high risk, and red-severe risk of COVID-19. At the present time, the [Sarpy/Cass Health Department](#) has determined that we are in the yellow (moderate risk) level. We plan on returning to school with 100% of students in-person with a mask requirement and follow our yellow (moderate risk) protocols. If our risk level changes, we might also adjust our plan and implement protocols at the corresponding risk level.

In addition to the work this summer, our dedicated professionals have been working diligently this week to prepare for our students returning to the buildings next week. Please be patient and flexible as we finalize the intricate details for returning to school. We want this to be a successful return to school for students and families while focusing on the health and safety of everyone on our campuses.

We are looking forward to seeing our students at PCS this fall. Thank you for your support of the Plattsmouth Community Schools during a very unique environment for all of us. #PLATTSMOUTHSTRONG

State of Nebraska (Governor Pete Ricketts)

<https://governor.nebraska.gov/>

Nebraska Department of Education (Commissioner Dr. Matt Blomstedt)

<https://www.education.ne.gov/>

Nebraska School Activities Association (Executive Director Jay Bellar)

<https://nsaahome.org>

Sarpy/Cass Health Department (Director Sarah Schram)

<https://www.sarpycasshealthdepartment.org/>

Plattsmouth Community Schools (Supt. Dr. Richard E. Hasty)

<https://www.pcsd.org/>



We are thankful that we held our in-person graduation ceremony on Sat., July 25, 2020, to honor our Class of 2020. Check out the video of our graduation ceremony at <https://pcsd.org/domain/38>.



What can we do right now? All of us can help prevent the spread of COVID-19 and “flatten the curve.” Please go to the page on our website at <https://bit.ly/2xzwOu3> to stay informed about COVID-19, including how to protect yourself and your family. It should help prevent the spread of COVID-19.

NEWS EVENTS CLASSES
What's
Happening
ANNOUNCEMENTS

Sat., July 25 - We are thankful that we held our in-person graduation ceremony on Sat., July 25, 2020, to honor our Class of 2020. Check out the video of our graduation ceremony at <https://pcsd.org/domain/38>.

Wed., Aug. 12 - First day of school for students in 1st through 9th grades and PM kindergarten

Thu., Aug. 13 - First day of school for students in 10th through 12th grades and AM kindergarten

Tue., Aug. 18 - First day of school for early childhood/Head Start



Our school social workers prepared their last message of the 2020-2021 school year that includes tips for coping with COVID-19. Go to <https://bit.ly/3bUCg9p> and read their message.

If you or someone you know needs assistance with water, food, or other supplies, please contact the school social worker at the building where your child attends school. Early childhood-Bri Renninger at brenninger@pcsd.org, elementary school-Sarah Coniglio at sconiglio@pcsd.org, middle school-Sara Barada at sbarada@pcsd.org, and high school-Keryl Mines at kmines@pcsd.org.



2020-2021 State Aid Certification is available from the Nebraska Department of Education (NDE) at <https://www.education.ne.gov/fos/state-aid/>. PCS will have a decrease of \$565,916 in State Aid for 2020-2021. When we figure in the prior year (2018-2019) correction of +\$128,469 that we received in 2019-2020, the difference between 2019-2020 State Aid and 2020-2021 State Aid is even greater. At the May meeting, our Board of Education approved the 2020-2021 Budget Efficiency Plan that can be viewed at <https://bit.ly/2WU23u1>. Scroll down to item 7.15.

The good news is that in 2020-2021 we estimate the second year of approximately 100 students entering kindergarten, as opposed to lower numbers from the immediately preceding years that are

evident in our 1st grade (78 students), 2nd grade (88 students), 3rd, grade (93 students) and 4th grade (93 students). If you have suggestions for how our district might be more efficient with resources and address the decrease in State Aid, please submit your ideas in the *Business Services/Budget* section under *District Topics* on our Let's Talk site at <https://bit.ly/2Y9ua9N>.



Stay strong. We are in this together. *We are Blue Devil Nation!* We are **#PLATTSMOUTHSTRONG!**

Best regards,

The image contains a handwritten signature in blue ink that reads "Dr. Richard E. Hasty". To the right of the signature is the Blue Devil logo, which is a stylized blue figure with a lightning bolt-like shape, representing the mascot of the Blue Devils.

Superintendent Dr. Richard E. Hasty

**Plattsmouth High School
Principal's Report
Todd Halvorsen
August 10, 2020**

Helping students build their future with **Positive Respectful Intentional Determined and Engaged** students and staff.

High Academic Achievement and Professional Learning Communities (PLC)

Plattsmouth High School teachers returned to school this past week. We have been taking part in Professional Development and preparing classrooms for the new year.

At the present time we have 60 students enrolled in Remote Learning. Each student will take classes on Edgenuity, along with a Physical Education class via Google Classroom and a study hall. Each department will have one or more teachers that will monitor the progress of the students. Each student will have a set schedule along with a time they will be required to meet with the instructor via zoom with the instructor they are assigned to for the class.

Plattsmouth High School welcomed five new teachers to our building. Billy Granneman in Skilled and Technical Science along with FFA Advisor, Ethan Scholting, Skilled and Technical Science and Skills USA sponsor, Carmen Hall, Family and Consumer Science and FCCLA sponsor, and Teri Wehrbein who will be teaching English. Jim Olsen has transferred to the high school from the middle school and will be teaching Science.

Activities Report

Fall sports are scheduled to start practicing on August 10.

Organization Development and Capacity

The 2020-2021 school year will focus on the following points:

1. Continuing the growth of Wall to Wall Academies and expanding internship opportunities
2. Continue to develop a culture of respect, inclusion, encouragement, and celebration of students and staff.
3. Advancing civic engagement.

Plattsmouth High School staff continually seek to improve upon the processes of our curriculum and academy teams. That effort is focused upon data interpretation, identifying student needs, and responding with collective efficacy.

Educationally yours,
Todd Halvorsen

Middle School Board Report
John Campin-Principal
August 10, 2020

Thanks to students, parents, staff and the community for being so welcoming as I have started as the Principal at Plattsmouth Community Middle School.

Projected Enrollment Numbers for 2020-21

5th-101

6th-99

7th-140

8th-116

Remote Learners-62

Staff-It has been a pleasure working with the middle school staff. They are all going above and beyond in all that they are doing. The staff has collaborated over numerous hours to get the in-school and remote learning students set up the best we can at this point.

Office-Tami Hakius has been amazing. Tami has really made my transition seamless as possible.

Thank you again to Gene Konkler and his team for working every minute possible to get the schools ready.

The middle school is continuing to work on making the first day of school a success for all students.



**Plattsmouth Elementary School
Principal's Report
Amy Petricek
August 10, 2020**

Current Projected Enrollment Numbers for 2019-20

- Kindergarten - 85
- 1st Grade - 89
- 2nd Grade - 75
- 3rd Grade - 89
- 4th Grade - 86

Jump Start

We had 16 students attend our virtual Jump Start July 22-26. Mrs. Ecklund did a fantastic job setting up a creating and engaging Bitmoji classroom to help our students “jump” into Kindergarten!

Staff Shout-outs

Thank you to Kasey Wipf, Homer Backer, Howard Baker, Sam Harvey, Zach Mink, and Andrea Strange for getting our building up and ready for the first day of school!

Virtual Meet the Teacher Night

Grade levels will be in contact with parents to arrange a Virtual Meet the Teacher event.

**Plattsmouth Community Schools
Early Childhood/Early Head Start/Head Start Report
August, 2020**

Early Childhood Numbers as of: 8/3/2020

Accepted for Tuition/Head Start for 2020-2021:

PECC	45
Conestoga Head Start	9
Total for Head Start	54 out of 100
Tuition at PECC	13

Birth to Three Program Enrollment Report:

Sixpence	13
Birth to 5 Special Education Home/Community Based	29
Early Head Start	10 out of 10

Enrollment:

We currently have eight families who have chosen the remote learning option.

Attendance (2019-2020):

We started alternative learning on Monday, March 9th for the PECC and Conestoga sites due to the Coronavirus Pandemic.

Head Start Grant Information:

The Fiscal Year (FY) 2020 continuation grant application was due on October 1, 2019. The application was submitted on September 18, 2019 and approved on December 19, 2019. The chart below outlines the funding amounts for the grant for fiscal year 2020.

Common Accounting Number (CAN)	Projected Funding	Funded Federal Enrollment
Head Start Program Operations & Training and Technical Assistance	\$946,849	100
Early Head Start Program Operations & Training and Technical Assistance	\$150,271	10
TOTAL GRANT FUNDING	\$1,097,120	110
In-Kind (non-federal share) for HS & EHS		\$274,281
TOTAL GRANT AMOUNT		\$1,371,401

The Fiscal Year (FY) 2020 cost-of-living adjustment (COLA) and quality improvement (QI) grants were due on May 15, 2020. The application was submitted on May 13, 2020. The chart below outlines the funding amounts for the grants:

Funding Type	Head Start	Early Head Start
Cost-of-Living Adjustment (COLA)	\$18,636	\$2,939
Quality Improvement (QI)	\$48,348	\$6,652
TOTAL GRANT FUNDING	\$66,984	\$9,591
In-Kind (non-federal share) for HS & EHS -- Waiver	\$0	\$0
TOTAL GRANT AMOUNT		\$76,575

The Fiscal Year (FY) 2020 supplemental grants for COVID-19 and for summer 2020 programming were due on May 15, 2020. The applications were submitted on May 14, 2020. On June 1, 2020, the Office of Head Start sent a revision on the funding for the COVID One Time Supplement (per Program Instruction ACF-PI-HS-20-04). The new application was submitted on June 3, 2020 and was awarded on July 20, 2020. The chart below outlines the new funding amounts allocated to Plattsmouth Community Schools:

Funding Type	Head Start	Early Head Start
Supplement - COVID-19 One Time	\$87,881	\$8,788
TOTAL GRANT FUNDING	\$87,881	\$8,788
In-Kind (non-federal share) for HS & EHS -- Waiver	\$0	\$0
TOTAL GRANT AMOUNT	\$96,669	

Office of Head Start Communications:

- [New on ECLKC: June 2020](#)
- [Director's Digest: June 2020](#)
- [Staff Wages and Benefits: Flexibility through Sept 30th](#)

Personnel:

- We are currently still searching for a part-time custodial position.

Policy Council:

The next meeting is scheduled for Monday, August 24th at 6 pm.

Community RelationsPersonnel - All Employees and StudentsAnti-discriminationA. **Elimination of Discrimination.**

The policy of [Name] Public Schools is to not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, in admission or access to, or treatment with regard to employment or with regard to its programs and activities.

[Name] Public Schools and its staff shall comply with all state and federal laws prohibiting discrimination. The Board of [Name] Public Schools intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination and directs its staff to take all actions necessary to meet this objective.

The Superintendent shall be the Coordinator for anti-discrimination laws (including Title VI, Title IX; the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973 (Section 504)) and complaints or concerns involving discrimination or compliance with those laws should be addressed to said Coordinator.

B. **Preventing Harassment and Discrimination of Employees and Students.**

1. **Purpose:** [Name] Public Schools is committed to offering employment and educational opportunity to its employees and students based on ability and performance in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers or other persons is prohibited. In addition, [Name] Public Schools will try to protect employees or students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, is prohibited. The following are general definitions of what might constitute prohibited harassment.

a. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, constitutes harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational

environment.

- b. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.
- c. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

Sexual harassment may exist when:

- (a) Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);
- (b) Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.
- (c) The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

2. **Procedures:**

- a. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision.
- b. If the report is not satisfactorily resolved within ten calendar days, or if the discrimination or harassment continues, please report your complaint to the Superintendent of [Name] Public Schools.
- c. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

- d. The person to whom the complaint is made is to thoroughly investigate the complaint and work with the person filing the complaint to seek an appropriate resolution so the discrimination or harassment can be remedied and put to an end.
- e. Complaints of discrimination or harassment will be treated with the utmost confidence, consistent with resolution of the problem.
- f. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc., may be taken.
- g. Under no circumstances will a supervisor or a teacher or the Board threaten or retaliate against a person for alleging discrimination or harassment.

Legal Reference: Title VI, 42 U.S.C. Sec. 2000d, Title VII, 42 U.S.C. Sec. 2000e, Title IX; 20 U.S.C. Sec. 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. Sec. 48-1101 et seq.
Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. Sec. 621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. Sec. 48-1001 et seq.;

Americans with Disabilities Act (ADA), 42 U.S.C. Sec. 12101 et seq.
Section 504 of the Rehabilitation Act of 1973 (Section 504)
Pregnancy Discrimination Act, 42 U.S.C. Sec. 2000e(k)
Uniform Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Sec. 4301 et seq.
Neb. Rev. Stat. Sec. 79-2,115, et seq

Date of Adoption: [Insert Date]

Business OperationsRecords Management and Disposition

1. General Standard. Records should generally be organized, managed, retained and disposed of in accordance with law and the Secretary of State's schedules for retention and disposition of public records.
2. Records Officer. The Superintendent is hereby designated as the records officer of the school district for purposes of this policy. Any questions about the type or category of a record or the required retention period for it should be addressed to the records officer.
3. Electronic Messages. Electronic messages are communications using an electronic system for the conduct of school district business internally, between other state and local government agencies, and with parents, students, patrons and others in the outside world. These messages may be in the form of e-mail, electronic document exchange (electronic fax), and electronic data interchange (EDI). In this policy, the terms electronic messages and e-mail are used, depending on the context, to mean the same thing. The school district's electronic system in which records are collected, organized, and categorized to facilitate preservation, retrieval, use, and disposition is as follows:
 - a. End-User Management. End-user means anyone who creates or receives electronic messages on the school district's electronic system. Electronic messages are to be managed at the end-user's desktop rather than from a central point. Each end-user is responsible for organizing, managing and disposing of records that are part of his or her desktop computer.
 - b. Categories for Retention. Electronic messages fall within three categories: (1) transitory messages; (2) records with a less than permanent retention period; and (3) records with a permanent retention period. End-users are to organize, store, retain and dispose of electronic messages according to these three categories. This means determining which electronic messages require long-term retention, determining who is responsible for making this decision, and establishing storage and disposition requirements for electronic messages.
 - i. *Transitory messages*. Transitory messages include copies posted to several persons and casual and routine communications similar to telephone conversations. For example, as determined on an individual case-by-case basis by the end-user, transitory messages include certain embryonic materials, notes or drafts; unwanted and unneeded "junk" mail; "personal" mail for employees not related to school business; unsolicited sectarian, religious, partisan, political or commercial messages, or political advertising or advertisements promoting particular personal or religious beliefs, a specific ballot question, or controversial topics or positions. There is no retention requirement for transitory messages. Employees sending or

receiving such communications may delete them immediately without obtaining approval.

- ii. *Less than permanent retention records.* These records are governed by the retention period for equivalent hard copy records as specified in the approved records retention and disposition schedules. These records should be converted to hard copy (printed) or an electronic format which can be retrieved and interpreted (downloaded) for the legal retention period. Employees creating or receiving such communications may delete or destroy the records only according to the applicable retention schedule. Questions relating to the retention or destruction of these records should be referred to the records officer.
 - iii. *Permanent/archival retention records.* These are records scheduled for transfer to the Nebraska State Historical Society (NSHS). Decisions relating to such records should be made by the records officer in consultation with NSHS, and the State Records Administrator about either transferring the records or maintaining them in the agency of origin. If the transfer decision is made, the method, frequency and format of the transfer should be determined cooperatively by the records officer, the NSHS, and the State Records Administrator.
- c. Electronic Storage Limitations. The district's computer systems have storage limitations. E-mails are deleted by the computer system within 60 to 90 days to avoid operational problems. End-users are instructed that electronic messages that are required to be maintained past that time period should be converted to hard copy (printed) or an electronic format which can be retrieved and interpreted (downloaded) for the legal retention period. The retention period for the particular record is the best indicator of which storage medium or format to choose.
- d. Proper Use of Electronic Messages.
- i. Non-Discrimination. Electronic messaging is not permitted to be used to promote discrimination on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status~~sex, political affiliation, religion, disability or sexual preference~~; promote sexual harassment; or to promote personal, political, or religious business or beliefs.
 - ii. Permissible Use. Electronic messaging is to be used only for purposes that are consistent with the mission of the school district. Electronic messaging is not permitted to be used for personal purposes except for: incidental, intermittent or occasional use which does not interfere with performance of duties as determined by the administration, use that is authorized pursuant to an individual use agreement, and use that represents a form of the

employee's compensation. Electronic messaging is not permitted to be used for personal financial gain or for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question. Electronic messaging is not permitted to be used for purposes of assisting a non-profit organization except when and to the extent such use serves a school purpose or facilitates school district business.

- iii. Conduct. Employees shall not read electronic messages received by another employee when there is no school purpose for doing so, send electronic messages under another employee's name without the employee's consent or administrative authorization, or change or alter any portion of a previously sent electronic message without administrative authorization.
- iv. Other Regulations. Electronic messaging is subject to all requirements of the school district's "Acceptable Use of Computers, Network, Internet and Websites" policy and may be monitored and accessed at any time without prior notice. The school district has complete authority to regulate all electronic messaging. Electronic messaging is a privilege and not a property right and is not a public forum. Electronic messaging is made available subject to all board policy and regulations, these regulations, building guidelines, use agreements, handbook provisions, and all administrative orders or directives as issued from time to time.

4. Electronic Records

All books, papers, documents, reports, and records kept by the District may be retained as electronic records. Minutes of the meetings of the school board may be kept as an electronic record.

5. Litigation Holds

When litigation against the District or its employees is filed or threatened, the District will take all reasonable action to preserve all documents and records that pertain to the issue. Such action will in particular be taken when the litigation may be filed in federal court or otherwise subject to federal rules of discovery.

As soon as the District is made aware of pending or threatened litigation, a litigation hold directive will be issued by the records officer or designee. The directive will be given to all persons suspected of having records that may pertain to the litigation issue.

The litigation hold directive overrides any records retention schedule that may otherwise call for the disposition or destruction of the records until the litigation hold has been lifted. E-mail and computer accounts of separated employees that have been placed on a litigation hold will be maintained by the records officer until the hold is released.

Employees who receive notice of a litigation hold are to preserve all records that pertain to the litigation issue. This includes preserving electronic messages that would otherwise be deleted by the computer system; such messages are to be converted by the recipients of the litigation hold to hard copy (printed) or electronic format which can be retrieved and interpreted (downloaded) for the duration of the litigation hold.

No employee who has been notified of a litigation hold may alter or delete an electronic or other record that falls within the scope of the hold. Violation of the litigation hold may subject the employee to disciplinary actions, up to and including dismissal, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

6. Settlement Agreements

A public written or electronic record of all settled claims shall be maintained.

The record for all such claims settled in the amount of fifty thousand dollars or more (or one percent of the total annual budget of the School District, whichever is less) shall include a written executed settlement agreement. The settlement agreement shall contain a brief description of the claim, the party or parties released under the settlement, and the amount of the financial compensation, if any, paid by or to the School District or on its behalf. Any such settlement agreement shall be included as an agenda item on the next regularly scheduled public meeting of the School Board for informational purposes or for approval if required.

Any such settled claim or settlement agreement shall be a public record. Nonetheless, specific portions of the record may be withheld from the public to the extent permitted or provided by statute.

The foregoing does not apply to claims made in connection with insured or self-insured health insurance contracts.

Legal Reference: Neb. Rev. Stat. Sections 84-712 through 84-712.09
 Neb. Rev. Stat. Sections 84-1201 to 84-1227
 Laws 2010, LB 742
 State Records Administrator Guidelines:
 Schedule 10: Records of Local School Districts (Feb. 1989)
 Schedule 24: Local Agencies General Records (March 2005)
 Electronic Imaging Guidelines (March 2003)

Date of Adoption: [Insert Date]

Personnel - All Employees

Equal Opportunity Employment

It is the policy of [Name] Public Schools to employ the best qualified applicant for each position without regard to sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, and to not fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment, because of such individual's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status.

There shall be no discrimination by school officials against any employee because of membership or activity in an employee organization or because of protected free speech activities.

Date of Adoption: [Insert Date]

Personnel - All Employees (& Students)Anti-discrimination, Anti-harassment, and Anti-retaliation**A. Elimination of Discrimination.**

The [Name] Public Schools hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The [Name] Public Schools does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: [Name of Director], Director of Student Services [or other title], [Street Address], [City], NE [Zip Code] (____) ____-____ ([Email Address]).

Employees and Others: [Name of Director], Human Resources Director [or other title], [Street Address], [City], NE [Zip Code] (____) ____-____ ([Email Address]).

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 of Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.**1. Purpose:**

The [Name] Public Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment or retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, that is sufficiently

serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, may include, but is not limited to:

- a. Name-calling,
- b. Teasing or taunting,
- c. Insults, slurs, or derogatory names or remarks,
- d. Demeaning jokes,
- e. Inappropriate gestures,
- f. Graffiti or inappropriate written or electronic material,
- g. Visual displays, such as cartoons, posters, or electronic images,
- h. Threats or intimidating or hostile conduct,
- i. Physical acts of aggression, assault, or violence, or
- j. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or

- g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled “Grievance Procedures,” below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

2. Anti-retaliation:

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

3. Grievance (or Complaint) Procedures:

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination. If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

i. Level 1 (Investigation and Findings):

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will aim to complete its investigation within **ten (10) working days** after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will **not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline.** Periodic status updates will be given to the parties, when appropriate.

The District's investigation will include, but is not limited to:

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.

- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.
- d. A review of the evidence using a “preponderance of the evidence” standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- a. A summary of the facts,
- b. Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and
- c. If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate such discrimination, harassment or other inappropriate conduct.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within **one (1) working day** after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. Sec. 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

ii. Level 2 (Appeal to the Superintendent):

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within **five (5) working days** after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal **within ten (10) working days** after receiving the appeal. The party who filed the appeal will be sent the Superintendent’s

determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

iii. Level 3 (Appeal to the Board):

If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education **within five (5) working days** after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at a Board meeting to present his or her appeal. The party will be allowed to address the Board at the Board's next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, designated compliance officer and the party. The Board will issue a written determination about the appeal **within thirty (30) days** after the party addresses the Board. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

4. Confidentiality:

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted.

5. Training:

The District will ensure that relevant District employees are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

In addition, the District shall ensure that employees designated to address or investigate discrimination, harassment, and retaliation, including designated compliance coordinators, receive training to promptly and effectively investigate and respond to complaints and reports of discrimination, and to know the District's grievance procedures and the applicable confidentiality requirements.

6. Designated Compliance Coordinators:

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- j. Recommending changes to this policy and grievance procedure.
- k. Performing other duties as assigned.

7. Preventive Measures:

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Legal Reference: Title VI, 42 U.S.C. Sec. 2000d, Title VII, 42 U.S.C. Sec. 2000e, Title IX; 20 U.S.C. Sec. 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. Sec. 48-1101 et seq.
Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. Sec. 621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. Sec. 48-1001 et seq.;

Americans with Disabilities Act (ADA), 42 U.S.C. Sec. 12101 et seq.
Section 504 of the Rehabilitation Act of 1973 (Section 504)
Pregnancy Discrimination Act, 42 U.S.C. Sec. 2000e(k)
Uniform Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Sec. 4301 et seq.
Neb. Rev. Stat. Sec. 79-2,115, et seq

Date of Adoption: [Insert Date]

Notice of Nondiscrimination

The [Name] Public School District does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, 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: [Name of Director], Director of Student Services [or other title], [Street Address], [City], NE [Zip Code] (____) ____-____ ([Email Address]).

Employees and Others: [Name of Director], Human Resources Director [or other title], [Street Address], [City], NE [Zip Code] (____) ____-____ ([Email Address]).

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 OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

**Complaint Form
Discrimination, Harassment or Retaliation**

The [Name] Public School District does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This complaint form is to be used when a person has a complaint related to discrimination, harassment or retaliation on such bases in regard to employment or the programs and activities of the school district.

Refer to Board Policy 4003 and/or 5401 for the particulars of the complaint and grievance process. You may attach additional materials to this form if needed.

The applicable coordinator may be contacted if you have questions about filling out this complaint form:
Students: [Name of Director], Director of Student Services [or other title], [Street Address], [City], NE [Zip Code] (____) ____-____ ([Email Address]).
Employees and Others: [Name of Director], Human Resources Director [or other title], [Street Address], [City], NE [Zip Code] (____) ____-____ ([Email Address]).

Name: _____ Date: _____

(1) Description of the complaint: _____

_____.

(2) Names of any witnesses to the matter being complained about: _____
_____.

(3) Identify and attach any document supporting the complaint: _____
_____.

(4) Confidentiality: I ___ do___ do not give consent to my identity being shared with the person(s) against whom I am complaining. If I do not give consent, I understand that the investigation may be hindered, but that the District will nonetheless investigate and take prompt and effective action to remediate the concerns I have raised, if appropriate.

_____.

(5) Relief requested (what I want done in response to this complaint):

_____.

The undersigned states: The facts in this complaint are true to the best of my knowledge, information and belief. I give permission for an investigation to be made into this complaint. I understand that the District will take steps to prevent me being retaliated against for filing this complaint, that I am to notify the District if any such retaliation occurs, and that the District will take prompt and strong responsive action if retaliation occurs.

Received by: _____ Signature: _____
Date: _____

Personnel - Certificated EmployeesStandards of Ethical and Professional Performance – Certificated Staff

Both the State of Nebraska and the Board of Education recognize that teaching and its related services, including administrative and supervisory services, are a profession with all of the rights, responsibilities, and privileges accorded other recognized professions. The Board recognizes and endorses the Standards of Ethical and Professional Performance as established by the Nebraska Department of Education and expects all certificated employees to abide by these standards.

Certificated Personnel-Professional Performance and Code of Ethics

It is the expectation of this District that all certificated staff shall comply with the ethics standards set forth by the Nebraska Department of Education, as such standards may be modified from time to time. The ethics standards which certificated staff shall follow shall include the standards set forth in this policy. References to “educator” shall include all certificated employees of the District.

Preamble

The educator shall believe in the worth and dignity of human beings. Recognizing the supreme importance of the pursuit of truth, the devotion to excellence and the nurture of democratic citizenship, the educator shall regard as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator shall accept the responsibility to practice the profession to these ethical standards.

The educator shall recognize the magnitude of the responsibility he or she has accepted in choosing a career in education, and engages, individually and collectively with other educators, to judge his or her colleagues, and to be judged by them, in accordance with the provisions of this code of ethics.

The standards listed in this section are held to be generally accepted minimal standards for all educators with respect to ethical and professional conduct.

Principle I - Commitment as a Professional Educator:

Fundamental to the pursuit of high educational standards is the maintenance of a profession possessed of individuals with high skills, intellect, integrity, wisdom, and compassion. The educator shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the educator's contractual and professional responsibilities, the educator:

1. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.

2. Shall not discriminate on the basis of ~~sex, disability, race, color, religion, veteran status, creed, sex, marital status, age~~, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status~~ethnic background, or handicapping condition~~.
3. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.
4. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
5. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
6. Shall not sexually harass students, parents or school patrons, employees, or board members.
7. Shall not have had revoked for cause in Nebraska or another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which an educator's certificate is issued in Nebraska.
8. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
9. Shall report to the Superintendent any known violation of these standards.
10. Shall seek no reprisal against any individual who has reported a violation of these standards.

Principle II - Commitment to the Student:

Mindful that a profession exists for the purpose of serving the best interests of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

1. Shall permit the student to pursue reasonable independent scholastic effort, and shall permit the student access to varying points of view.
2. Shall not deliberately suppress or distort subject matter for which the educator is responsible.
3. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.

4. Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.
5. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.
6. Shall not tutor for remuneration students assigned to his or her classes unless approved by the Board of Education.
7. Shall not discipline students using corporal punishment.
8. Shall not engage in physical or sexual abuse of students, including engaging in inappropriate sexual behaviors with students.

Principle III - Commitment to the Public:

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The educator bears particular responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the educator:

1. Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator's personal and institutional views.
2. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
3. Shall neither offer nor accept gifts or favors that will impair professional judgment.
4. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
5. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
6. Shall, with reasonable diligence, attend to the duties of his or her professional position.

Principle IV - Commitment to the Profession:

In belief that the quality of the services to the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. The educator

shall believe that sound professional relationships with colleagues are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to the profession, the educator:

1. Shall provide upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
2. Shall not misrepresent his or her professional qualifications, nor those of colleagues.
3. Shall practice the profession only with proper certification, and shall actively oppose the practice of the profession by persons known to be unqualified.

Principle V - Commitment to Professional Employment Practices:

The educator shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The educator shall believe that sound personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to professional employment practices, the educator:

1. Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications.
2. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
3. Shall give prompt notice to the employer of any change in availability of service.
4. Shall conduct professional business through designated procedures, when available, that have been approved by the Board of Education.
5. Shall not assign to unqualified personnel tasks for which an educator is responsible.
6. Shall permit no commercial or personal exploitation of his or her professional position.
7. Shall use time on duty and leave time for the purpose for which intended.

Legal Reference: Neb. Rev. Stat. Sections 79-859, 79-866; 92 NAC 27 (NDE Rule 27)

Date of Adoption: [Insert Date]

PersonnelStandards of Performance for Non-Certified Employees

In fulfillment of the employee's minimum responsibilities, the employee:

1. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, other employees, parents, school patrons, or school board members.
2. Shall not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status.
3. Shall not use coercive means, or promise or provide special treatment to students, other employees, school patrons, or school board members in order to influence professional decisions.
4. Shall not make any fraudulent statement or fail to disclose a material fact for which the employee is responsible.
5. Shall not exploit relationships with students, other employees, parents, school patrons, or school board members for personal gain or private advantage.
6. Shall not harass in any manner students, parents or school patrons, employees, or board members.
7. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of duties.
8. Shall keep in confidence personally identifiable student or employee information that has been obtained in the course of service to the district, unless disclosure serves professional purposes or is required by law.
9. Shall not discipline students using corporal punishment.
10. Shall not engage in physical or sexual abuse of students, including engaging in inappropriate sexual behaviors with students.
11. Shall not misrepresent the school district, and shall take added precautions to distinguish between the employee's personal and institutional views.
12. Shall abide by policies and regulations of the Board of Education and the rules and standards established by the administration and the employee's supervisor.
13. Shall seek no reprisal against any individual who has reported a violation of these standards.

Date of Adoption: [Insert Date]

StudentsAdmission RequirementsMinimum Age:

A child shall be eligible for admission into kindergarten at the beginning of the school year if the child is five years of age or will be five years of age on or before July 31 of the calendar year in which the school year for which the child is seeking admission begins. The School Board shall admit a child who will reach the age of five years on or after August 1 and on or before October 15 of such school year if the parent or guardian requests such entrance and provides an affidavit stating that (i) the child attended kindergarten in another jurisdiction in the current school year; (ii) the family anticipates a relocation to another jurisdiction that would allow admission within the current year; or (iii) the child is capable of carrying the work of kindergarten which can be demonstrated through a recognized assessment procedure approved by the Board.

Early Admission to Kindergarten:

The following assessment procedure for determining if a child is capable of carrying the work of kindergarten is approved and shall be made available to interested persons:

Early kindergarten enrollment exceptions may be made for younger children who are intellectually advanced. At a minimum, eligibility for the admission shall be based upon an analysis of the child's: (1) mental ability, (2) emotional/social development, (3) pre academic skills, and (4) fine motor skills.

The kindergarten early entrance assessment procedures are designed to identify and place in kindergarten those children who:

- a. will turn 5 years of age between August 1 and October 15;
- b. are deemed by parents or guardians as being intellectually advanced and likely to benefit from advanced grade placement; and
- c. are selected on the basis of testing by professionals trained and certified to administer the assessments that will produce evidence of strength in:
 1. mental ability defined as scoring 84th percentile or above on a standardized assessment of cognitive ability such as the Wechsler Pre Primary Scale of Intelligence III, or the Stanford-Binet V;
 2. a test of emotional/social development such as the Behavior Assessment System for Children, Second Edition (BASC-2);
 3. 75th percentile or greater on a test of pre academic skills such as the Woodcock Johnson III; and
 4. a test of fine motor ability, scoring 75th percentile or above on a standardized measurement such as the Beery VMI.

In the discretion of the Superintendent or designee, the assessments may be administered by the School District's professional staff, or the parents or guardians may be required, at their own expense, to have all or some of the required assessments completed by reputable professionals and to submit the results of such assessments to the School District.

The decision regarding early entrance to kindergarten requires careful consideration of all factors that affect kindergarten success with final determination to be made based on the recommendation of the District Evaluation Team, to be composed of such individuals as the Superintendent or designee determine appropriate. The academic, social, and emotional readiness, as well as the student's physical development and well-being, must be weighed with institutional factors also considered. Sound decision making in the area of early entrance to kindergarten is dependent upon reliable information regarding a student's readiness and a thoughtful balancing of the myriad of factors implicated by the decision. Parents will be notified in writing of the results of the Early Kindergarten Entrance assessment and the determination of the District Evaluation Team in a timely fashion; not to exceed three weeks after the assessments are completed.

Families who seek early admission of their child into kindergarten must obtain an *Early Entrance to Kindergarten Packet* from the School District Administration.

Parents must fill out the early entrance application forms, which include a parent questionnaire and obtain and attach a reference letter from someone who is well acquainted with the child but not a relative of the child. The person providing this reference should know the child well enough that they can speak with some expertise about the child's attributes and abilities. The reference letter should indicate whether this person recommends the child be schooled with children who will be a year older than the child and, if so, the evidence this person has concerning the child's mental ability, fine and gross motor ability, visual and auditory discrimination, emotional/social development, and communication skills. Suggestions for this reference letter are a preschool teacher, a Sunday school teacher, a day-care provider, or a physician.

The assessment request, reference letter and parent questionnaire must be completed and returned to the District no later than May 25th of the spring before fall enrollment to allow summer assessment to be completed.

Decisions regarding early kindergarten entrance must include consideration of the above and shall not be made based on sex, disability, race, color, ~~gender~~, religion, veteran status~~ancestry~~, national or ethnic origin, ~~marital status~~, age, marital status, pregnancy, childbirth or related medical condition, disability, or sexual orientation or gender identity, or other protected status of the child or the child's parents or guardians. Institutional factors, such as capacity, may also be considered.

Admission to First Grade:

A child may be eligible to enter first grade, even if the child has not attended kindergarten, if the child is six years of age or will be six years of age on or before October 15 of the current school year and school officials determine that first grade is the appropriate placement for the child.

Graduates:

A student who has received a high school diploma or received a General Equivalency Diploma shall not be eligible for admission or continued enrollment.

Age 21:

A student shall not be admitted or continued in enrollment after the end of the school year in which the student reaches the age of 21. The school year for this purpose ends at the last day of instruction for graduating seniors.

Birth Certificate, Physical, Visual Evaluation and Immunization:

The parents or legal guardian shall furnish:

- (1) A certified copy of the student's birth certificate issued by the state in which the child was born, upon admission of a child for the first time, shall be provided within 30 days of enrollment. Other reliable proof of the child's identify and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of a birth certificate. An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced. (Failure to provide the birth certificate does not result in non-enrollment or disenrollment, but does result in a referral to local law enforcement for investigation).
- (2) Evidence of a physical examination by a physician, physician assistant, or nurse practitioner, within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a physical examination.
- (3) Evidence of a visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, within six months prior to the entrance of the child into the beginner grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a visual evaluation. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity.
- (4) Evidence of protection against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Hepatitis B, Varicella (chicken pox), Haemophilus Influenzae type b (Hib), invasive pneumococcal disease and other diseases as required by applicable law, by immunization, prior to enrollment, unless the parent or legal guardian submits a written statement that establishes than an exception to the immunization requirements are met.
- (5) Every student entering the seventh grade shall have a booster immunization containing diphtheria and tetanus toxoids and an acellular pertussis vaccine which meets the standards approved by the United States Public Health Service for such biological products, as such standards existed on January 1, 2009.

The Superintendent or Superintendent's designee shall notify the parent or guardian in writing of the foregoing requirements and of the right to submit affidavits or statements to object to the requirements, as applicable. The Superintendent or Superintendent's designee shall also provide a telephone number or other contact information to assist the parent or guardian in receiving information regarding free or reduced-cost visual evaluations for low-income families who qualify.

A student who fails to meet the foregoing requirements shall not be permitted to enroll or to enter school, or if provisionally enrolled or enrolled without compliance, shall not be permitted to continue in school until evidence of compliance or an exemption from compliance is given.

Enrollment of Expelled Students

If a student has been expelled from any public school district in any state, or from a private, denominational, or parochial school in any state, and the student has not completed the terms or time period of the expulsion, the student shall not be permitted to enroll in this school district until the expulsion period from such other school has expired, unless the School Board of this school district in its sole and absolute discretion upon a proper application approves by a majority vote the enrollment of such student prior to expiration of the expulsion period. As a condition of enrollment, the School Board may require attendance in an alternative school, class or educational program pursuant to Nebraska law until the terms or time period of the original underlying expulsion are completed. A student expelled from a private, denominational, or parochial school or from any public school in another state, will not be prohibited from enrolling in the public school district in which the student resides or in which the student has been accepted pursuant to the enrollment option program for any period of time beyond the time limits placed on expulsion, pursuant to the Student Discipline Act, or for any expulsion for an offense for which expulsion is not authorized for a public school student under such Act. For purposes of this policy, the term expulsion or expelled includes any removal from any school for a period in excess of twenty (20) school days.

Military Families

If a parent presents evidence to the District of military orders that military family will be stationed in the State of Nebraska during the current or following school year, the District will enroll preliminarily the parent's students.

Legal Reference: Neb. Rev. Stat. Sections 43-2001 to 43-2012
 Neb. Rev. Stat. Sec. 79-214
 Neb. Rev. Stat. Sections 79-217 to 79-223
 Neb. Rev. Stat. Sec. 79-266.01
 173 NAC Chapters 3 and 4 (HHS Regulations)

Date of Adoption: [Insert Date]

Students (& Employees)Anti-discrimination, Anti-harassment, and Anti-retaliation**A. Elimination of Discrimination.**

The [Name] Public School District hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The [Name] Public School District does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, 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: [Name of Director], Director of Student Services [or other title], [Street Address], [City], NE [Zip Code] (____) ____-____ ([Email Address]).

Employees and Others: [Name of Director], Human Resources Director [or other title], [Street Address], [City], NE [Zip Code] (____) ____-____ ([Email Address]).

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 OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.**1. Purpose:**

The [Name] Public School District is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or

- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, may include, but is not limited to:

- a. Name-calling,
- b. Teasing or taunting,
- c. Insults, slurs, or derogatory names or remarks,
- d. Demeaning jokes,
- e. Inappropriate gestures,
- f. Graffiti or inappropriate written or electronic material,
- g. Visual displays, such as cartoons, posters, or electronic images,
- h. Threats or intimidating or hostile conduct,
- i. Physical acts of aggression, assault, or violence, or
- j. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or
- g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures," below), and take appropriate interim measures, if necessary. If

the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

2. Anti-retaliation:

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

3. Grievance (or Complaint) Procedures:

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination (designated coordinator). If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation ("discrimination") to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

i. Level 1 (Investigation and Findings):

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will aim to complete its investigation within **ten (10) working days** after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will **not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline.** Periodic status updates will be given to the parties, when appropriate.

The District's investigation will include, but is not limited to:

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.

- d. A review of the evidence using a “preponderance of the evidence” standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- a. A summary of the facts,
- b. Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and
- c. If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate discrimination, harassment or other inappropriate conduct.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within **one (1) working day** after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

ii. Level 2 (Appeal to the Superintendent):

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within **five (5) working days** after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal **within ten (10) working days** after receiving the appeal. The party who filed the appeal will be sent the Superintendent’s determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

iii. Level 3 (Appeal to the Board):

If the party is not satisfied with the Superintendent’s determination, he or she may file an appeal in writing with the Board of Education **within five (5) working days** after receiving the Superintendent’s determination. The Board of Education will review the appeal, the Superintendent’s determination, the investigative documentation and decision, and allow the party to address the Board at a Board meeting to present his or her appeal. The party will be allowed to address the Board at the Board’s next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, designated compliance officer

and the party. The Board will issue a written determination about the appeal **within thirty (30) days** after the party addresses the Board. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

4. Confidentiality:

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted,

5. Training:

The District will ensure that relevant District employees, including but not limited to officials, administrators, teachers, substitute teachers, counselors, nurses and other health personnel, coaches, assistant coaches, paraprofessionals, aides, bus drivers, and school law enforcement officers, are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

6. Designated Compliance Coordinators:

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to

- anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
 - h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
 - i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
 - j. Recommending changes to this policy and grievance procedure.
 - k. Performing other duties as assigned.

The designated compliance coordinators will not have other job responsibilities that may create a conflict of interest with their coordinator responsibilities.

7. Preventive Measures:

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas (B.6.a-g) identified in the Training section, above.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Date of Adoption: [Insert Date]

**Complaint Form
Discrimination, Harassment or Retaliation**

The [Name] Public School District does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This complaint form is to be used when a person has a complaint related to discrimination, harassment or retaliation on such bases in regard to employment or the programs and activities of the school district.

Refer to Board Policy 4003 and/or 5401 for the particulars of the complaint and grievance process. You may attach additional materials to this form if needed.

The applicable coordinator may be contacted if you have questions about filling out this complaint form:
Students: [Name of Director], Director of Student Services [or other title], [Street Address], [City], NE [Zip Code] (____) ____-____ ([Email Address]).
Employees and Others: [Name of Director], Human Resources Director [or other title], [Street Address], [City], NE [Zip Code] (____) ____-____ ([Email Address]).

Name: _____ Date: _____

(1) Description of the complaint: _____

_____.

(2) Names of any witnesses to the matter being complained about: _____
_____.

(3) Identify and attach any document supporting the complaint: _____
_____.

(4) Confidentiality: I ___ do___ do not give consent to my identity being shared with the person(s) against whom I am complaining. If I do not give consent, I understand that the investigation may be hindered, but that the District will nonetheless investigate and take prompt and effective action to remediate the concerns I have raised, if appropriate.

_____.

(5) Relief requested (what I want done in response to this complaint):

_____.

The undersigned states: The facts in this complaint are true to the best of my knowledge, information and belief. I give permission for an investigation to be made into this complaint. I understand that the District will take steps to prevent me being retaliated against for filing this complaint, that I am to notify the District if any such retaliation occurs, and that the District will take prompt and strong responsive action if retaliation occurs.

Received by: _____ Signature: _____
Date: _____

InstructionEqual Opportunity: Instruction Program

The school district pledges itself to avoid discriminatory actions, and seeks to foster good human and educational relations which help to attain:

1. Equal rights and opportunities for students and employees in the school community.
2. Equal opportunity for all students to participate in the instructional program of the schools.
3. Continual study and development of curricula toward improving human relations and understanding and appreciating cultural differences.
4. Frequent training opportunities for improving staff responsiveness to educational and social needs.
5. Opportunities in educational programs which are broadly available to pupils which are not solely based upon sex, disability, race, color, religion, ~~us creed~~, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status~~national origin, sex or disability~~.

Date of Adoption: [Insert Date]

New Construction and Improvements to Existing BuildingsDesign-Build Under the Political Subdivisions Construction Alternatives Act, Neb. Rev. Stat. Sec. 13-2901 et seq.

1. **Introduction:** The School District is authorized to enter into Design-Build Contracts for School District construction projects by adhering to the procedures set forth in the Political Subdivisions Construction Alternatives Act, Neb. Rev. Stat. Section 13-2901 et seq. (the “Act”). Pursuant to the Act, the Board of Education hereby adopts the following policies for entering into a Design-Build Contract and the general terms of such contract.

2. **Terms Defined:**

A. “Design-Build Contract” means a contract developed under the terms and conditions of this policy which is subject to qualification-based selection between the School District and a Design-Builder to furnish (a) architectural, engineering, and related design services for a construction project pursuant to the Act, and (b) labor, materials, supplies, equipment, and construction services for a construction project pursuant to the Act.

B. “Design-Builder” means the legal entity which proposes to enter into a Design-Build Contract pursuant to the Act and this policy.

C. “Letter of Interest” means a statement indicating interest to enter into a Design-Build Contract for a project pursuant to the Act and this policy.

D. “Performance-Criteria Developer” means any person licensed or any organization issued a certificate of authorization to practice architecture or engineering pursuant to the Nebraska Engineers and Architects Regulation Act, Neb. Rev. Stat. Sections 81-3401 et seq., who is selected by the School District to assist the School District in the development of Construction Project Performance Criteria, Requests for Proposals, evaluation of Proposals, evaluation of the construction under a Design-Build Contract to determine adherence to the Project Performance Criteria, and any additional services requested by the School District to represent its interests in relation to a construction project.

E. “Project Performance Criteria” means the performance requirements of the construction project suitable to allow the Design-Builder to make a Proposal. Performance requirements include the following, if required by the construction project: capacity, durability, standards, ingress and egress requirements, description of the site, surveys, soil and environmental information concerning the site, interior space requirements, material quality standards, design and construction schedules, site development requirements, provisions for utilities, storm water retention and disposal, parking requirements, applicable governmental code requirements, and other criteria for the intended use of the construction project.

F. “Proposal” means an offer in response to a Request for Proposals by a Design-Builder to enter into a Design-Build Contract for a School District construction project pursuant to the Act and this policy.

G. “Qualification-Based Selection Process” means a process of selecting a Design-Builder based first on the qualifications of the Design-Builder and then on the Design-Builder’s proposed approach to the design and construction of the School District construction project.

H. “Request for Letters of Interest” means the documentation or publication by which the School District solicits Letters of Interest.

I. “Request for Proposals” means the documentation by which the School District solicits Design-Builder Proposals.

3. ***Board Selection of Design-Build Method and Process and Direction to Prepare Request for Proposals:*** The Board of Education of the School District shall adopt a resolution to select the Design-Build under the Act as the method and process of construction delivery of the specific project and authorize and direct the School District Administration in conjunction with the Performance-Criteria Developer retained for the specific project to prepare a Request for Proposals in accordance with the Act and this policy. The resolution shall require the affirmative vote of at least two-thirds (2/3rds) of the Board of Education.

4. ***Procedures for Selecting and Hiring a Performance-Criteria Developer:*** Prior to proceeding with any School District construction project using the Design-Builder method under the Act, the School District shall retain the services of a Performance-Criteria Developer under the following procedures:

A. In the event that the estimated fee for the professional services of a Performance-Criteria Developer is less than Forty Thousand Dollars (\$40,000), the School District shall informally solicit proposals or statements of qualifications from persons licensed or organizations issued a certificate of authorization to practice architecture or engineering pursuant to the Nebraska Engineers and Architects Regulation Act, Neb. Rev. Stat. Section 81-3401 et seq., and select a Performance-Criteria Developer that, in the sole opinion of the School District, is best suited to the specific School District construction project. The School District shall negotiate and enter into a written Performance-Criteria Developer contract with the selected person/firm.

B. In the event that the estimated fee for the professional services of a Performance-Criteria Developer exceeds Forty Thousand Dollars (\$40,000), the School District shall select a Performance-Criteria Developer based on the following procedures, which are to be consistent with the Nebraska Consultants’ Competitive Negotiation Act, Neb. Rev. Stat. Section 81-1700 et seq.

(1) Public notice of a request for qualifications for the position of Performance-Criteria Developer shall be given in a manner consistent with School District policy. In addition, known persons and/or firms engaged in the lawful practice of their profession who desire to provide professional services will be encouraged to submit a proposal or statement of qualifications.

(2) Proposals or statements of qualifications shall be objectively evaluated and discussions with qualified persons/firms shall be conducted regarding the person's/firm's qualifications, approach to the project, and ability to furnish the services of performance-criteria developer. If necessary, person(s)/firm(s) may be asked to provide public presentations.

(3) Qualified persons/firms shall be ranked in order of preference after considering such factors as (i) the ability of professional personnel, (ii) past performance, (iii) willingness to meet time and budget requirements, (iv) location, recent, current and projected workloads of the persons/firms, and (v) the volume of work previously awarded to the person/firm.

(4) The School District shall attempt to negotiate a Performance-Criteria Developer contract with the highest ranked qualified person/firm and may enter into a Performance-Criteria Developer contract after negotiations. If the School District is unable to negotiate a satisfactory contract with the highest ranked person/firm, the [Name] Public School District may terminate negotiations with that person/firm. The [Name] Public School District may then undertake negotiations with the second highest ranked person/firm and may enter into a performance-criteria developer contract after negotiations. If the Board of Education is unable to negotiate a satisfactory contract with the second highest ranked person/firm, the Board may undertake negotiations with the third highest ranked person/firm, if any, and may enter into a performance-criteria developer contract after negotiations.

C. The procedures in subparagraphs A and B above shall include the requirement that the Performance-Criteria Developer (a) is a person licensed or an organization issued a certificate of authorization to practice architecture or engineering in the State of Nebraska pursuant to the Engineers and Architects Regulation Act, Neb. Rev. Stat. Section 81-3401 et seq., (b) is ineligible to be included as a provider of any services in a Proposal as a Design-Builder for the construction project on which it has acted as Performance-Criteria Developer, and (c) is not employed by or does not have a financial or other interest in a Design-Builder who will submit a Proposal.

D. The Procedure shall also provide that the Performance-Criteria Developer shall assist the School District in the development of project Performance Criteria, Letters of Interest, Requests for Proposals, evaluation of the Proposals, evaluation of design and construction under the Design-Build Contract to determine adherence to the Performance Criteria, and any additional services requested by the School District to represent its interests in relation to the construction project.

5. ***Procedures for the Preparation and Content of Request for Letters of Interest and Procedures and Standards to be Used to Prequalify Design-Build Candidates:*** The School District shall prepare and issue a Request for Letters of Interest for the position of Design-Builder under the Act and in accordance with this section and shall prequalify Design-Builders on the basis of Letter of Interest responses received from such firms submitted in accordance with this section.

A. The Request for Letters of Interest shall be (a) published in a newspaper of general circulation within the School District at least thirty (30) days prior to the deadline for receiving Letters of Interest and (b) sent by first-class mail to any Design-Builder upon request.

B. The Request for Letters of Interest shall include, at a minimum, a description the School District construction project in sufficient detail to permit a Design-Builder to submit a Letter of Interest, which may include a description of the scope and nature of the construction project, the project site, the schematic design (if any has been prepared), the preliminary project schedule and estimated budget.

C. Letters of Interest shall be reviewed by the School District, in consultation with the Performance-Criteria Developer. The School District will evaluate prospective Design-Builders based on the information submitted to the School District in the Letters of Interest.

D. The School District shall select as prequalified at least three (3) prospective Design-Builders who submitted Letters of Interest; provided that if only two (2) Design-Builders have submitted Letters of Interest, the School District shall select as prequalified at least two (2) prospective Design-Builders. The selected Design-Builders then shall be considered prequalified and eligible to receive a Request for Proposals.

6. ***Procedures for the Preparation and Content of Request for Proposals:*** The School District shall prepare the Request for Proposals for the position of Design-Builder under the Act and in accordance with this section. The Request for Proposals shall be sent only to the prequalified Design-Builders. At least thirty (30) days prior to the deadline for receiving and opening Proposals, notice of the Request for Proposals shall be published in a newspaper of general circulation within the School District and filed with the State Department of Education. The Request for Proposals shall include, at a minimum, the following components:

A. The Notice of the Request for Proposals.

B. An Invitation to submit Proposals. Such invitation shall (1) identify the School District as the project owner, (2) contain the day and hour upon which such Proposals are due and shall be received; (3) that Proposals shall be sealed; (4) that Proposals shall not be opened until expiration of the time allowed for submitting Proposals; and (5) the hour at which such Proposals shall be opened in the presence of the proposers, or representatives of the proposers.

C. These Policies adopted by the School District;

D. A project statement, which contains information about the scope and nature of the project, the project site, the schedule, and the estimated construction budget and other budget parameters.

E. The Project Performance Criteria.

F. Instructions to prospective Design-Builder firms, which shall state that the following requirements, at a minimum, must be contained in any submitted Proposal:

(1) A description of the Design-Builder's project team and organization of such team;

Proposals;

- (2) Fee proposal, if required by the School District as part of the Request for

- (3) A description of the limitations, if any, on expenses to be reimbursed;

- (4) Proof of insurance coverage and bonding required by law and the Construction Manager at Risk Contract;

- (5) A written statement of the Design-Builder's proposed approach to the design and construction of the project, which may include graphic materials illustrating the proposed approach to design and construction but shall not include price proposals;

- (6) A written acknowledgement that the Design-Builder agrees to the following conditions:

- (i) an architect or engineer licensed to practice in Nebraska will participate substantially in those aspects of the offering which involve architectural or engineering services;

- (ii) at the time of the design-build offering, the Design-Builder will furnish to the School District a written statement identifying the architect or engineer who will perform the architectural or engineering work for the design-build project;

- (iii) the architect or engineer engaged by the Design-Builder to perform the architectural or engineering work with respect to the design-build project will have direct supervision of such work and may not be removed by the Design-Builder prior to the completion of the project without the written consent of the School District;

- (iv) a Design-Builder offering design-build services with its own employees who are design professionals licensed to practice in Nebraska will (a) comply with the Engineers and Architects Regulation Act by procuring a certificate of authorization to practice architecture or engineering and (b) submit proof of sufficient professional liability insurance; and (c) the rendering of architectural or engineering services by a licensed architect or engineer employed by the Design-Builder will conform to the Engineers and Architects Regulation Act and rules and regulations adopted under the act;

G. Information of pre-Proposal conference, if any required, and attendance requirements at such conference.

H. Proposal procedures, including:

- (1) Questions and clarification or interpretations of the Proposal documents;

- (2) Method of handling addenda to Proposal documents;

- (3) Procedure for modification or withdrawal of Proposals;

(4) Proposal due date and opening including date, time, location and methods of submittal of Proposals;

I. Evaluation procedure, including the criteria for evaluation of Proposals, the relative weight of each criterion, the interview process, the contract negotiation process and the contract execution process.

J. The proposed Agreement between the School District and the Design-Builder, including General Conditions of the Contract for Construction. Such Agreement may set forth an initial determination of the manner by which the Design-Builder selects any subcontractor and may require that any work subcontracted be awarded by competitive bidding.

K. Payment and performance bonds and guaranteed maximum price bond requirements for the Design-Builder;

L. Insurance requirements, which shall provide that the Design-Builder shall purchase from and maintain in a company or companies lawfully authorized to do business in the State of Nebraska such insurance as will protect the Design-Builder from claims which may arise out of or result from the Design-Builder's operations under the contract and for which the Design-Builder may be legally liable, whether such operations be by the Design-Builder or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable.

M. Special notice requirements, if any, which may include but not be limited to the following:

(1) THIS PROJECT IS BEING CONDUCTED UNDER AND IS SUBJECT TO THE PROVISIONS OF THE POLITICAL SUBDIVISIONS CONSTRUCTION ALTERNATIVES ACT, Neb. Rev. Stat. Sec. 13-2901 et. seq.

(2) This School District is an equal opportunity institution and actively recruits well-qualified and diverse individuals and firms, including women and minorities, for architectural and engineering services and for contractor services. The School District requires that all responders/bidders/proposers for public work provide written assurances, affirm and agree that (a) they are an equal opportunity employer, (b) they actively recruit a well-qualified and diverse group of employees and subcontractors, including women and minorities, and (c) if selected, they will actively continue and implement this policy throughout any awarded public work. The School District or any of its responders/bidders/proposers for public work shall not discriminate against any employee or applicant for employment or subcontractor by reason of sex, disability, race, color, religion, veteran status, national or ethnic origin, religionage, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected statussex, age, disability or sexual orientation.

(3) By submitting a Proposal, each proposer agrees to waive any claim it has, or may have, against the School District and the Architects retained by the School District, and their respective employees, arising out of, or in connection with, the administration, evaluation, or

recommendation of any Proposal; waiver of any requirements under the Proposal Documents; or the Contract Documents; acceptance or rejection of any Proposals; and award of the Contract.

(4) The School District reserves the right (a) to terminate the Proposal process at any time; (b) to reject any or all Proposals; and (c) to waive formalities and minor irregularities in the Proposals received.

(5) The School District reserves the right to conduct a pre-award survey of any firm under consideration to confirm any of the information furnished by the firm or to require other evidence of managerial, financial, technical and other capabilities, the positive establishment of which is determined by the School District to be necessary for the successful performance of the contract.

(6) The proposing firm's signature on the Proposal is the proposing firm's guarantee that the content of the Proposal has been arrived at without collusion with other eligible prospering firm or firms and without effort to preclude the School District from obtaining the lowest competitive price.

N. Other information, which may include the following:

(1) A description of the general scope of services to be provided by the Design-Builder.

(2) Project financing phase informational services, if any;

(3) Pre-construction phase services including consultation of design, materials and systems, long lead items, contractor availability and recruitment, preliminary project schedule and preliminary cost estimation, and review of construction documents and conduct value engineering assessments with respect to constructability, material and construction techniques and building systems, sequencing of construction, separation or combining of bid packages.

(4) Cost estimation and preliminary guaranteed maximum price submittals to the School District;

(5) Construction administration and supervision services including identification and preparation of bid packages, recruitment and prequalification of prospective proposers for such bid packages, conduct of bid process for each bid package, review of and recommendations to the School District with regard to Proposals submitted, and administration of construction contracts, day-to-day supervision of the work with a qualified site superintendent and project manager;

7. ***Procedures for Preparing and Submitting Proposals:*** Only Design-Builders prequalified under this policy may submit Proposals. The School District only will accept, consider and evaluate Proposals submitted by prequalified Design-Builders and will not accept, consider or evaluate any Proposals submitted by firms not prequalified. Proposals submitted by interested Design-Builder firms must include all of the elements required by the Request for Proposals.

Proposals shall be required to be submitted in the form and method specified in the Request for Proposals, as determined by the School District. All Proposals must be submitted on or before the time and date and at the location specified in the Request for Proposals. All submitted Proposals become the property of the School District. Proposals must also contain the following certification or substantially similar language:

The proposer provides written assurances, affirms and agrees that (a) the proposer is an equal opportunity employer, (b) the proposer actively recruits a well-qualified and diverse group of employees and subcontractors, including women and minorities, and (c) if selected, the proposer will actively continue and implement this policy throughout any awarded public work. The proposers shall not discriminate against any employee or applicant for employment or subcontractor by reason of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, religion, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected statuses~~sex, age, disability or sexual orientation.~~

8. ***Procedures for Evaluating Proposals in Accordance with Neb. Rev. Stat. Sections 13-2908 and 13-2911:*** The School District shall evaluate and rank each Proposal on the basis of best meeting the criteria in the Request for Proposals and taking into consideration the recommendation of the selection committee pursuant to Neb. Rev. Stat. Sec. 13-2911 and this section.

A. Referral to Selection Committee: In evaluating Proposals in accordance with Neb. Rev. Stat. Sec. 13-2908, the School District shall refer the proposals for recommendation to a selection committee.

B. Make-up of Selection Committee: The selection committee shall be a group of at least five (5) persons designated by the School District. Members of the selection committee shall include at least one (1) person from each of the following groups:

- (1) A member or members of the Board of Education;
- (2) A member or members of School District administration and/or staff;
- (3) The Performance-Criteria Developer;
- (4) A person having special expertise relevant to selection of a Construction Manager under the Act; and

(5) A resident of the School District other than an individual included in subdivisions (1) through (4) of this subsection.

C. Members No Pecuniary Interest: A member of the selection committee designated under subdivision (4) or (5) of this subsection shall not be employed by or have a financial or other interest in a Design-Builder who has a Proposal being evaluated and shall not be employed by the School District or the Performance-Criteria Developer.

D. Evaluation Criterion: The selection committee and the School District shall evaluate Proposals taking into consideration the criteria enumerated in subdivisions (1) through (8) of this subsection, with the maximum percentage of total points for evaluation which may be assigned to each criterion set forth following the criterion. The following criteria shall be evaluated, when applicable:

No.	Evaluation Criteria	Maximum Percent Value
1	The financial resources of the Design-Builder to complete the project.	Ten percent (10%) of total points
2	The ability of the proposed personnel of the Design-Builder to perform.	Thirty percent (30%) of total points
3	The character, integrity, reputation, judgment, experience, and efficiency of the Design-Builder.	Thirty percent (30%) of total points
4	The quality of performance on previous projects.	Thirty percent (30%) of total points
5	The ability of the Design-Builder to perform within the time specified.	Thirty percent (30%) of total points
6.	The previous and existing compliance of the Design-Builder with laws relating to the contract.	Ten percent (10%) of total points
7.	OPTIONAL – The ability and resources of the Design-Builder to recruit qualified contractors for the Project, including but not limited to local contractors.	Twenty percent (20%) of total points
8.	OPTIONAL – The Design-Builder’s proposed efforts schedule for the Project.	Twenty percent (20%) of total points
	TOTAL (No more than 100%).	100%

E. Determination of Evaluation Criteria Percentage Values: The Board of Education, in the resolution adopted to select the Design-Builder under the Act as the method and process of construction delivery of the specific project, shall identify and describe the exact percentage of total points for each of the evaluation criteria described above, ensuring that the total percentage does not exceed 100%.

F. Examination of Proposals: Following the opening of the Proposals, the selection committee will examine the Proposals and supporting documentation submitted by all candidates. The evaluation of the Design-Builder for the Project shall be based upon a careful and objective consideration of the Proposals and the ability of each firm submitting a Proposal to perform the

services described in the Request for Proposals and the requirements of any federal, state, local laws and regulations and School District policies and regulations that are applicable to the Project.

G. Interviews of Candidates: To further assist the selection committee in evaluating each Proposal to determine which candidate best meets the criteria in the Request for Proposals, the selection committee and the Board of Education may, at either's election, determine to interview such candidate(s).

H. Recommendation of Selection Committee to Board of Education: After examining and evaluating all Proposals and interviewing selected candidate(s), if elected, the selection committee shall rank each Proposal on the basis of best meeting the Proposal evaluation criteria. The selection committee shall make a formal, written recommendation to the Board of Education based on the highest ranking Proposal. The selection committee shall provide to the Board of Education the full rankings.

I. Records of Selection Committee: The selection committee shall keep and maintain permanent records of the selection committee proceedings including, but not limited to, records of the minutes of meetings, and documentation received or disclosed in open session of the meetings. The selection committee shall appoint a board member or district employee to keep the minutes of the selection committee meetings. The minutes of each meeting shall include as a minimum the following items: a record of the date, time, place, members present, action taken and the vote of each member. The records of the selection committee shall be placed on public file with the central administration office. The records of the selection committee in evaluating Proposals and making recommendations shall be considered public records for purposes of section 84-712.01.

J. Board of Education Action. After receiving the formal recommendation of the Selection Committee, the Board of Education shall examine the Proposals and supporting documentation submitted by all proposing Design-Builder candidates. Each Proposal will be evaluated and ranked by the Board of Education on the basis of best meeting the evaluation criteria in the Request for Proposals and taking into consideration the recommendation of the selection committee.

K. Rejection of Proposals: The School District shall have the right to reject any and all Proposals. The School District may subsequently solicit new Proposals using the same or different project performance criteria.

9. ***Procedures for Design-Builder Contract Negotiations:***

A. The School District may only proceed to negotiate and enter into a Design-Build Contract if there are at least two (2) proposals from pre-qualified Design-Builders.

B. Negotiations with Highest Ranked Design-Builder: The School District shall attempt to negotiate a Design-Build Contract with the highest ranked Design-Builder and may enter into a Design-Build Contract after negotiations. The negotiations shall include a final determination of the manner by which the Design-Builder selects a subcontractor.

C. Negotiations with Second Highest Ranked Design-Builder: If the School District is unable to negotiate a satisfactory contract with the highest ranked Design-Builder, the School District may terminate negotiations with that Design-Builder. The School District may then undertake negotiations with the second highest ranked Design-Builder and may enter into a Design-Build Contract after negotiations. If the School District is unable to negotiate a satisfactory contract with the second highest ranked Design-Builder, the School District may undertake negotiations with the third highest ranked Design-Builder, if any, and may enter into a Design-Build Contract after negotiations.

D. Requirement of Execution of Written Contract: No contractual rights shall be created between the Design-Builder and the School District until a written contract has been negotiated, agreed upon, approved by the Board of Education of the School District, and executed by all parties thereto.

E. Filing of Design-Build Contract: The School District shall file a copy of all Design-Build Contract documents with the State Department of Education within thirty (30) days after their full execution. Within thirty (30) days after completion of the project, the Design-Builder shall file a copy of all contract modifications and change orders with the department.

F. Unsuccessful Negotiations with Design-Build Candidates: If the School District is unable to negotiate a satisfactory contract with any of the ranked Design-Builders, the School District may either revise the Request for Proposals and solicit new proposals or cancel the Request for Proposals process.

G. Modification of Design-Build Contract: A Design-Build Contract may be conditioned upon later refinements in scope and price and may permit the School District in agreement with the Design-Builder to make changes in the project without invalidating the contract. Later refinements shall not exceed the scope of the project statement contained in the Request for Proposals.

10. ***Procedures for Filing and Acting on Formal Protests Relating to the Solicitation or Execution of the Design-Build Contract:***

A. Protest Relation to Solicitation:

(1) A Design-Builder seeking to protest the policies adopted by the Board of Education pursuant to the Act, and the form or content of the Request for Letters of Interest or the form or content of the Request for Proposals promulgated by the School District, or the notice of the Request for Letters of Interest or the Request for Proposals, or any prequalification or pre-Proposal process or procedures, must file such protest within fourteen (14) calendar days from the date of the publication of the notice of the Letters of Interest or Request for Proposals, as the case may be.

(2) A Design-Builder candidate seeking to protest the Letters of Interest or Proposal opening process used by the School District must file such protest within seven (7) calendar days from the date of the Letters of Interest or Proposal opening, as the case may be.

(3) A Design-Builder candidate seeking to protest the process and procedures used by the selection committee in evaluating and/or ranking the Design-Builder candidates must file such protest within seven (7) calendar days from the date the selection committee makes its recommendation to the Board of Education or the Board of Education's acceptance of the recommendation of the selection committee.

B. Negotiation or Execution of Design-Build Contract: A Design-Builder candidate seeking to protest the process and procedures used by the School District in the negotiation or execution of the Design-Build Contract must file such protest within seven (7) calendar days from the date the Board of Education takes action to approve the Design-Build Contract.

C. Form and Filing of Protests: All protests under this subparagraph shall be filed with the Office of the Superintendent of Schools during normal business hours. Such protest must be in writing and received at or before the close of business on the last day provided for the receipt of such proposals. For purposes of this paragraph the term "received" shall mean the actual in hand receipt of all protests and attendant documents. Facsimile transmittals, e-mail or other electronic or telephonic transmittals shall not be accepted and receipt of protest documents, or change in protest documents, in such manner will not be accepted. Protests shall be public records, and shall not be considered proprietary and confidential.

D. Action on Protests: The Board of Education shall take action on any protest filed pursuant to subparagraph A and B above within Forty-five (45) days of receipt of such protest, and shall provide the decision of the Board of Education in writing to the protesting party.

11. Procedures for the Evaluation of Construction Under the Design-Build Contract by the Performance-Criteria Developer to Determine Adherence to the Performance Criteria: The Performance-Criteria Developer shall be the School District's representative for purposes of evaluating the design and construction under the Design-Build Contract to determine adherence by the Design-Builder to the Project Performance Criteria established for the project. The procedures to be followed by the School District, Performance-Criteria Developer and the Design-Builder for purposes of such evaluation shall be as follows:

A. The Performance-Criteria Developer shall review and evaluate the construction methods and materials, including any shop drawings and submittals, used by the Design-Builder to determine adherence with the Project Performance Criteria.

B. The Performance-Criteria Developer shall be a representative of and shall advise and consult with the School District during the performance of the Design-Build Contract by the Design-Builder. The Performance-Criteria Developer shall have authority to act on behalf of the School District with regard to any issue arising regarding the performance of the Design-Build Contract by the Design-Builder. The Design-Builder shall provide the Performance-Criteria Developer with copies of all construction documents, including, but not limited to, all plans and specifications, shop drawings, requests for information from contractors, and warranties for equipment and materials.

C. The Performance-Criteria Developer, as a representative of the School District shall visit the site at intervals appropriate to the stage of the Design-Build Contractor's operations, when services are needed or necessary, or as otherwise directed by the School District (1) to become familiar with and to keep the School District informed about the progress and quality of the portion of the work completed, (2) to guard the School District against defects and deficiencies in the work, and (3) to determine in general if the work is being performed in a manner establishing that the work, when fully completed, will be in accordance with the performance criteria for the project.

D. The Performance-Criteria Developer shall be responsible for the Performance-Criteria Developer's negligent acts or omissions and those of the Performance-Criteria Developer's personnel providing services, but shall not have control over or charge of and shall not be responsible for acts or omissions of the Design-Builder, subcontractors, or their agents or employees, or of any other persons or entities performing portions of the work.

E. The Performance-Criteria Developer shall at all times have access to the work wherever it is in preparation or progress.

F. The School District shall endeavor to communicate with the Design-Builder through or in conjunction with the Performance-Criteria Developer about matters arising out of or relating to the project.

G. Upon issuance by the Design-Builder of a certificate of substantial completion, the Performance-Criteria Developer shall conduct a final inspection and evaluation of the project to confirm that all components of the work have been completed in accordance with the performance criteria established for the project.

Legal Reference: Political Subdivisions Construction Alternatives Act, Neb. Rev. Stat. Sec. 13-2901 et seq.; Nebraska Consultants' Competitive Negotiation Act, Neb. Rev. Stat. Sec. 81-1701 et seq.; and Sec. 84-712

Date of Adoption: [Insert Date]

New Construction and Improvements to the Existing BuildingsConstruction Management at Risk Under the Nebraska Political Subdivisions Construction Alternatives Act, Neb. Rev. Stat. Section 13-2901, et. seq.

1. ***Introduction:*** The School District is authorized to enter into Construction Management at Risk Contracts for School District construction projects by adhering to the procedures set forth in the Political Subdivisions Construction Alternatives Act, Neb. Rev. Stat. Section 13-2901 et seq. (the "Act"). Pursuant to the Act, the Board of Education hereby adopts the following policies for entering into a Construction Management at Risk Contract and the general terms of such contract.

2. ***Terms Defined:***

A. "Construction Management at Risk Contract" means a contract developed under the terms and conditions of this policy by which a construction manager (a) assumes the legal responsibility to deliver a construction project within a contracted price to the School District, (b) acts as a construction consultant to the School District during the design phase of the project when the School District's architect or engineer designs the project, and (c) is the builder during the construction phase of the project, subject to the School District's bidding requirements established by this policy and other School District policies, and the Construction Management at Risk Contract.

B. "Construction Manager" means the legal entity which proposes to enter into a Construction Management at Risk Contract pursuant to the Act and this policy.

C. "Proposal" means an offer in response to a Request for Proposals by a Construction Manager to enter into a Construction Management at Risk Contract for a School District construction project pursuant to the Act and this policy.

D. "Request for Proposals" means the documentation by which the School District solicits Construction Manager Proposals.

3. ***Board Selection of Construction Manager at Risk Method, and Process and Direction to Prepare Request for Proposals:*** The Board of Education of the School District shall adopt a resolution to select the Construction Manager under the Act as the method and process of construction delivery of the specific project and authorize and direct the School District Administration in conjunction with the architecture or engineering firm retained for the specific project to prepare a Request for Proposals in accordance with the Act and this policy. The resolution shall require the affirmative vote of at least two-thirds (2/3rds) of the Board of Education.

4. ***Duties of Architect and/or Engineer for the Project:*** Prior to proceeding with any School District construction project using the Construction Manager method under the Act, the School District shall retain the services of an architect and/or engineer, pursuant to the Nebraska Engineers and Architects Regulation Act, Neb. Rev. Stat. Section 81-3401 et seq., for such construction project, to provide design services including the preparation of plans, specifications, and estimates, and observe construction. Additionally, such architect and/or engineer services shall include assistance, consultation and participation in preparing the Request for Proposals, evaluation of

Proposals received for the Construction Manager position, and participation on the selection committee for the Construction Manager provided for in the Act and this policy.

5. ***Procedures for the Preparation and Content of Request for Proposals:*** The School District shall prepare the Request for Proposals for the position of Construction Manager under the Act and in accordance with this section. At least thirty (30) days prior to the deadline for receiving and opening Proposals, notice of the Request for Proposals shall be published in a newspaper of general circulation within the School District and filed with the State Department of Education. The Request for Proposals shall include, at a minimum, the following components:

- A. The Notice of the Request for Proposals.
- B. An Invitation to submit Proposals. Such invitation shall (1) identify the School District as the project owner, (2) contain the day and hour upon which such Proposals are due and shall be received; (3) that Proposals shall be sealed; (4) that Proposals shall not be opened until expiration of the time allowed for submitting Proposals; and (5) the hour at which such Proposals shall be opened in the presence of the proposers, or representatives of the proposers.
- C. These Policies adopted by the School District;
- D. General information about the project which will assist the School District in its selection of the Construction Manager.
- E. A project statement, which contains information about the scope and nature of the project, the project site, the schedule, and the estimated construction budget.
- F. Instructions to prospective Construction Manager firms, which shall state that the following requirements, at a minimum, must be contained in any submitted Proposal:
 - (1) A description of the Construction Manager's project team and organization of such team;
 - (2) Fee proposal, if required by the School District as part of the Request for Proposals;
 - (3) A description of the limitations, if any, on expenses to be reimbursed;
 - (4) Proof of insurance coverage and bonding required by law and the Construction Manager at Risk Contract;
- G. Information of pre-Proposal conference, if any required, and attendance requirements at such conference.
- H. Proposal procedures, including:
 - (1) Questions and clarification or interpretations of the Proposal documents;
 - (2) Method of handling addenda to Proposal documents;

(3) Procedure for modification or withdrawal of Proposals;

(4) Proposal due date and opening including date, time, location and methods of submittal of Proposals;

I. Evaluation procedure, including the criteria for evaluation of Proposals, the relative weight of each criterion, the interview process, the contract negotiation process and the contract execution process.

J. The proposed Agreement between the School District and the Construction Manager, including General Conditions of the Contract for Construction where the Construction Manager is at risk. Such Agreement may set forth an initial determination of the manner by which the construction manager selects any subcontractor and may require that any work subcontracted be awarded by competitive bidding.

K. Payment and performance bonds and guaranteed maximum price bond requirements for the Construction Manager;

L. Insurance requirements, which shall provide that the Construction Manager shall purchase from and maintain in a company or companies lawfully authorized to do business in the State of Nebraska such insurance as will protect the Construction Manager from claims which may arise out of or result from the Construction Manager's operations under the contract and for which the Construction Manager may be legally liable, whether such operations be by the Construction Manager or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable.

M. Special notice requirements, if any, which may include but not be limited to the following:

(1) THIS PROJECT IS BEING CONDUCTED UNDER AND IS SUBJECT TO THE PROVISIONS OF THE POLITICAL SUBDIVISIONS CONSTRUCTION ALTERNATIVES ACT, Neb. Rev. Stat. Sec. 13-2901 et. seq.

(2) This School District is an equal opportunity institution and actively recruits well-qualified and diverse individuals and firms, including women and minorities, for architectural and engineering services and for contractor services. The School District requires that all responders/bidders/proposers for public work provide written assurances, affirm and agree that (a) they are an equal opportunity employer, (b) they actively recruit a well-qualified and diverse group of employees and subcontractors, including women and minorities, and (c) if selected, they will actively continue and implement this policy throughout any awarded public work. The School District or any of its responders/bidders/proposers for public work shall not discriminate against any employee or applicant for employment or subcontractor by reason of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status~~race, color, national origin, religion, marital status, sex, age, disability or sexual orientation.~~

(3) By submitting a Proposal, each proposer agrees to waive any claim it has, or may have, against the School District and the Architects retained by the School District, and their respective employees, arising out of, or in connection with, the administration, evaluation, or recommendation of any Proposal; waiver of any requirements under the Proposal Documents; or the Contract Documents; acceptance or rejection of any Proposals; and award of the Contract.

(4) The School District reserves the right (a) to terminate the Proposal process at any time; (b) to reject any or all Proposals; and (c) to waive formalities and minor irregularities in the Proposals received.

(5) The School District reserves the right to conduct a pre-award survey of any firm under consideration to confirm any of the information furnished by the firm or to require other evidence of managerial, financial, technical and other capabilities, the positive establishment of which is determined by the School District to be necessary for the successful performance of the contract.

(6) The proposing firm's signature on the Proposal is the proposing firm's guarantee that the content of the Proposal has been arrived at without collusion with other eligible prospering firm or firms and without effort to preclude the School District from obtaining the lowest competitive price.

N. Other information, which may include the following:

(1) A description of the general scope of services to be provided by the Construction Manager.

(2) Project financing phase informational services, if any;

(3) Pre-construction phase services including consultation of design, materials and systems, long lead items, contractor availability and recruitment, preliminary project schedule and preliminary cost estimation, and review of construction documents and conduct value engineering assessments with respect to constructability, material and construction techniques and building systems, sequencing of construction, separation or combining of bid packages.

(4) Cost estimation and preliminary guaranteed maximum price submittals to the School District;

(5) Construction administration and supervision services including identification and preparation of bid packages, recruitment and prequalification of prospective proposers for such bid packages, conduct of bid process for each bid package, review of and recommendations to the School District with regard to Proposals submitted, and administration of construction contracts, day-to-day supervision of the work with a qualified site superintendent and project manager;

(6) Preparation and submittal of Guaranteed Maximum Price (GMP) for the project(s).

6. ***Procedures and Standards to be Used to Pre-qualify Construction Manager Candidates:*** The procedures and standards to be used to pre-qualify Construction Managers will be to evaluate prospective Construction Managers based upon the information submitted to the School District in response to the Request for Proposals, and an evaluation of such information by the selection committee based upon the criteria for evaluation of Proposals and the relative weight to be given each criterion.

7. ***Procedures for Preparing and Submitting Proposals:*** Proposals submitted by interested construction management firms must include all of the elements required by the Request for Proposals. Proposals shall be required to be submitted in the form and method specified in the Request for Proposals, as determined by the School District. All Proposals must be submitted on or before the time and date and at the location specified in the Request for Proposals. All submitted Proposals become the property of the School District. Proposals must also contain the following certification or substantially similar language:

The proposer provides written assurances, affirms and agrees that (a) the proposer is an equal opportunity employer, (b) the proposer actively recruits a well-qualified and diverse group of employees and subcontractors, including women and minorities, and (c) if selected, the proposer will actively continue and implement this policy throughout any awarded public work. The proposers shall not discriminate against any employee or applicant for employment or subcontractor by reason of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status~~race, color, national origin, religion, marital status, sex, age, disability or sexual orientation.~~

8. ***Procedures for Evaluating Proposals in Accordance with Neb. Rev. Stat. Sections 13-2910 and 13-2911:*** The School District shall evaluate and rank each Proposal on the basis of best meeting the criteria in the Request for Proposals and taking into consideration the recommendation of the selection committee pursuant to Neb. Rev. Stat. Section 13-2911 and this section.

A. Referral to Selection Committee: In evaluating Proposals in accordance with Neb. Rev. Stat. Section 13-2910, the School District shall refer the Proposals for recommendation to a selection committee.

B. Make-up of Selection Committee: The selection committee shall be a group of at least five (5) persons designated by the School District. Members of the selection committee shall include at least one (1) person from each of the following groups:

- (1) A member or members of the Board of Education;
- (2) A member or members of School District administration and/or staff;
- (3) A representative of the School District's architect or engineer;
- (4) A person having special expertise relevant to selection of a Construction Manager under the Act; and

(5) A resident of the School District other than an individual included in subdivisions (1) through (4) of this subsection.

C. **Members No Pecuniary Interest:** A member of the selection committee designated under subdivision (4) or (5) of this subsection shall not be employed by or have a financial or other interest in a Construction Manager who has a Proposal being evaluated and shall not be employed by the School District.

D. **Evaluation Criterion:** The selection committee and the School District shall evaluate Proposals taking into consideration the criteria enumerated in subdivisions (1) through (8) of this subsection, with the maximum percentage of total points for evaluation which may be assigned to each criterion set forth following the criterion. The following criteria shall be evaluated, when applicable:

No.	Evaluation Criteria	Maximum Percent Value
1	The financial resources of the Construction Manager to complete the project.	Ten percent (10%) of total points
2	The ability of the proposed personnel of the Construction Manager to perform.	Thirty percent (30%) of total points
3	The character, integrity, reputation, judgment, experience, and efficiency of the Construction Manager.	Thirty percent (30%) of total points
4	The quality of performance on previous projects.	Thirty percent (30%) of total points
5	The ability of the Construction Manager to perform within the time specified.	Thirty percent (30%) of total points
6.	The previous and existing compliance of the Construction Manager with laws relating to the contract.	Ten percent (10%) of total points
7.	OPTIONAL – The ability and resources of the Construction Manager to recruit qualified contractors for the Project, including but not limited to local contractors.	Twenty percent (20%) of total points
8.	OPTIONAL – The Construction Manager’s proposed efforts schedule for the Project.	Twenty percent (20%) of total points
	TOTAL (No more than 100%).	100%

E. **Determination of Evaluation Criteria Percentage Values:** The Board of Education, in the resolution adopted to select the Construction Manager under the Act as the method and process of construction delivery of the specific project, shall identify and describe the exact percentage of total points for each of the evaluation criteria described above, ensuring that the total percentage does not exceed 100%.

F. Examination of Proposals: Following the opening of the Proposals, the selection committee will examine the Proposals and supporting documentation submitted by all candidates. The evaluation of the Construction Manager for the Project shall be based upon a careful and objective consideration of the Proposals and the ability of each firm submitting a Proposal to perform the services described in the Request for Proposals and the requirements of any federal, state, local laws and regulations and School District policies and regulations that are applicable to the Project.

G. Interviews of Candidates: To further assist the selection committee in evaluating each Proposal to determine which candidate best meets the criteria in the Request for Proposals, the selection committee and the Board of Education may, at either's election, determine to interview such candidate(s).

H. Recommendation of Selection Committee to Board of Education: After examining and evaluating all Proposals and interviewing selected candidate(s), if elected, the selection committee shall rank each Proposal on the basis of best meeting the Proposal evaluation criteria. The selection committee shall make a formal, written recommendation to the Board of Education based on the highest ranking Proposal. The selection committee shall provide to the Board of Education the full rankings.

I. Records of Selection Committee: The selection committee shall keep and maintain permanent records of the selection committee proceedings including, but not limited to, records of the minutes of meetings, and documentation received or disclosed in open session of the meetings. The selection committee shall appoint a board member or district employee to keep the minutes of the selection committee meetings. The minutes of each meeting shall include as a minimum the following items: a record of the date, time, place, members present, action taken and the vote of each member. The records of the selection committee shall be placed on public file with the central administration office. The records of the selection committee in evaluating Proposals and making recommendations shall be considered public records for purposes of section 84-712.01.

J. Board of Education Action. After receiving the formal recommendation of the selection committee, the Board of Education shall examine the Proposals and supporting documentation submitted by all proposing Construction Manager candidates. Each Proposal will be evaluated and ranked by the Board of Education on the basis of best meeting the evaluation criteria in the Request for Proposals and taking into consideration the recommendation of the selection committee.

K. Rejection of Proposals: The School District shall have the right to reject any and all Proposals. The School District may subsequently solicit new Proposals using the same or different project performance criteria.

9. ***Procedures for Construction Manager at Risk Contract Negotiations:***

A. Negotiations with Highest Ranked Construction Manager: The School District shall attempt to negotiate a Construction Management at Risk Contract with the highest ranked Construction Manager and may enter into a Construction Management at Risk Contract after

negotiations. The negotiations shall include a final determination of the manner by which the Construction Manager selects a subcontractor.

B. **Negotiations with Second Highest Ranked Construction Manager:** If the School District is unable to negotiate a satisfactory Construction Manager at Risk Contract with the highest ranked Construction Manager, the School District may terminate negotiations with that Construction Manager. The School District may then undertake negotiations with the second highest ranked Construction Manager and may enter into a Construction Management at Risk Contract after negotiations. If the School District is unable to negotiate a satisfactory Construction Manager at Risk Contract with the second highest ranked Construction Manager, the School District may undertake negotiations with the third highest ranked Construction Manager, if any, and may enter into a Construction Management at Risk Contract after negotiations.

C. **Requirement of Execution of Written Contract:** No contractual rights shall be created between the Construction Manager and the School District until a written contract has been negotiated, agreed upon, approved by the Board of Education of the School District, and executed by all parties thereto.

D. **Filing of Construction Manager at Risk Contract:** The School District shall file a copy of all Construction Management at Risk Contract documents with the State Department of Education within thirty (30) days after their full execution. Within thirty (30) days after completion of the project, the Construction Manager shall file a copy of all contract modifications and change orders with the department.

E. **Unsuccessful Negotiations with Construction Manager Candidates:** If the School District is unable to negotiate a satisfactory Construction Manager at Risk Contract with any of the ranked Construction Managers, the School District may either revise the Request for Proposals and solicit new Proposals or cancel the Request for Proposals process.

F. **Modification of Construction Manager at Risk Contract:** A Construction Management at Risk Contract may be conditioned upon later refinements in scope and price and may permit the School District in agreement with the Construction Manager to make changes in the project without invalidating the contract. Later refinements shall not exceed the scope of the project statement contained in the Request for Proposals.

10. *Procedures for Filing and Acting on Formal Protests Relating to the Solicitation or Execution of the Construction Manager at Risk Contract:*

A. **Protest Relation to Solicitation:**

(1) A Construction Manager candidate seeking to protest the policies adopted by the Board of Education pursuant to the Act and the form or content of the Request for Proposals promulgated by the School District, or the notice of the Request for Proposals, or any pre-Proposal process or procedures, must file such protest within fourteen (14) calendar days from the date of the publication of the notice of the Request for Proposals.

(2) A Construction Manager candidate seeking to protest the Proposal opening process used by the School District must file such protest within seven (7) calendar days from the date of the Proposal opening.

(3) A Construction Manager candidate seeking to protest the process and procedures used by the selection committee in evaluating and/or ranking the Construction Manager candidates must file such protest within seven (7) calendar days from the date the selection committee makes its recommendation to the Board of Education or the Board of Education's acceptance of the recommendation of the selection committee.

B. Negotiation or Execution of Construction Manager Contract: A Construction Manager candidate seeking to protest the process and procedures used by the School District in the negotiation or execution of the Construction Management at Risk Contract must file such protest within seven (7) calendar days from the date the Board of Education takes action to approve the Construction Management at Risk Contract.

C. Form and Filing of Protests: All protests under this subparagraph shall be filed with the Office of the Superintendent of Schools during normal business hours. Such protest must be in writing and received at or before the close of business on the last day provided for the receipt of such Proposals. For purposes of this paragraph the term "received" shall mean the actual in hand receipt of all protests and attendant documents. Facsimile transmittals, e-mail or other electronic or telephonic transmittals shall not be accepted and receipt of protest documents, or change in protest documents, in such manner will not be accepted. Protests shall be public records, and shall not be considered proprietary and confidential.

D. Action on Protests: The Board of Education shall take action on any protest filed pursuant to subparagraph A and B above within forty-five (45) days of receipt of such protest, and shall provide the decision of the Board of Education in writing to the protesting party.

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Community Relations

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Annual Report and School Improvement

The Superintendent shall prepare and distribute each year an Annual Report in accordance with Rule 10, Regulations and Procedures for the Legal Operation of Schools. The Annual Report shall be distributed to residents of the School District by the Superintendent distributing it to the members of the Board of Education and to the parents of students enrolled in the School District each school year and making it available to other residents. The report shall include information required by Rule 10. The results of the annual report shall be used to plan and make needed changes to improve instruction for all students. The report is to include:

- A. Student academic performance. The report shall include results of student success in achieving the state standards set forth in Appendices A through D of Rule 10 or local content standards approved by the Department, on a building basis. Individual test scores shall be kept confidential. If the school has fewer than ten students in the grades being reported, or if reporting would allow for the identification of students because they all had comparable scores, no public reports of student performance shall be provided for those grades.
- B. School system demographics.
- C. School improvement goals and progress.
- D. School system financial information.

The Superintendent shall further ensure that the School District implements a systematic on-going process that guides planning, implementation, and evaluation and renewal of school improvement activities to meet local and statewide goals and priorities. The school improvement process shall focus on improving student learning and include a periodic review by visiting educators who provide consultation to the local school/community in continued accomplishment of plans and goals. The school improvement process shall further include the following activities at least once within each five years:

- A. Review and update of the mission and vision statements.
- B. Collection and analysis of data about student performance, demographics, learning climate, and former high school students.
- C. Selection of improvement goals. At least one goal is directed toward improving student academic achievement.
- D. Development and implementation of an improvement plan which includes procedures, strategies, actions to achieve goals, and an aligned professional development plan.
- E. Evaluation of progress toward improvement goals.

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The school improvement process shall further include a visitation by a team of external representatives to review progress and provide written recommendations. A copy of the school system's improvement plan and the written recommendations shall be provided to the Department. The external team visits shall be conducted at least once each five years.

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Legal Reference: NDE Rule 10.01, 10.5.02, 10.9 and 10.10

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Students

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Student Discipline

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.

1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:
 - a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
 - b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

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The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.

- e. A student who is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.
2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.
 3. Expulsion:
 - a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.
 - b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

- c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
 - d. Alternative Education: Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
 - e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
 - f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal’s designee shall meet with the student’s probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal’s designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.
4. Emergency Exclusion: A student may be excluded from school in the following circumstances:
- a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
 - b. If the student’s conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make

temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above.

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing is to be held and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

5. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, 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, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.
- B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.
- C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency or sexual conduct.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or

- had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
 13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
 14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
 15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
 16. Willfully violating the behavioral expectations for riding school buses or vehicles.
 17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
 - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
 - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
 18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

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Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

For purposes of this policy, the term "dangerous weapon" includes any personal safety or security device (such as tasers, mace and pepper spray). In the event that a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device on school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student's locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

D. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a 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 by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
 - a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
 - b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.

- c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
- d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).
- e. Head wear including hats, caps, bandannas, and scarves.
- f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
- g. Clothing or jewelry that is gang related.
- h. Visible body piercing (other than ears).

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

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On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

2. Academic Integrity.

- a. Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

- b. Definitions: The following definitions provide a guide to the standards of academic integrity:
- (1) “Cheating” means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:
 - (a) Tests (includes tests, quizzes and other examinations or academic performances):
 - (i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
 - (ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for “open book” tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
 - (iii) Use of Other Student Answers: Copying or looking at another student’s answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student’s paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student’s answers on the test paper.
 - (iv) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
 - (v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student’s real reason for missing class was because the student was not prepared for the test.

- (b) Papers (includes papers, essays, lab projects, and other similar academic work):
- i) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
 - (ii) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
 - (iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
 - (iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.
 - (v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.
- (c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.
- (2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:
- (a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

- (b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
 - (3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.
 - c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:
 - (1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.
 - (2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
 - (3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.
- 3. Electronic Devices
 - a. Philosophy and Purpose. The District strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.
 - b. Definitions.

- (1) “Electronic devices” include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.
 - (2) “Sexting” means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:
 - (i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
 - (ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,
 - (iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.
- c. Possession and Use of Electronic Devices.
- (1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.
 - (2) Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (d)(1)). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.
 - (3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).
 - (4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student’s parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the

cell phone for family contacts, so the family can give the student updates on the parent's condition).

d. Violations

- (1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) or otherwise transmitting images and/or sounds of another person or persons without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.
- (2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.
 - (i) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device.
 - (ii) Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

- (iii) **Third Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.
- (3) **Penalties for Prohibited Use of Electronic Devices:** Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:
- (i) Students found in possession of a "sexting" message shall be subject to a one (1) day suspension from school.
 - (ii) Students who send or encourage another to send a "sexting" message shall be subject to a five (5) day suspension from school.
- (4) **Reporting to Law Enforcement:** Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.
- e. **Responsibility for Electronic Devices.** Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.
- E. **Inappropriate Public Displays of Affection (IPDA):** Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be

reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

1. 1st Offense: Student will be confronted and directed to cease.
2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
3. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.

If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

F. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:

1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
2. Students in the hallway during class time must have a pass with them.
3. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be drunk outside.
4. Students are expected to bring all books and necessary materials to class. This includes study halls.
5. Assignments for all classes are due as assigned by the teacher.
6. Students are not to operate the mini-blinds or the windows.
7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
8. Students are to be in their seats and ready for class on the tardy bell.
9. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
10. Students are not to bring "nuisance items" to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
11. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
12. Snow handling is prohibited.

G. Law Violations

1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable. 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.

The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

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.

Legal Reference: Neb. Rev. Stat. [Sections 79-254 to 79-296](#)

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Date of Adoption: [Insert Date]

StudentsExtracurricular Activity**Section 1 Extracurricular Activity Philosophy**

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provide experiences that will help students physically, mentally and emotionally.

The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. Participation in activities, both as a competitor and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, team, student body, community and the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better individuals and citizens.

Safety

The District's philosophy is to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common-sense.

Warning for Participants and Parents

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

Section 2 Extracurricular Activity Code of Conduct

Purpose of the Code of Conduct. Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and rules.

Scope of the Code of Conduct.

Activities Subject to the Code of Conduct: The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to: all sports, cheerleading, dance team, Pep Club, Pep Band, vocal, band, speech and drama, One-Act, FBLA, FCCLA, Spanish Club, Art Club, Student Council, Student Advisory Board, National Honor Society, and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school sponsored activities such as school dances and royalty for such activities.

A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

When: The Code of Conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

The rules also apply when a student is participating or scheduled to participate in an extracurricular activity that is held outside the school year or the NSAA season. For example, if an FBLA or FCCLA student plans to participate in a conference in July and commits a Code of Conduct infraction in June, the student may be suspended from participating in the conference. Conduct during the summer months may also affect a student's participation under the team selection and playing time guidelines.

Where: The Code of Conduct rules apply regardless of whether the conduct occurs on or off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under

the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

Grounds for Extracurricular Activity Discipline. Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self respect, self-discipline, teamwork, sportsmanship, and respect for authority. The following conduct rules have been determined by the Board of Education to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation:

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, bullying, harassment or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (including personal safety or security devices, such as tasers, mace and pepper spray) or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in a manner that is unlawful or contrary to school activity rules.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled

substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.

8. Public indecency.
9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
10. Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
11. Repeated violation of any of the school rules.
12. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
13. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
14. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
15. Willfully violating the behavioral expectations for those students riding [Name] Public Schools buses or vehicles used for activity purposes.
16. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
17. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
18. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
19. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations in writing.
20. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials.

Drug and Alcohol Violations.

Meaning of Terms.

Use or consume includes any level of consumption or use. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation.

Under the influence means any level of impairment and includes even the odor of alcohol on the breath or person of a student, or the odor of an illicit drug on the student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant.

Possession includes having control of the substance and also includes being in the same area where the substance is present and no responsible adult present and responsible for the substance. Possession includes situations where, for example:

- (1) Alcohol is in a vehicle in which the student is present. The student is considered to be in possession if the student is aware that the alcohol is in the vehicle, even though the student has not touched or consumed the alcohol; and
- (2) Alcohol is present at a party attended by the student. The student is considered to be in possession if the student is aware that alcohol is at the party and fails to immediately leave the party, even though the student has not touched or consumed the alcohol.

In these situations, a violation would not exist if the alcohol is in the control of a parent or guardian or other responsible adult (age 21 or older) such that students are not allowed to access the alcohol. A violation would also not exist if the student did not know or have a reasonable basis to know that alcohol would be present, and the student leaves the location where the alcohol is present as soon the student could safely do so. (Students are expected to leave immediately, but are not to do so in a manner that would endanger them. For example, you are not to leave in a car being driven by a person who has been drinking just to get away from the alcohol party immediately when there is no other way to get home. Instead, you should call for a safe ride home and, while waiting, clearly distance yourself from the alcohol).

Consequences.

Students may be suspended from practices or participation in interscholastic competition or participation in co-curricular activities for violations of the Code of Conduct. The period of suspension or other discipline for such offenses shall be determined by the school administration.

The disciplinary consequence will be determined based on consideration of the seriousness of the offense, any prior violations, the student's compliance with the self-reporting obligations, the student's level of cooperation and willingness to resolve the matter, and the student's demonstration of a commitment to not commit future violations.

Because of the significance of drug and alcohol violations on the student participants, other students and the school, the following consequences are established for such violations:

Drugs and Alcohol.

An activity participant who violates the drug or alcohol rules (other than steroids) shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 45 days.
2. Second or Any Subsequent Offense: One calendar year.
3. Reduction for Self-Reporting: If the student has self-reported, the first violation shall be reduced to 21 days for the first violation. A commensurate reduction (approximately one-half, as determined by the administration) for a second or subsequent violation shall be given for self-reporting.
4. Reduction for Participation in Chemical Dependency Program: If the student and parents agree to participate in a school-approved program for chemical dependency, the consequence will be reduced to only the next activity in which the student was to participate (including at least one contest) in the case of a first violation, and to a commensurate reduction (approximately 80%, as determined by the administration, for a second or subsequent violation).
The program must be administered by a certified alcohol and drug abuse counselor and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of program must be submitted in writing to the Activities Director. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from extracurricular activities for one calendar year. All costs associated with the program are to be borne by the student/parent or guardian.
5. More Serious Violations: In the event of more serious drug or alcohol violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not limited by the foregoing, and may be established in the good discretion of the administration.

Steroid Offenses. A student who possesses, dispenses, delivers, or administers anabolic steroids shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 30 consecutive days.
2. Second or Any Subsequent Offense: One calendar year.

When Suspensions Begin. All suspensions begin with the next scheduled activity in which the student is a participant, after the determination by school officials of the sanction to be imposed; provided that the school officials shall have the discretion to establish a time period for the suspension that makes the suspension have a real consequence for the student. During a suspension, participants may be required or

permitted to practice at the sole discretion of the coach or activity sponsor. Suspensions in the Spring will be carried over to the Fall when the suspension has not been fully served or when determined appropriate for the suspension to have a real consequence for the student.

Letters and Post-Season Honors. A student who commits a Code of Conduct violation is:

1. Eligible to letter, provided the student meets the criteria of the coach or sponsor.
2. Not eligible to receive honors during the sport or activity in which they are participating at the time of the offense and/or in sports or activities in which they have been suspended due to a code violation. The coach/sponsor, with the Athletic Director's approval, may make an exception where the student has self-reported or otherwise demonstrated excellence in character allowing for such honors.

Self-Reporting. A student who violates the Code of Conduct must self-report. The self-report must be made to: the principal, athletic director, or the head coach or sponsor of an activity in which the student participates. The student's parent or guardian may initiate the self-reporting process, but the student will be later required to give a written statement of the self-report. The self-report must be made the earlier of: (1) before the end of the next school day after the conduct occurred and (2) before participation in an extracurricular or co-curricular activity.

In making a self-report, the student must identify the events that took place, what conduct the student engaged in, and any witnesses to the student's conduct, and will be required to put this information in a written statement. In the event the student has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, the student will be required to self-report such offense and provide information as to why they should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct.

All students are expected to be honest and forthright with school officials. In the event the coach or activity sponsor or any school administrator asks a student participant for information pertaining to compliance (or lack of compliance) by the student or other student participants with the Code of Conduct or eligibility conditions for participation in activities, the student is expected to fully, completely, and honestly provide the information. Students may be disciplined for a failure to be honest and forthright.

Determining a Violation Has Occurred. A violation of the Code of Conduct will be determined to have occurred based on any of the following criteria:

1. When a student is cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist.
2. When a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.
3. When a student admits to violating one of the standards of the Code of Conduct.

4. When a student is accused by another person of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable.
5. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

Procedures for Extracurricular Discipline. The following procedures are established for suspensions from participation in extracurricular activities:

1. Investigation. The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose.
2. Meeting. Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.
 - a. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
 - b. The suspension may be imposed prior to the meeting if the meeting can not reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.
3. Notice Letter. Within two school days (two business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Athletic Director or the Athletic Director's designee will send a written statement to the student and the student's parents or guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.
4. Informal Hearing Before Superintendent. The student or student's parent/guardian may request an informal hearing before the Superintendent. The Superintendent may designate the Athletic Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.
 - a. A form to request such a hearing must be signed by the parent or guardian. A form will be provided with the notice letter or otherwise be made available by request from the Principal's office.
 - b. The request for a hearing must be received by the Superintendent's office within five days of receipt of the notice letter.
 - c. If a hearing is requested:

- i. The hearing will be held within ten calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.
 - ii. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.
 - iii. Upon conclusion of the hearing, a written decision will be rendered within five school days (ten calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parents or guardian.
 - iv. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.
5. No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures
 6. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

Section 3 Attendance

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have "excessive absences" as determined under the school's attendance policy are ineligible to participate in extracurricular activity contests or performances. Students who have four or more unexcused absences in the semester of participation will be ineligible to participate in extracurricular activity contests or performances.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.
3. On the day of a contest, performance or other activity, be in attendance for the full day. A student who is not in attendance the full day is ineligible for the contest, performance, or activity.

Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the Principal or Athletic Director.

Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

Section 4 Academic Standards

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities must show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities, students must:

1. Be enrolled in at least 25 credit hours in the semester of participation.
2. Maintain passing grades in all courses. A student who is not passing one or more classes at progress reporting times will be ineligible to participate in extracurricular activity contests or performances if the grade remains below passing one week after progress reporting time. The student will remain ineligible until the student is passing all classes.
3. Maintain an overall "C" average to participate in extracurricular activities, except school dances.
4. Academic requirements do not apply to:
 - (A) Instructional field trips which are a part of the scheduled course learning experience; or
 - (B) Activities or events which are a part of the student's grade requirements.

Legal Reference: Neb. Rev. Stat. [Sections 79-254 to 79-296](#)

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Date of Adoption: [Insert Date]

Students

Search and Seizures

When it is determined based on searches that a person has violated a Board policy, administrative regulation, building rule, student conduct rule or personnel expectation, or the law, the person shall be subject to appropriate disciplinary action and a report to law enforcement may be made.

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

The following procedures will be used for conducting searches:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or rule violation. The search must be conducted in a reasonable manner under the circumstances.
2. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted in the discretion of the administration.
3. Drug or alcohol tests may be conducted on students based on reasonable suspicion.
4. Drug or alcohol tests may be conducted on a random basis for students participating in extracurricular activities, provided that: a) the student gave consent for testing in advance (attendance at or participation in the extracurricular activity may be withheld in the absence of consent), b) the testing actually be random, c) that the testing procedures limit any intrusion on student privacy, and provide for an appropriate level of confidentiality and accuracy, and d) that the response to positive tests take into consideration student safety and compliance with laws related to reporting and releasing students to law enforcement.
5. School officials may search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file.
6. Searches of the District's computer system may be conducted in the discretion of the administration at any time.

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The following procedures will be used for the removal of personal property:

1. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be seized by school officials. Any illegal drugs, firearm or dangerous weapon shall be confiscated and delivered to law enforcement as soon as

practicable. A personal safety or security device (such as a taser, mace or pepper spray) not previously approved by the Administration constitutes a “dangerous weapon.”

2. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process may be removed from student possession.

The District is not responsible for the security or safety of personal property which employees, students, or other building users may bring to school.

Legal Reference: Neb. Rev. Stat. [Sec. 28-1204.04](#) (firearms)

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Date of Adoption: [Insert Date]

StudentsSafe Pupil Transportation Plan**[Name] Public Schools Safe Pupil Transportation Plan**

This Safe Pupil Transportation Plan sets forth the District's plan for providing safe transportation to students being transported in vehicles on regular routes assigned through the district transportation plan.

1. **Weapons.** Vehicles shall not transport any items, animals, materials, weapons or look-a-like weapons, explosive devices or bomb-related materials or equipment which could endanger the lives, health, or safety of the children, other passengers, and the driver. Look-a-like weapons associated with a school-sponsored or approved activity may be transported with written permission of an administrator of the District. Personal safety or security devices (such as tasers, mace or pepper spray) may only be transported with the prior approval of an administrator of the District. If possible, these items should be secured and not visible or accessible to students while in the vehicle.

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Upon becoming aware of a weapon aboard a vehicle, the driver will make every attempt to:

- A. Contact dispatch and notify them of the situation *if possible*. If not possible, the driver will make every attempt to contact from a cell phone (after parking on a shoulder or otherwise not moving) or from the nearest safe haven location. Examples of a safe haven include, but are not limited to, any school building site, emergency service station (law enforcement or fire department), community service agency, etc.
- B. Pull vehicle over to safe and secure area.
- C. Confiscate weapon (if doing so does not jeopardize student or driver safety).
- D. Give description of weapon and participating parties to dispatch.
- E. Dispatch will immediately notify appropriate law enforcement agencies and school administration.
2. **Pupil behavior.** Students are expected to follow student conduct rules while in a vehicle. The pupil transportation driver is responsible for controlling behavior which affects safety and for reporting rule violations to school administration. In the event a student violates Board policy regarding student conduct standards or otherwise engages in behavior that jeopardizes safety, the driver will make every attempt to:
- A. First seek to resolve incident through discussion with the student(s) involved.
- B. Contact dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
- C. Activate emergency flashers.

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- D. Bring vehicle to a safe stop. Seek to resolve the incident, using physical force only as necessary to protect students or yourself.
- E. Report and document discipline problems to the school administrator. Use a Bus Conduct Report/Incident Form, if available.

3. **Terrorist threats.** A person commits a terroristic threat if the person threatens to commit a crime of violence with the intent to terrorize another or with the intent of causing evacuation of a building, place of assembly or the vehicle or in reckless disregard of the risk of causing such terror or evacuation. Upon becoming aware of a terroristic threat relating to a pupil transportation vehicle, the driver will make every attempt to:

- A. Contact dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cell phone or from the nearest safe haven location.
- B. Make every attempt to keep passengers calm (this may mean complying with the terrorist).
- C. Dispatch will immediately notify appropriate law enforcement agencies and school administration.
- D. Driver should wait for instructions from dispatch *if possible*.

4. **Severe weather.** Upon becoming aware of severe weather while aboard a pupil transportation vehicle, the driver will make every attempt to:

- A. Contact dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
- B. Return to the school if less than five minutes away and follow the directions of the school administrator.
- C. If more than five minutes away from school, go to the nearest school and follow the directions of the school administrator.
- D. If more than five minutes away from the nearest school or there is immediate danger, get to the nearest basement or underground shelter with all students.
- E. If there is no shelter and there is immediate danger the driver and passengers are to follow evacuation procedures and get everyone off the vehicle into the nearest ditch or culvert at least 100 feet away from the vehicle.

5. **Hazardous materials and Unattended Items.** Upon becoming aware of a hazardous material aboard a pupil transportation vehicle, the driver will make every attempt to:

- A. Contact dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
- B. Pull vehicle over to safe and secure area.
- C. Give description of hazardous materials in question to dispatch.
- D. Dispatch will immediately notify appropriate law enforcement and school administration.
- E. Driver should wait for instructions from dispatch *if possible*.

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In the event an unattended item is discovered on or near the vehicle, the driver will seek to determine who the item belongs to and whether the item could be hazardous to the safety of those in the vehicle. Any unattended item that would break or could cause injury if tossed about the inside of the vehicle when involved in an accident shall be secured. If it is determined that the item is not hazardous and need not be secured, the driver will not allow the item to distract the driver's attention to the task of operating the vehicle.

6. **Medical emergencies.** Upon becoming aware of a medical emergency aboard a vehicle, the driver will make every attempt to:

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- A. Contact dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cell phone or from the nearest safe haven location.
- B. Dispatch will immediately notify appropriate medical agencies and school administration.
- C. Driver should follow instructions from dispatch, school officials, and parents when such information can be obtained quickly enough. If not available, follow emergency first aid procedures.
- D. *Only if necessary*, the driver should move passengers only enough to get them out of danger of traffic or fire. If moved, the driver and aide are to keep them where placed until a medical agency arrives, unless a parent has taken charge of their child.
- E. Driver should try to keep student passengers as calm as possible.

7. **Procedures in the event of mechanical breakdowns of the vehicle.** Upon becoming aware of a mechanical breakdown aboard a vehicle, the driver will make every attempt to:

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- A. Pull vehicle over to safe and secure area *if possible*.
- B. Contact dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
- C. Activate emergency flashers and place warning flares/reflectors in accordance with safety guidelines, if not in secure area.
- D. Driver should try to keep student passengers as calm as possible.
- E. Dispatch will arrange for assistance and a relief vehicle *if needed*.

8. **Procedures in the event the drop-off location is uncertain or appears unsafe to leave students.** In the event the drop-off location is uncertain or appears unsafe to leave students, the driver will make every attempt to:

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- A. Contact or otherwise communicate with dispatch to notify them of the situation *if possible*.

- B. Release children only if an adult responsible for the children is present. If not, keep children who are to be released in the vehicle, continue with route, and return children who were to be released to the school.
- C. Dispatch will notify appropriate law enforcement agencies and school administration if appropriate given the circumstances.

9. **Documentation under Safe Pupil Transportation Plan.** Each pupil transportation driver is required to complete and submit to the school administration a bus conduct report or incident report involving the pupil transportation vehicle operated by the driver or any pupils transported in it. Documentation is to include the occurrence of any of the following events: weapons, student behavior which affects safety, terroristic threats, severe weather, hazardous materials, or medical emergencies. Documentation of such events shall be completed and submitted as soon as practicable after the incident.

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10. **Transportation of Unsafe Items.** Drivers shall not permit pupil transportation vehicles to transport any items, animals, materials, weapons or look-a-like weapons or equipment which in any way would endanger the lives, health or safety of the children or other passengers and the driver. Look-a-like weapons associated with a school sponsored or approved activity may be transported only with written permission of a school administrator. Personal safety or security devices (such as tasers, mace or pepper spray) may only be transported with the prior approval of an administrator of the District. Any items that would break or could produce injury if tossed about inside the pupil transportation vehicle when involved in an accident or sudden stop shall be secured.

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11. **Supplemental Information.** A copy of this plan shall be placed in each pupil transportation vehicle, kept at each school building, and made available upon request. Supplemental information with respect to operational and procedural guidelines used to administer this plan can be found in the District's safety and security plan adopted pursuant to 92 NAC10 and in the Nebraska Department of Education Pupil Transportation Guide.

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12. **Vehicle drivers of small vehicles on activity trips.** The District will provide drivers of small vehicles with instruction on and guidance for emergency evacuation procedures, first aid, and emergency equipment. Drivers of small vehicles are generally expected to follow this Plan in the event of an emergency evacuation. The District's director of transportation may provide additional guidance for drivers of small vehicles to increase student safety.

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13. **Student Instruction.** At least twice during each school year, each pupil who is transported in a school vehicle shall be instructed in safe riding practices and participate in emergency evacuation drills.

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14. **Driver Capacity.** To confirm a driver has the ability to conduct daily tasks and emergency evacuations, drivers must: (a) pass a prescribed physical examination administered by a Certified Medical Examiner at least every two years and provide the employer with a copy of the medical certificate; (b) pass a transportation screening every year; (c) participate in required in-service training which includes emergency evacuation

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training; and (d) if required, to have a Commercial Driver’s License (CDL) to operate the vehicle, participate in the drug and alcohol testing program as required by federal law. Should a driver have a medical concern throughout the year, the Superintendent or Superintendent’s designee will work with the driver to confirm a drivers’ ability to conduct the daily tasks and emergency evacuations prior to transporting students.

Legal Reference: Neb. Rev. Stat. [Sec. 79-318, 79-602, 79-607 and 79-608](#)
Title 92, Nebraska Administrative Code, Chapters 91 and 92

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Date of Adoption: [Insert Date]

InstructionClassroom Environment

At all times, teachers are expected to organize, maintain and ensure that their classroom is in a safe, orderly and clean condition for student learning. Classrooms should be free from distractions (such as inappropriate or unprofessional posters or other displays) and other apparatus that may cause student health problems (such as essential oils and/or essential oil diffusers). Teachers who are uncertain as to whether their classroom meets this requirement are encouraged to consult with their building principal in a proactive manner.

Date of Adoption: [Insert Date]

Instruction

Ceremonies, Observances, and the Pledge of Allegiance

Appropriate patriotic exercises suitable to the occasion shall be held under the direction of the Superintendent on George Washington's birthday, Abraham Lincoln's birthday, Dr. Martin Luther King, Jr.'s birthday, Native American Heritage Day, Constitution Day, Memorial Day, Veterans Day, and Thanksgiving Day, or on the day or week preceding or following such holiday, if the school is in session. In addition, appropriate exercises may be held for Flag Day and State Fire Day.

The flags of the United States of America and the State of Nebraska shall be prominently displayed on the school grounds on each day such school is in session. All flag displays shall be in accordance with the standards prescribed for the display of the flag of the United States of America.

Each of the District's schools shall establish a period of time during the school day, when a majority of the students are scheduled to be present, during which time students will be led in the recitation of the Pledge of Allegiance in the presence of the flag of the United States of America. Student participation in the recitation of the Pledge of Allegiance shall be voluntary. Students not participating in the recitation of the Pledge of Allegiance shall be permitted to silently stand or remain seated but shall be required to respect the rights of those students electing to participate.

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- Deleted: Presidents' Day, Flag
- Deleted: State Fire Day (the Friday before the Fire Recognition...
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Legal Reference: Neb. Rev. Stat. Sections 79-705; 79-707, 79-708, 79-724; and NDE Rule 10
70 Federal Register 55507 (Constitution Day)

Date of Adoption: [Insert Date]

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Concussions: Return to Learn Protocol

Students who sustain a concussion and return to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered.

The school administration of [Name] Public Schools adopts the NDE Guidance entitled “Bridging the Gap from Concussion to the Classroom,” [\(2nd Edition\)](#)¹ and accompanying Appendix,² as its return to learn protocol, with the recognition that each student who has sustained a concussion will require an individualized response.

Any student, parent or guardian who suspects that the student sustained a concussion must immediately inform the student’s coach or building administrator. If a student is suspected of having a concussion, the student may not be permitted to participate or practice in any school-sponsored activity.

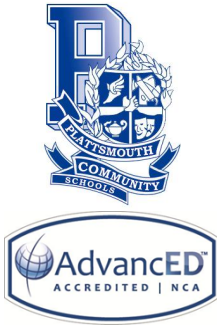
The District encourages full cooperation and support from both students and parents in each student’s return to learn protocol.

¹ <https://cdn.education.ne.gov/wp-content/uploads/2019/08/Return-to-Learn-Bridging-the-Gap-7.31.2019.pdf>

² <http://www.education.ne.gov/sped/birsst/Concussion%20Appendix%20final%20February%202014.pdf>

Return to Learn Protocol
Date of Adoption: [Insert Date]

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Plattsmouth Community School District Central Office
1912 East Highway 34
Plattsmouth, NE 68048
Dr. Richard E. Hasty, Superintendent/Special Ed. Director
Dr. Cherie Larson, Director of Instructional Services
Pamela Dobrovlny, Assistant Special Education Director
and Early Childhood/Head Start Director
Phone: (402) 296-3361 Fax: (402) 296-2667

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

Curriculum Materials Disposal Request

August, 2020

Old social studies materials 5th-12th grade.

Topics:

American History

World History

Ancient Civilizations

Psychology

Sociology

World Geography

- All teacher materials.
 - 5-8 -5 sets of materials
 - 9-12- 6 sets of materials
- All student materials.
 - 5-8 50-100 books per grade level
 - 9-12 100-120 books per grade level

Old Science textbooks -High School

*Not all of the old high school science books were disposed of last year.

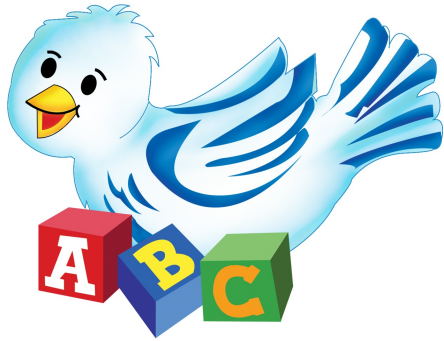
Physical Science 110

Earth Science 80

Biology 110

Old Spanish textbooks

Realidades – 40 copies



Plattsmouth Early Head Start/Sixpence Birth to Three Programs

2020-2021

PARENT HANDBOOK



Plattsmouth Community Schools

2020-2021 Calendar

2:30 PM student dismissal every Friday
for staff collaboration time

AUGUST 2020

S	M	T	W	T	F	S
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SEPTEMBER 2020

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OCTOBER 2020

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NOVEMBER 2020

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DECEMBER 2020

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August

- 3-5 PD New Teachers
- 6-11 PD All Staff/No Students
- 12 First Day of School 1st-9th; PM Kind., 12 PM 10th-12th
- 12 First Day of School for AM Kind.
- 12-17 Early Childhood Home Visits
- 18 First Day for Early Childhood

September

- 7 No School - Staff & Students
- 11 No School - Half Day Teacher PD
- 23 P/T Conferences: MS 4:30 PM-7:30 PM, HS 5-8 PM

October

- 14 End of 1st Qtr.=44 student days
- 21 P/T Conferences: ES/MS 4:30 PM-7:30 PM, HS 5-8 PM
- 22 PD All Teachers/No Students
- 22 P/T Conferences: ES 4:30 PM-7:30 PM
- 23 No School for Staff & Students- Teacher Comp. Day

November

- 4 EC P-T Home Visits: 4:30 PM-7:30 PM
- 5 EC P-T Home Visits: 8 AM-7:30 PM, No classes
- 6 EC P-T Home Visits: 8 AM-4 PM, No classes
- 25 Half Day - Teacher Professional Development
- 26-27 No School for Staff & Students

December

- 18 End of 2nd qtr.=42 student days, End of 1st semester
Student days=86, Teacher days=93(Oct. 16 is a comp. day)
- 21-31 No School- Staff & Students

January

- 1 No School - Staff & Students
- 4 PD - All Teachers - No Students
- 5 First Day of Second Semester

February

- 10 P/T Conferences: MS 4:30 PM-7:30 PM, /HS 5-8 PM
- 15 PD - All Teachers - No Students
- 24 & 25 P-T Conferences: EC 4:30 PM-7:30 PM
- 26 P-T Conferences: EC All Day, No classes

March

- 10 P/T Conferences: ES/MS 4:30 PM-7:30 PM, HS 5-8 PM
- 11 P/T Conferences: ES 4:30 PM-7:30 PM
- 11 End of 3rd Qtr.=47 student days
- 12 No Students - PD - All Teachers
- 15-19 No School-Spring Break (3/19 is a Teacher Comp. Day)

April

- 2 & 5 No School - Staff & Students

May

- 5 & 6 PT Conferences: EC 4:30 PM-7:30 PM
- 7 P-T Conferences: EC 8 AM-4 PM, No classes
- 8 High School Graduation
- 10 EC Comp. Day, No classes
- 20 Half Day - End of 4th Qtr.=41.5 student days, End of 2nd Semester=88.5 student days
- 21 PD - All Teachers - No Students, Teacher days=94 (Mar. 19 is a comp. day)
- 24-28 Inclement weather make-up days, PD

JANUARY 2021

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MARCH 2021

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APRIL 2021

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MAY 2021

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	Professional Development (PD)- New Teachers
	Professional Development (PD)-All Teachers-No Students
	Half Day - Students
	Half Day - Teacher Professional Development
	Parent/Teacher Conferences
	No School for Staff & Students
	Inclement weather make-up days, PD

The first five inclement weather days or other unanticipated school closings will be made up as teacher professional development days during May 24-28. If there are more than five inclement weather days or unanticipated school closings, the Board will revisit the calendar.

Plattsmouth Early Childhood Program Handbook Additional Information for 2020-2021

The Plattsmouth Early Childhood Program includes the following programs:

- Plattsmouth Early Childhood Center (PECC) preschool program
- Head Start preschool classroom located at Conestoga Elementary in Murray
- Sixpence home visitation program
- Early Head Start program for Cass County
- Early Intervention program

Due to the COVID-19 pandemic, the Plattsmouth Early Childhood Center will follow guidelines as determined by the Plattsmouth Community Schools (PCS) and Sarpy/Cass Health Department. All procedures in the 2020-2021 Parent Handbook are subject to change based upon current information and guidance. PCS has adopted a four stage response for students to attend school in-person and/or participate in remote learning. This model also applies to our home visitation programs. The four stages are:

Green (100% attendance) = Low Risk	Yellow (100% attendance) = Moderate Risk	Orange (50% attendance groups with 2 days of in person learning and 3 days of remote learning = High Risk	Red (100% remote learning) = Severe Risk
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For the most part, the procedures in the handbook address operations for in-person attendance in the green stage. Please be aware that procedures and protocols will change depending on a number of factors such as the designated stage (yellow, orange, etc.), number of children enrolled, available staffing, overall health and safety factors, etc.

We will attempt to provide parents/guardians with the most recent information, however, please understand that protocols may have to change rapidly which may cause communication issues. We encourage you to reach out when you have questions or concerns so we can address them quickly. Also, please visit <https://www.pcsd.org/> for the most current information from Dr. Richard E. Hasty, Superintendent of Plattsmouth Community Schools.

2020-2021 STUDENT HANDBOOK: COVID SUPPLEMENT

The following rules and expectations will be effective during the 2020-2021 school year. These rules and expectations are intended to ensure the health and safety of all students, staff members, and the overall community. Because of the fluid nature of the current COVID-19 pandemic and the District's continued collaboration with health officials, these rules and expectations are subject to change at any time. The District will send parents and students written notification of any such changes. It is each family's responsibility to monitor for, understand, and adhere to any such changes, including those changes implemented on short notice. If a parent or student ever has any questions about the interpretation or implementation of these rules and expectations, the parent or student should promptly contact their building administrator.

1. Masks. Unless otherwise directed by the Superintendent, every student must wear an appropriate mask that is consistent with District and building return to school protocols while on school grounds and while in school vehicles, with exceptions for documented medical or religious reasons. Masks must be worn in a manner that covers the student's nose and mouth. A student may remove their mask only when a staff member gives the student permission consistent with the District and building return to school protocols. If a staff member provides specific mask directives to a student, the student shall comply with those directives.

Students are highly encouraged to follow health and safety best practices outside of the school setting, including frequent hand washing, masking, and social distancing.

2. COVID-19 Symptoms. A student who experiences, or has experienced within 24 hours, any of the following symptoms must notify their administrator prior to coming to school or prior to entering a school vehicle:

1. Fever or chills
2. Cough
3. Shortness of breath or difficulty breathing
4. Muscle or body aches
5. New loss of taste or smell
6. Sore throat
7. Nausea or vomiting
8. Diarrhea

The administrator will then evaluate the student's symptoms to determine if the student may report to school or will be given academic work to complete at home. Students who miss school due to potential COVID-19 exposure or symptoms will generally not be counted as an unexcused absence. However, if the administration determines that the student has violated other rules or has not been honest about his or her symptoms, the student's absence may be deemed unexcused and the student may face other consequences. A student's arrival on school grounds or in a school vehicle after the student or parent fails to promptly notify a building administrator of potential symptoms could result in student discipline.

A student who fails to report COVID-19 symptoms because the student wants to participate or compete in activities may face additional activity consequences.

3. Potential Exposure. Parents and students who have reason to suspect that the student may have been exposed to COVID-19 must promptly inform a building administrator. Potential exposure includes, but is not limited to, coming into close contact with a person who tested positive or is awaiting test results, a family member in the household who has tested positive or is awaiting test results, traveling to locations identified by the current DHM as requiring a quarantine, or receiving notification from a health official or medical professional of a potential exposure. Students who plan to travel outside of the community are encouraged to consult with a building administrator in advance to determine the potential consequences (such as mandatory quarantine) of such travel per the most recent DHM. Any student who has potentially been exposed to COVID-19 will not be allowed on school grounds or in a school vehicle until the District, in its sole and absolute discretion, determines that the student may safely return to school. A student's arrival on school grounds or in a school vehicle after the student or parent fails to promptly notify a building administrator of a potential exposure could result in student discipline.

4. Academic Work at Home. A student who has potentially been exposed to COVID-19 and is not allowed on school grounds will not face an academic penalty unless the administration determines that the student has otherwise violated school rules. Any COVID-19 related student absence will not be counted as an unexcused absence. During a student's COVID-19 related absence, the student is expected (to the extent that he or she is able) to work with his or her teachers to obtain and complete coursework and assignments. A teacher retains the discretion to grade student work during a student's COVID-19 related absence.

5. Activities. A student will not be permitted to participate in activities if the student has possible COVID-19 symptoms, has potentially been exposed to COVID-19 or would otherwise jeopardize the health and safety of other students or staff. The District, in its sole and absolute discretion, will determine when a student may return or participate in an activity. Any student who fails to promptly report COVID-19 symptoms, potential exposure, or otherwise takes action or inaction that could jeopardize the health and safety of other students or staff will be subject to discipline, including the removal from the activity for the remainder of the year.

6. Failure to be Honest. These rules and expectations are designed and will be implemented to ensure, to the extent practicable, the health and safety of all students and staff. The District will endeavor to balance the need to ensure the health and safety of school premises, while not intruding on a family's confidential medical information. With that in mind, students and families are expected to be honest with the District regarding a student's potential COVID-19 exposure or symptoms. If a parent is uncomfortable or unwilling to provide specific information to the District about a student's potential exposure or symptoms, the family need only inform a building administrator of the fact that there may have been a potential exposure or potential symptoms. A parent may, but will not be required to, divulge any specific information about the potential exposure or symptoms, such as medical information. In any circumstance, if the District determines that a parent or student has not been honest or forthright with information or facts provided (or not provided) to the District about a potential exposure or potential symptoms, the

District may exclude a student for a longer period of time (for health and safety reasons) or may impose disciplinary consequences, up to and including exclusion or expulsion from school.

7. Other Health and Safety Rules. At any time, a staff member may impose or require a student to undertake other health and safety requirements (such as frequent hand washing, masking, maintaining physical distancing, and the like). A student must follow such health and safety requirements or face discipline.

8. Assumption of the Risks. In the middle of the COVID-19 pandemic, the District has endeavored to reopen schools for the benefit of student learning and development. However, there is no guarantee that the school environment will be completely safe and free from COVID-19 or other related risks and hazards. Any parent who is uncomfortable with the risks associated with sending their student to school must promptly contact a building administrator to discuss alternative educational options. A parent who elects to send their student back to school does so understanding, assuming, and accepting the associated health and safety risks, including the possibility that the student may be exposed to and/or contract COVID-19.

Plattsmouth Community School District Mission Statement

Working in partnership to ensure academic *achievement*, responsible *behavior*, and *civic engagement*.

Plattsmouth Early Childhood Program Mission

To create a foundation for success through creative, interactive, and intentional experiences that build safe and positive relationships, develop independent problem-solvers, and foster each child's learning potential while displaying empathy, tolerance, and appreciation of differences.

Plattsmouth Early Childhood Program Vision

Students who attend the Cass County/Plattsmouth Early Childhood program will have effective social skills that allow them to accept others, be cooperative, and appropriately accept individual needs and perspectives. Students will be able to self-regulate and manage emotions by using coping strategies. Our students will be able to recognize problems as well as identify and persistently work towards solutions. They will be creative, flexible, and critical thinkers who inquire about the world around them. Students will be independent and dedicated to ongoing learning and recognize the importance of doing things to the best of their ability.

Plattsmouth Early Childhood Program Beliefs

- Each child has the ability to enthusiastically learn and apply knowledge across a variety of new situations to achieve success.
- Promoting independence through developmentally appropriate, structured, safe, and nurturing environments based on children's interests is essential for learning.
- Children learn by and gain independence by exploring with hands on learning activities that inspire curiosity.
- The collaborative efforts of students' home, family, school, and community are essential for success.
- Approaches to learning should include balanced comprehensive services focusing on the whole child.
- Balancing child-directed and teacher-directed instruction, that includes all domains of learning is important for student learning.
- Children have a variety of languages in which to express ideas and need open-ended materials to express their languages.
- Children are *capable* by accommodating and accepting individual needs and perspectives while using social skills to solve problems and self-regulate.
- Providing structured opportunities and environments that allow children to make discoveries, solve problems, and challenge creative thinking is essential to an effective early childhood learning experience.
- Intentional, aligned, and systematic learning opportunities provide an effective foundation for children.
- Monitoring of progress and differentiating instruction is important for developing individual students to their full potential.
- It is important for children to develop secure, safe, and trusting relationships through positive interactions.

Welcome

Welcome to our early childhood program! We hope that this handbook assists you in the policies and procedures that you need to follow in order to meet the requirements of Early Head Start or Sixpence and to provide your child with a complete early childhood experience. Our Birth to Three education programs offer many opportunities for children to develop socially, intellectually, physically and emotionally in a manner appropriate to their age and stage of development. Our programs provide an organized series of experiences that are designed to meet the individual needs of the children and families that we serve.

Our Birth to Three programs are unique from many other toddler or childcare settings. Early Head Start and Sixpence are comprehensive child development programs that serve children ages pre-natal to three and their families. Both programs are child-focused and family centered and provide a range of individualized services in the areas of education and early childhood development, medical, dental, mental health, nutrition, parent involvement, and disabilities.

Early Head Start programs are required to follow a set of performance standards. The Head Start Performance Standards are designed ensure that the Early Head Start goals and objectives are implemented successfully, that the Early Head Start philosophy continues to thrive, and that all grantees or delegate agencies maintain the highest possible quality in the provision of Early Head Start Services. The Plattsmouth Community School District is our grantee agency for Early Head Start which serves all of Cass County.

The Sixpence Early Learning Fund is Nebraska's signature effort to put our state's youngest and most vulnerable children on the path to success in school and life. Sixpence promotes high-quality early care and learning opportunities that help parents guide the healthy development of their infants and toddlers. As public-private collaboration at the state and local levels, Sixpence delivers efficiency, fiscal responsibility and measurable results for our investment in the next generation of Nebraska's citizens. The Plattsmouth Community School District is our grantee agency for Sixpence which serves families within the Plattsmouth school district boundaries.

Plattsmouth Board of Education Policies

Please note that the Plattsmouth Sixpence and Early Head Start programs are part of the Plattsmouth Community School District (PCSD) and, therefore, subject to all Plattsmouth Community School District policies as approved by the PCSD Board of Education. These policies are available on the PCSD website at www.pcsd.org under the Board of Education link under the About PCS tab and in the Policies files on the left side of the page.

Residence and Eligibility for Early Childhood Programs

Children/families are eligible for the Early Head Start program if their family resides in Cass County. Children who are eligible for special education services must be served by the school district in which they reside. Children with special education services may receive services outside their district **only** with the permission of their resident school district. Children/families are eligible for the Sixpence program if they are residents of the Plattsmouth School District. It is the responsibility of the family to immediately report any change of residence to their home visitor.

Early Childhood Program Contact Information

Plattsmouth Early Childhood Center (PECC)
902 Main Street, Plattsmouth, NE 68048
402-296-5250

Pam Dobrovoly, Early Childhood Director
Extension #2619

Early Childhood Staff

All the Early Childhood Home Visitors hold either a Nebraska teaching license (four year degree program) for Early Childhood Education and/or Early Childhood Special Education or a Bachelor's degree in nursing, child development, sociology, psychology, or social work. Other support staff may include a Family Support Advocate. Health and Nutrition services are monitored by a school nurse. Other staff members include: Speech Language Pathologist, Physical Therapist, Occupational Therapist, Vision Specialist, ELL support personnel, school Psychologist, and a Dietician for those children/families qualifying for services.

Curriculum, Home Visits, and Assessment Section

Curriculum (Head Start Performance Standard 1302.32(a))

The Plattsmouth Early Childhood Birth to Three Program has chosen Growing Great Kids™ as a curriculum framework. Growing Great Kids™ (GGK) is a comprehensive strength-based approach to growing nurturing parent-child relationships and supporting healthy childhood development. GGK incorporates features specifically targeted to parents/parenting partners of children pre-birth to 3 years of age, including:

- **Relationship-Based Orientation:** All information related to child development and parenting is presented within the context of cultivating sensitive, responsive parent-child relationships. The home visitor's relationships with parents and parenting partners are central to supporting them to grow their attachment and parenting skills, strengthen their family, and build life skills.
- **Attachment/Infant Mental Health Assimilation:** Strategies for promoting infant mental health are woven into the GGK and child development activities. These strategies are rooted in (1) the parents gaining understanding of their infant's cues, temperament, and needs while growing skills for empathic parenting;(2) fostering trust, predictability, responsiveness, and security in the parent-child relationship; and (3) reducing the child's exposure to toxic stress.
- **Comprehensive Child Development And Health Content:** GGK offers anticipatory guidance to parents pertaining to all developmental domains, health, safety, and nutrition. Child development activities are coded by targeted child development domains to assist with identifying interventions associated with developmental delays. Activities are crafted to strengthen parent-child attachments. Activity format is designed to engage fathers and mothers.
- **Protective Factors Focus:** Research shows that certain risk factors have detrimental effects on children and families, while other "protective" factors can mitigate those effects and provide benefits. GGK builds parenting and family life skills that translate into Protective Factors/Buffers for their children.
- **Strength-Based, Solution-Focused Parent Partnership Model:** The framework utilized in GGK's conversation guides with families draws the parents' attention to their strengths and motivations to grow their knowledge and skills. Parents build competencies for addressing their concerns with focused attention on building their skills and confidence.
- **Emergent Design:** Based on the family's knowledge, skills, interests and needs, the curriculum supports home visitors to partner with parents in sequencing curriculum content and activities. The amount of time devoted to a particular curriculum component can easily be tailored to the families' interests and needs.
- **Conversation Guides:** GGK provides conversation guides that include GKI Action Tools and other strategies for staying strength-based, solution-focused and skill-driven during home visits. For every three months of a child's development, there are conversation guides addressing: (1) Basic Care; (2) Social and Emotional Development, (3) Cues and Communication; (4) Physical and Brain Development; and (5) Play and Stimulation. Prenatal manuals include conversation guides specific to pre-birth visits, building family foundations, growing life skills and reducing stress.
- **Skill Driven Emphasis:** Home visitors who use GGK coach program parents from "knowledge to practice to skill mastery." Parents become their own "child development specialist," with secure attachments at the core. Parents learn how to manage their stress in ways that help them get what they want for themselves and their children.
- **Culturally Inclusive And Competent Approach:** Specific modules are devoted to encouraging families to learn more about their cultural values and traditions, and to explore how they will use their culture to strengthen their family and their child's sense of belonging.

Growing Great Kids™ is a developmentally appropriate curriculum which aligns with the Head Start Performance Standards and other regulations including the Head Start Early Learning Outcomes Framework: Ages Birth to Five and the Early Learning Guidelines: Nebraska's Birth to Five Learning and Development Standards.

Home Visits

Home visits will follow a predictable sequence of events as outlined in the Growing Great Kids™ curriculum. This provides a structure for the visits which makes it easier for families and children to participate. Please be aware of the following expectations during a home visit:

- A home visit will occur each week for up to 1 ½ hours
- Parents/guardians are expected to actively participate during the home visit
- Parents/guardians will observe the home visitor demonstrate activities to support the child's learning while playing together
- Parents/guardians will have the opportunity to practice the new activities with the child and receive feedback from the home visitor on ways to expand the child's play
- Parents/guardians will have an opportunity to discuss any parenting concerns with the home visitor
- Parents/guardians will work with the home visitor to build on the strengths of the family in providing a healthy and nurturing environment for the child and family
- Videotaping will be used on visits to help parents/guardians develop their observation skills and to provide feedback
- Each visit will include:
 - a reflection on what has happened with the family since the last visit and an agreement on the plan for the current session
 - a parent-child interaction opportunity – usually around an activity
 - a development-centered parenting discussion – time for the parent/guardian to discuss concerns/issues and time for the home visitor to provide information on various family-centered topics
 - a reflection on the visit and time to make a plan together for the next visit
- For pregnant mothers enrolled in the program, the home visitor will visit at least twice monthly to explore together how to have a healthy pregnancy and prepare for baby's arrival

Attendance

Regular attendance at home visits is required for participation in the Birth to Three program. It is vital that the parent and child(ren) attend in order to receive the most value from the program. **We ask that you call home visitor at 402-296-5250 or another phone number provided by them as soon as you know you will be unable to keep an appointment for a home visit.** If the home visitor cancels a visit for any reason, it will be made up.

Excessive (5 or more) home visit cancellations (not related to illness) will be reviewed with families and may be considered for dismissal from the program depending on the reasons for the cancellations. Considerations will be made for any participants who wish to stay in the program and have made plans to re-schedule their missed visits. The Birth to Three program year operates from August 1st to July 31st.

Procedure for Missed Home Visits:

1. After five missed home visits, the home visitor or family support advocate (FSA) will discuss the situation with the parents(s). Efforts will be made to remedy the problem by determining specific conditions contributing to the attendance problem and developing a plan to address controllable conditions that may assist in alleviating the problem.
2. If absences continue after the initial meeting, the home visitor and family support advocate (FSA) will set up a meeting with the parents(s) to develop an attendance contract.
3. Families will be considered for dismissal from the Birth to Three program if more than three absences happen after the development of the attendance contract.

Assessment (Head Start Performance Standard 1302.33(b)(c))

The Birth to Three staff assess children's development with comprehensive observations rather than narrow tests, using the Teaching Strategies GOLD assessment. Observing a broad range of behaviors over several weeks or months gives us a more accurate picture of children's true capabilities than tests administered in one-time sessions. Home visitors will record anecdotes and collect information from caregivers describing what children do and say. Three times a year, teachers review these anecdotes and rate each child at the most accurate level he or she has demonstrated on the GOLD Developmental Continuum for more than 30 specific goals and objectives items in five areas of development: social/emotional, physical, language, cognitive, and literacy. Children's GOLD scores help home visitors design individualized learning opportunities tailored to their level of development. The Continuum follows ages birth-5 so that home visitors can build on the child's current stage of development throughout their time in the program. The GOLD is also used by home visitors to explain children's progress to parents at least three times a year.

School Readiness

The Head Start/Plattsmouth Early Childhood Program has established school readiness goals which are the expectations of children's status and progress across domains of language and literacy development, cognition and general knowledge, approaches to learning, physical well-being and motor development, and social and emotional development that will improve readiness for kindergarten goals. The school readiness goals are aligned with the Head Start Early Learning Outcomes Framework: Ages Birth to Five (HSELOF, 2015) and the Early Learning Guidelines: Nebraska's Birth to Five Learning and Development Standards.

The school readiness committee which consists of a parent representative from Policy Council/advisory committee, members of the leadership team, and teacher representatives meets at least three times a year to review data and update goals. The school readiness data is shared with Policy Council/advisory committee and the Board of Education at least three times a year. The information is also on the PECC website and in the Annual Report which is also posted on the PECC website.

Child Find

If you have or know a young child from birth to 5 years of age and you have concerns about his/her development, please call the Plattsmouth Early Childhood Center at 402-296-5250; Ext. 2618.

Developmental concerns may include:

Low birth weight	High medical needs	Prematurity
Multiple births	Feeding concerns	Difficulty speaking
Hearing loss	Blindness or vision impairment	Physical disability
Slow to walk or crawl	Identified disabilities	Developmental delay
	Behavioral or emotional problem	

Early Development Network: Free early childhood intervention support is available across Nebraska. Call toll free: 1-888-806-6287.

Family Involvement Section

**All families are unique and will be treated with respect and dignity.
Strict confidentiality will be maintained to ensure the privacy of each family.**

Parent Engagement

- Parents are given opportunities to volunteer. The options include Head Start/Early Head Start Policy Council (see below for more information) and the Sixpence Advisory Committee -- both of which allow you to have a voice in your child's education.

- Families work with the Family Support Advocate (FSA) to develop individualized Family Partnership Agreements based on each family's strengths and goals.
- Parent Groups are available that offer workshops on various topics throughout the year. Meetings are initially organized by the Home Visitor or FSA. These meetings are designed to be educational as well as provide opportunities for social interaction. Parents will also be given an opportunity to advise staff in developing and implementing local program policies, activities, and services to ensure they meet the needs of children and families. Parents involved with the parent events/parent committee will elect a representative/liaison to the Policy Council to ensure ongoing communication between the two groups.

Parent and Child Together (PACT) Socializations (Head Start Performance Standard 1302.35(e))

Participation in PACT is encouraged for all infants, toddlers, and their families. PACT sessions provide an opportunity for children and parents to enjoy activities in a setting other than their home. Children have the opportunity to play in small groups with other children their age. Families can meet and build friendships with other families enrolled in the Birth to Three Program.

Important Facts About PACT

- PACT sessions are offered at least three times a month at various locations around the community.
- Healthy snacks are part of the fun.
- PACT sessions provide a setting with new learning opportunities and experiences. Children experience new sights, sounds, smells, and textures.
- PACT sessions provide access to large motor play equipment, crafts, school readiness skills, and new foods.
- PACT sessions provide infants and toddlers the chance to be with other infants and toddlers and learn new skills from their friends.
- PACT sessions help infants and toddlers develop a sense of trust and confidence as they share these new experiences their family members.
- PACT sessions offer opportunities for parents to socialize and learn new skills from one another.

Policy Council

Policy Council is a group of parents/guardians who are directly involved with the decision making process of the preschool program's planning and administration. Elections are held each year by secret ballot (one ballot per family) to obtain representation from each classroom and one from the Early Head Start program. Parents who have agreed to serve as representatives submit their names to be included in this election process. Training for members is provided throughout the school year. Meetings are held once a month (August through May) at a time most convenient to the majority of the members. The Policy Council is a federal requirement for all Head Start programs and the membership must consist of 51% parents/guardians who currently have enrolled children in the Head Start program. Parents of children enrolled in the tuition program are considered community representatives on the Policy Council.

Family Support Advocates (FSAs)

The Family Support Advocate staff will provide families with available resources for referrals or needs your family may have. All families have strengths and the FSA staff will assist all families enrolled in the Birth to Three program to develop family goals that capitalize on the family strengths. The FSA staff will be available to families on a regular basis and can also be accessed by asking the home visitor. Strict confidentiality is maintained with respect to family information. Please feel free to contact the center with requests or questions you may have at 402-296-5250.

School Social Worker

A school social worker is available to assist parents and staff with areas of concern. No appointment is necessary and a schedule will be distributed to parents/caregivers in the monthly newsletters. The school social worker is also available to assist parents and staff to understand mental health and to access mental health interventions, as

needed. Information about local mental health resources are also available from Family Support Advocates, the school social worker, and home visitors.

Parent and Staff Responsibilities

The following are responsibilities for staff and parents/guardians involved in the **Plattsmouth Early Childhood Birth to Three** program. If you have questions regarding this information, please ask a staff member.

Parent/Guardian Responsibilities:

- participating in year round home visits on a weekly basis for up to 1 ½ hours
- participating in parent events such as Play’N’Learns on a regular basis
- participating in the family involvement/support program which requires contacts in your home by the FSA staff and family goal setting
- ensuring that your child completes required immunizations and physical (well child checks), dental, and vision examinations
- providing copies of your child’s immunization records, medical examinations and birth certificate in a timely manner
- reviewing the **Plattsmouth Early Childhood Birth to Three** Parent Handbook

Plattsmouth Early Childhood Birth to Three Staff Responsibilities:

- welcoming you, your family, and your child into the **Plattsmouth Early Childhood Birth to Three** program
- being available to parents/guardians to answer questions and to listen to concerns/comments
- understanding and following policies/procedures that address non-attendance
- working with parents/guardians to plan developmentally appropriate activities that will interest and challenge your child
- providing parents with information regarding your child’s development throughout the year
- encouraging parent/guardian involvement

Verification of Information

Parents/guardians are asked to provide information about their families and their child throughout the application and enrollment process. Early Head Start/Sixpence staff members rely on this information to determine eligibility for Early Head Start, which is a federally sponsored program, and Sixpence, which is a state/private funds sponsored program. Staff members meet with parents/guardians to verify information such as income, age of child, foster care participant, etc. Parents are required to provide accurate information and sign the application to certify that the information they have provided is true and accurate. If any provided information is found to be false, participation in Early Head Start/Sixpence’s programs may be terminated and the parent/guardian may be subject to legal action.

General Information Section

Birth Certificate

State law requires that a certified copy of a child’s birth certificate be used when enrolling a new child in school. If your child is registering with Plattsmouth Community Schools for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

Child Abuse/Neglect Reporting

When any Cass County/Plattsmouth Early Childhood staff member or volunteer has reasonable cause to believe that a child has been subjected to abuse or neglect, or observes a child(ren) being subjected to conditions or circumstances which would result in abuse or neglect, he/she shall report such incident or cause a report to be made as soon as possible to the proper law enforcement agency or to Health and Human Services (Neb. Rev. Stat. Section 28-710; 28-711, PCSD Policy 5402). Anyone participating in good faith in these procedures shall have immunity from any liability, civil or criminal. Law providing privileged communication shall not apply in cases of suspected child abuse or neglect.

Child Abuse/Neglect Hotline phone number for a report: **1-800-652-1999**

Closings/Inclement Weather

In the event that Plattsmouth Community School District (PCSD) is closed for the day, all Plattsmouth Early Childhood and Birth to Three programs will also be closed. The PCSD is part of a system that sends automated messages to families within the district. This system allows the district to contact parents in the event of school closings, late starts, emergencies, etc. Emergency contact numbers listed on your child's emergency card will be in the system. Text messaging is also available.

TV and radio stations will carry school closing messages as soon as any decision is made regarding school cancellation or dismissal early due to weather conditions and/or other emergencies. Announcements will be made over radio stations KFAB 1110AM, WOW 590AM, 94.1FM, and 89.7FM, and TV channels 7, 6, 3, and 42.

Please contact your home visitor or FSA with questions about your scheduled visit during inclement weather.

Complaint/Concern Procedure

When parents have a concern or complaint about the early childhood birth to three program, the following protocol should be followed:

1. Schedule a conference/meeting with the staff person most immediately or directly involved in the matter.
 - No matter the concern, address it with the person most directly involved first
 - It is appropriate to call for an appointment or to set up a time to meet with the staff person
 - When calling or setting up an appointment, it is courteous to let the person know the general nature of the concern
2. Address the concern to the Building/Program Administrator (Pam Dobrovlny at 402-296-5250) if the matter is not resolved at Step One.
 - Supervisory personnel will rarely have ready access to the information they need to be of immediate assistance and working through the issue will likely require additional time
3. Address the concern to the Superintendent if the matter is not resolved at Step Two.
 - When you believe you have taken the concern to the next level but still haven't achieved a satisfactory outcome, the Superintendent is the next person to involve
 - Keep in mind that a meeting with the Superintendent will likely require some advance planning
 - There is a specific complaint form to be used when a person has a complaint related to discrimination, harassment or retaliation on such bases in regard to employment or the programs and activities of the school district.
 - Refer to Board Policy 1200, 4003 and/or 5401 for the particulars of the complaint and grievance process.
 - The complaint form can be accessed on the PCSD website by choosing "About PCS" and then scrolling down and selecting "Board of Education". On the left hand side of the page choose the "Policies" tab, then select "1000 Community Relations." Select Policy 1200A for access to the form. Or use the following link: <https://www.pcsd.org/Page/20>
4. Address the concern to the Board of Education if the matter is not resolved at Step Three.

- School Board members are elected to represent the interests of all parents and district residents and are available to hear the points of view of their constituents, however school board members do not have direct authority over day to day school operations and all authority is the result of official actions by a majority of the Board at meetings open to the public
- Board members may be able to request that the Board review the specific policies that relate to the situation or propose new policies for the Board's consideration
- Contact a Board member when a policy is being enforced that you believe results in bad consequences, when you believe a policy isn't being enforced, or when policies or procedures are not enforced fairly for all

Custody Agreements/Court Orders

If one parent has been given primary legal custody, **information about the child will not be released without the primary custodial parent's permission.** If parents have a joint custody agreement, information about the child will be released to both parents. It is a parents responsibility to submit any legal documents regarding custody or release of information to the home visitor or FSA. Once paperwork is received, program staff will comply with the court order.

Non-Discrimination on Basis of Race/Sex

It is a policy of the Plattsmouth Community Schools not to discriminate on the basis of sex, handicap, race, color, religion, marital status or national or ethnic origin in its educational programs, activities or employment policies. Inquiries regarding compliance with this policy may be directed to the Superintendent of Plattsmouth Community Schools, or to the Director of the Office for Civil Rights, Department of Health, Educational Welfare, Washington, D.C.

Parent Resource Library

There is a parent resource library located at PECC. Parents are able to check out resource materials and children's books and they can access pamphlets and brochures that address a number of issues such as toilet training, child discipline, etc. Check with personnel in the main office for assistance.

Program Fees

If fees are applicable to your program option, you will be notified. No fees will be charged for the regular preschool program for families that qualify for Early Head Start or Sixpence.

Publication of Child Pictures and Products

From time to time your child may have occasion to be photographed for the newspaper, television, the Head Start/PECC Facebook page, or PCSD Internet web pages. The news media will occasionally do stories on events occurring in school programs, presentations, and other newsworthy happenings. Teachers/home visitors may post pictures of classroom activities and field trips on PCSD Internet web pages.

Since pictures of your child are personally identifiable information, you have the opportunity to request that you child's picture not be used for the above purposes. **If you do not wish to have your child's picture or work available to the media or displayed on the Internet, please contact the main office at 402-296-5250 or your home visitor.** If we do not hear from you, we will assume that you agree to have your child's picture or work available to the media, on the Head Start/PECC Facebook page, or on the Internet should such an occasion arise.

Sex Offender Policy

As parents, you have entrusted your child to the Head Start/PECC staff to keep them safe from harm – physically and emotionally. We take your trust very seriously and do all we can to keep children safe. As a safeguard, anyone (e.g., volunteers, parents, family members, community members, etc.), whom we are aware is a registered

sex offender will not be allowed in the PECC building, on school grounds, or to participate in a Play’N’Learn without prior written approval from the PSCD Superintendent of Schools. Please notify the main office if you have questions.

Student Record Data

The Plattsmouth Community Schools and the Early Childhood Programs are in compliance with HIPPA and FERPA guidelines. The HIPPA and FERPA policies are on file in the Elementary School office.

The Early Childhood Center collects and maintains records on each student in order to facilitate the instruction, guidance and educational progress of the student. The records contain information about the student and his/her education and may include but are not limited to the following types of records: identification data, attendance date, health and immunization records, records of achievement, family background data, assessment, educational plans, classroom observations and external agency reports. All books, papers, documents, reports, and records kept by the District may be retained as electronic records (BOE Policy #3560).

The records of each student are generally located in the building that he or she is attending. The persons responsible for maintenance of student records for each school building are the Home Visitors, FSAs, and the Health/Nutrition Manager.

The following persons, agencies and organizations may have restricted access to student records without proper written consent of the parent/guardian. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

1. School officials and teachers with legitimate educational interest
2. Representatives of state and local government when auditing and evaluating federal educational programs
3. Government officials to whom information is to be reported under state law
4. Organizations that process and evaluate standardized tests
5. Accrediting or organizations for accrediting purposes
6. Parents of dependent children, regardless of child’s age
7. In connection with an emergency

Student records are reviewed when a student moves from the Early Childhood Program to the Elementary School and/or when a student transfers out of the District.

A procedure to be followed in exercising any of the rights under school policies or rules may be obtained from any building Principal or Director.

Those records not of a permanent nature are destroyed upon graduation or within three years of discontinued attendance in the district. Parents of students under the age of 18 may exercise the opportunity to review educational records of the student; to obtain copies of the records; to write a response to material in the records; to challenge the content of the record on the grounds of inappropriateness, inaccuracy, or an invasion of privacy; and to have the records explained.

The administrator of the program may release the following types of information to the public as he/she sees fit, keeping in mind the privacy of the student and the student’s family: participation in officially recognized activities, dates of attendance, and awards received.

Any parent objecting to the public release of such information must sign a written form at the time of enrollment with the Early Childhood Program stating that the public does not have release of such information.

Transition

The Plattsmouth Early Childhood Birth to Three program assists families as they transition into and out of the various programs. Activities are planned throughout the year to assist families and children with these transitions.

Health Section

Child and Family Health Monitoring

Group	Health Requirements
Birth to age 3	Vision Screening – within 45 days of enrollment Hearing Screening – within 45 days of enrollment Developmental Screenings (EX: Ages & Stages & DECA, etc.) – twice a year
At 12 months of age	Lead Screening Hemoglobin Screening First Dental Exam
Birth to age 3	Documentation of well child checks are required at 2 weeks, 2, 4, 6, 9, 12, 15, 18, 24, & 36 months. Documentation of immunizations at 2, 4, 6, 12, 15, 18, & 24 months.
Pregnant Women	A History and Physical & Pregnancy Health Appraisal and CCEHS Health & Nutrition Questionnaire for Pregnant Women filled out by physician.

Illness Policy

In order to ensure the safety and health of your family and children and our staff, we require that the family should notify the home visitor as soon as possible to re-schedule the home visit if any family members have any of the following conditions:

- Temperature of 100.4 degrees or above
- Rash (if accompanied by a fever)
- Strep throat or the flu (unless on antibiotic for at least 24 hours)
- Live head lice (nits do not require exclusion)
- Severe or harsh cough accompanied by other symptoms such as fever, excessive fussing, and general discomfort
- Two or more episodes of diarrhea
- One or more episodes of vomiting (not associated with meal time)
- Red eyes with discharge
- Yellow eyes or jaundiced skin (requires immediate care)
- Impetigo, ringworm (if not able to cover)

Home visitors will plan to re-schedule your home visit if they are experiencing any of the above conditions in order to keep your family safe and healthy.

LOCATIONS AND TIMES OF AREA IMMUNIZATION CLINICS

SARPY/CASS COUNTY IMMUNIZATION CLINIC (P. (402) 593-3222 F. (402) 593-3034)

Free clinic – Donations Accepted

Eligible* children 0-18 years of age

*An eligible child is enrolled in Medicaid, uninsured, underinsured (has health insurance, but vaccines are not covered), or an American Indian/Alaskan Native.

Request an appointment online!

Please visit: <https://www.chihealth.com/en/locationsearch/midlands/immunization-clinic.html>

PAPILLION – Midlands Medical Building One Phone – (402) 593-3222

First Thursday of the month from 4:00 pm – 7:00 pm

Second and Fourth Thursdays from 9:00 am – 12:00 pm

11109 South 84th Street, 5th Floor Suite 5800

Papillion, NE 68046

AREA HEALTH CARE SERVICES:

Nebraska Department of Health and Human Services: www.accessnebraska.ne.gov
Provides medical insurance benefits to residents of Cass County who are income eligible or have Medicaid

Cass Family Medicine

Provides sliding scale payment options for those uninsured or underinsured
122 S 6th Street
Plattsmouth, NE 68048
(402) 296-2345

WIC Clinic

Herold Hall (next to St. Luke's Episcopal Church)
3rd Street & Avenue A
Plattsmouth, NE 68048
(402) 335-2988 or 877-691-8381

First and Third Mondays By Appointment Only
(8:30 a.m. - 5:00 p.m)

Sarpy/Cass Health Department

701 Olson Drive, Suite 101
Papillion, NE 68046
(402) 339-4334
Toll Free: 800-645-0134
Fax: (402) 339-4235
After hours health emergencies: (402) 506-1553
Sarpycasshealthdepartment.org

Summary of the School Immunization Rules and Regulations

Student Age Group	Required Vaccines
Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	<p>4 doses of DTaP, DTP, or DT vaccine</p> <p>3 doses of Polio vaccine</p> <p>3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age</p> <p>3 doses of pediatric Hepatitis B vaccine</p> <p>1 dose of MMR or MMRV given on or after 12 months of age</p> <p>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.</p> <p>4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age</p>
Students entering school (Kindergarten or 1 st Grade depending on the school district's entering grade)	<p>3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday</p> <p>3 doses of Polio vaccine</p> <p>3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age</p> <p>2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month</p> <p>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>
Students entering 7 th grade	<p>Must be current with the above vaccinations</p> <p>AND receive</p> <p>1 dose of Tdap (contain Pertussis booster)</p>
Students transferring from outside the state at any grade	<p>Must be immunized appropriately according to the grade entered.</p>

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

The School Rules & Regulations are available on the internet: http://dhhs.ne.gov/Pages/reg_1173.aspx (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)
 Updated 01/26/2018

AREA HEALTH CARE PROVIDERS

Dentistry

Louisville Family Dental
229 Main Street
Louisville, NE 68037
402-234-3000

Weeping Water Dental
105 West Eldora
Weeping Water, NE 68463
402-267-2325

McKnight Family Dental
2302 W 8th Ave Suite 2
Plattsmouth, NE 68048
402-296-2818

Capehart Family Dentistry
2110 Towne Centre Dr
Bellevue, NE 68123
402-885-8990

Main Street Family Dental and Orthodontics
619 Main St
Plattsmouth, NE 68048
402-296-2188

OneWorld Dental
*sliding scale options available
Omaha
4920 S. 30th Street, 3rd Floor
Omaha, NE 68107
402-932-7204

Bellevue
2207 Georgia Ave
Bellevue, NE 68005
402-502-8855

Optometry - Eye Clinic

Dr. John Bateman
Dr. Andrea Carda
2380 W 8th Ave, Suite 4
Plattsmouth, NE 68048
402-296-2200

Physicians/Pediatricians

Methodist Physician's Clinic
203 Main St
Louisville, NE 68037
402-234-2500

Children's Physicians
1938 E Highway 34
Plattsmouth, NE 68048
402-955-7150

UNMC Physicians
1938 E Highway 34
Plattsmouth, NE 68048
402-296-6009

Cass Family Medicine/OneWorld
Plattsmouth
122 South 6th St
Plattsmouth, NE 68048
402-296-2345

Weeping Water Medical Clinic
204 North Randolph St
Weeping Water, NE 68463
402-267-5330

Applicable Board of Education Policies/Procedures

All Board of Education policies can be accessed at the following website, <https://www.pcsd.org/Page/19>, or they can be accessed on the Plattsburgh Community Schools website (www.pcsd.org) by clicking on About PCS, scroll down and select Board of Education and then Policies. All of the most current updates to policies can be found online.

Student Records BOE Policy No. 5202

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility and effectively provide the function or service for which they are responsible.

Contractors, consultants and volunteers are permitted to have access to education records where they are performing a function or service that would otherwise be done by a school employee. Their access is limited to education records in which they have a legitimate educational interest; which means records needed to effectively provide the function or service for which they are responsible.

The District forwards education records (may include academic, health and discipline records) to schools that have requested the records and in which the student seeks or intends to enroll, or where the student has already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

NOTICE CONCERNING DIRECTORY INFORMATION

The District may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent previous school attended. A parent or eligible student has the right to refuse to let the District designate any or all of those types of information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want any or all of those types of information about the student designated as directory information is as follows: two weeks from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION

The district's policy is for education records to be kept confidential except as permitted by the FERPA law, and the district does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District designates such student work as directory information and as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the

designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

Anti-discrimination & Harassment Policy – BOE Policy No. 5401

Elimination of Discrimination. The Plattsmouth Community Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The Plattsmouth Community Schools 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:

Plattsmouth Community Schools and its staff shall comply with all state and federal laws prohibiting discrimination. The Board of Plattsmouth Community Schools intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination and directs its staff to take all actions necessary to meet this objective.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Students, Employees, and Others: Dr. Richard E. Hasty, Plattsmouth Community School District Superintendent/Special Education Director, 1912 E. 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, Missouri 64106, (800) 368-1019 (voice), (816) 426- 3686 (fax) or (800) 537-7697 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

Preventing Harassment and Discrimination of Students.

Purpose: Plattsmouth Community Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, the Plattsmouth Community Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, religion, national origin, sex, disability or age is prohibited. The following are general definitions of what might constitute prohibited harassment.

- In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.
- Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.
- Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.
 - Sexual harassment may exist when:
 - Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;
 - Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time.
 - The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, classroom or educational environment.
 - Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

Complaint and Grievance Procedures:

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination (designated coordinator). If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation ("discrimination") to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

District employees, supervisors and administrators must immediately report any complaints, reports, observations, or other information of alleged discrimination to the designated coordinator, even if that District employee is investigating the alleged discrimination as part of the District's student or employee disciplinary process, and provide the complainant with information for filing a complaint of discrimination, including a complaint form if requested, and contact information for the District's designated coordinator. If the District uses its disciplinary procedures to investigate and resolve an alleged discrimination complaint, those disciplinary procedures will comply with the District's standards for a prompt and equitable grievance procedure outlined in section B.2., below.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

Multicultural Education BOE Policy No. 6370

Statement of Philosophy and Mission

The philosophy of the multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races.

The mission of the multicultural education program is to prepare students to: (a) value and respect their own culture and race and cultures and races other than their own and (b) eliminate stereotypes and different treatment of others based on culture and race. The mission shall also include preparing students to eliminate stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

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

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

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

Return to Learn From Cancer – BOE Policy No. 6286

The Superintendent or designee shall make available training on how to recognize that students who have been treated for pediatric cancer and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff.

A 504 team meeting will be held, as appropriate, to develop individual return to learn accommodations and modifications.

Notice Concerning Designation of Law Enforcement Unit:

The District designates the Plattsburgh Police Department and the Cass County Sheriff Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

Student Privacy Protection - Policy No. 5421

It is the policy of Plattsburgh Community Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

- A. Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties:** Parents shall have the right to inspect, upon the parent's request, survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.
- B. Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive:** The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

- C. Right of Parents to Inspect Instructional Materials: Parents have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy.

The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

- D. Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."
- E. Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information.

"Personal information" for purposes of this policy means individually identifiable information about a student including: a student or parent's first and last name, home address, telephone number, and social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

- F. Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The District provides parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

1. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).
2. Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and
3. Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or

screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities. In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be “sensitive” for purposes of this policy:

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental or psychological problems of the student or the student’s parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student’s parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Mental Health Assessment or Service

The District shall obtain informed consent from the parent of each child who is under 18 years of age to participate in any mental-health assessment or service that is funded under the Every Student Succeeds Act (“ESSA”). Before obtaining the consent, the District shall provide the parent written notice describing in detail such mental health assessment or service, including the purpose for such assessment or service, the provider of such assessment or service, when such assessment or service will begin, and how long such assessment or service may last.

Homeless Students Policy - Policy No. 5417

This School District will comply with the federal and state law related to homeless students.

A “homeless child” for purposes of this Policy is a child who lacks a fixed, regular, and adequate nighttime residence, as defined by applicable federal and state law related to homeless students. An “unaccompanied youth” is a child who is not in the physical custody of a parent or guardian.

- I. Homeless Coordinator: The District’s designated Homeless Coordinator is the Superintendent. The Homeless Coordinator may delegate the specified duties as the Homeless Coordinator determines to be appropriate. The Homeless Coordinator shall serve as the school liaison for homeless children and youth.
 - a. Responsibilities. The responsibilities of the Homeless Coordinator are to assist with identification, enrollment, and placement of homeless children and to provide staff development activities to all school personnel regarding the educational rights and needs of homeless children and youth. The Homeless Coordinator shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law.
 - b. Coordination. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. Coordination activities with area shelters and other homeless service providers are to be established by the Homeless Coordinator.
 - c. Financial. The Homeless Coordinator shall ensure that financial records are maintained to show expenditures are for authorized activities. Title I, Part A homeless set-aside funds are also to be used for services for homeless children. Materials and equipment purchased with grant funds are properly identified and inventoried.
 - d. Program Activities. The Homeless Coordinator shall design program activities to meet the greatest need as determined by the District and homeless service providers.
 - e. Documentation. The Homeless Coordinator shall document the number of homeless children and youth receiving services.
 - f. Student Records. The Homeless Coordinator shall ensure that any record ordinarily kept related to students, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, are to be maintained so that the records of a homeless child are available, in a timely fashion, when the child enters a new school or school district and in a manner consistent with the Federal Education Rights and Privacy Act.
 - g. Notice. The District shall annually inform school personnel, service providers, advocates working with homeless families, parents and guardians of homeless children and youths, and homeless children and youths of the duties of

- the Homeless Coordinator, and shall annually provide to NDE the identity of the District's Homeless Coordinator.
2. Enrollment of and Services to Homeless Children: The enrollment and placement of homeless children shall be in compliance with federal and state law.
 - a. Enrollment. A homeless child shall be immediately enrolled even if the child is unable to produce records normally required for enrollment. Lack of previous school records, immunization and medical records, birth certificate, or other documentation from the previous school will not delay the enrollment of a homeless child or youth. Guardianship issues, uniform or dress code requirements, and residency requirements will not be obstacles to delay or deny enrollment. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.
 - b. Obtaining Records. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records.
 - c. Placement. Placement decisions for a homeless child shall be made according to the District's determination of the child's best interests.
 - i. The placement shall be at either:
 1. The child's "school of origin" which is the school that the child attended when permanently housed or the school in which the child was last enrolled; or
 2. The school of the attendance area in which the child is actually living.
 - ii. If placed in the school of origin, the placement shall continue for the duration of the child's homelessness. If the child becomes permanently housed (no longer homeless) during the school year, the placement in the school of origin will be continued for the remainder of that school year.
 - iii. To the extent feasible the placement shall be in the school of origin except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian.
 - iv. If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal.
 - v. The grade placement for the homeless child will be the appropriate grade level as determined by the building principal or designee using the same procedures that are used for placing non-homeless children attending that school.
 3. Educational Services and Stigmatization or Segregation: It is the District's policy that homeless children not be stigmatized or segregated on the basis of their status as homeless. Homeless children will be provided the same free, appropriate public education as other students. Homeless students will be provided services comparable to services offered to other students in the school in which the homeless child has been placed, including the following: transportation services, educational services for which the student meets the eligibility criteria, such as services provided under Title I, educational programs for children with disabilities, and educational programs for students with limited English proficiency, programs in vocational and technical education, programs for gifted and talented students, and school nutrition programs.
 4. Transportation: Transportation will be provided to homeless students, to the extent required by law.
 - a. Comparable Service. Transportation will be provided to a homeless student comparable to that provided to students who are not homeless.
 - b. School of Origin. When the homeless student attends the school of origin, transportation will be provided to and from the school of origin upon request of the parent or guardian of the homeless child, or upon request of the Homeless Coordinator in the case of an unaccompanied youth. If the homeless child relocates out of the District but continues to be enrolled in this School District based on it being the school of origin, this School District will negotiate with the school district in which the child is residing to develop a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin. If agreement is not reached, the responsibility and cost for transportation shall be shared equally.
 - c. Eliminate Barriers. Transportation will be provided when necessary to eliminate barriers to school enrollment and the retention of students experiencing homelessness.
 5. Dispute Resolution Process. The process to resolve disputes concerning the enrollment or placement of a child or youth experiencing homelessness is as follows:
 - a. The child and the parent, guardian or other person having legal or actual charge or control of the child shall be referred to the Homeless Coordinator. The Homeless Coordinator shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute within not less than thirty (30) calendar days. The dispute resolution process is as follows:
 - i. The child or parent/guardian will notify the Homeless Coordinator. The District's Dispute Resolution Form shall be used if such is available.
 - ii. When it is determined that additional information would be helpful, the Homeless Coordinator will schedule a meeting within 10 days, or such time as practicable, at which the child and parent/guardian will be given the opportunity to provide information in support of their position.
 - iii. The Homeless Coordinator will contact school officials and others as determined appropriate to obtain information to corroborate the information provided in support of the positions of the child and parent/guardian and the District.
 - iv. The Homeless Coordinator will provide a written response and explanation of a decision regarding the dispute within 30 calendar days after receiving the dispute statement.

- v. The written response and explanation of the decision will include a notice of the right to appeal using the appeal process provided for in the Nebraska Department of Education Rule 19.
 - b. In the case of an unaccompanied youth, the District liaison will ensure that the youth is enrolled immediately in the school in which enrollment is sought pending resolution of the dispute;
 - c. The District will ensure the immediate enrollment of the child in the school in which enrollment is sought pending resolution of the dispute; and
 - d. The District's written response will include a notice of the right to appeal as provided in Nebraska Department of Education Rule 19, Section 005.03.
6. Right to Appeal.
- a. Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth or an unaccompanied youth that is dissatisfied with the decision of the District after the dispute resolution process may file a written appeal with the Nebraska Commissioner of Education within thirty (30) calendar days of receipt of the decision. Refer to NDE, Rule 19, Section 005.03 for further details.
 - b. A party may appeal the decision of the Commissioner or designee by filing a Petition with the State Board of Education within thirty (30) calendar days of the receipt of the decision. Refer to NDE, Rule 19, Section 005.03C for further details.

Breakfast and Lunch Programs

The District has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction. The District provides the United States Department of Agriculture's required nondiscrimination statement:

Non-Discrimination Statement for Meal Programs:

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

As stated above, all protected bases do not apply to all programs. The first six protected bases of race, color, national origin, age, disability and sex are the six protected bases for all applicants and recipients of the Child Nutrition Programs.

The school food authority assures the State Department of Education that the school system will uniformly implement the following policy to determine children's eligibility for free and reduced price meals in all National School Lunch Programs. In fulfilling its responsibilities the school food authority:

1. Agrees to serve meals free to children from families whose income meets eligibility guidelines.
2. Agrees to serve meals at a reduced price to children from families whose income falls between free meal scale and the poverty guidelines.
3. Agrees to provide these benefits to any child whose family's income falls within the criteria in Attachment A after deductions are made for the following special hardship conditions which could not reasonably be anticipated or controlled by the household: Unusually high medical expenses; shelter costs in excess of 30 percent of reported income; special education expenses due to the mental or physical condition of a child; disaster or casualty losses.
4. In addition, agrees to provide these benefits to children from families who are experiencing strikes, layoffs and unemployment which cause the family income to fall within the criteria set forth in federal guidelines.
5. Agrees there will be no physical segregation of, nor any other discrimination against, any child because of his inability to pay the full price of the meal. The names of the children eligible to receive free and reduced price meals shall not be published, posted or announced in any manner and there shall be no overt identification of any such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for free or reduced price meals shall not be required to: Work for their meals; use a separate lunch room; go through a separate serving line; enter the lunchroom through a separate entrance; eat meals at a different time; or eat a meal different from the one sold to children paying the full price.
6. Agrees in the operation of child nutrition programs, no child shall be discriminated against because of race, sex, color, or national origin.
7. Agrees to establish and use a fair hearing procedure for parental appeals to the school's decisions on applications and for school officials' challenges to the correctness of information contained in an application or to be continued eligibility of any child for free or reduced price meals. During the appeal and hearing the child will continue to receive free or reduced priced meals. A record of all such appeals and challenges and their dispositions shall be retained for three (3) years. Prior to initiating the hearing procedures, the parent or local school official may request a conference

to provide an opportunity for the parent and school official to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing. The hearing procedure shall provide the following:

- A publicly-announced, simple method for making an oral or written request for a hearing.
 - An opportunity to be assisted or represented by an attorney or other person.
 - An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
 - Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.
 - An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference.
 - An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.
 - The hearing be conducted and the decision made by a hearing official who did not participate in the decision under appeal or in any previous conference.
 - The parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official.
8. Agrees to designate the Superintendent to review applications and make determinations of eligibility. This official will use the criteria outlined in this policy to determine which individual children are eligible for free or reduced price meals.
9. Agrees to develop and send to each child's parent or guardian a letter as outlined by State Department of Education including an application form for free or reduced price meals at the beginning of each school year. Applications may be filed at any time during the year. All children from a family will receive the same benefits.

The following information will be available in the office of the Superintendent:

- Eligibility criteria for free and reduced meals
- Parent letter and application
- Public release
- Collection procedures

Student Privacy Protection – BOE Policy #542I

It is the policy of Plattsburgh Community School District to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

- A. Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties
Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.
- B. Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive
The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed Definition of Surveys of Matters Deemed to be Sensitive), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: Notification of and Right to Opt-Out of Specific Events.
- C. Right of Parents to Inspect Instructional Materials
Parents shall have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term instructional materials for purposes of this policy.
- The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.
- D. Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings
The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parent opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities

Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: A Notification of and Right to Opt-Out of Specific Events.

E. Protection of Student Privacy in Regard to Personal Information Collected from Students

The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information.

Personal information for purposes of this policy means individually identifiable information about a student including: (1) a student or parent's first and last name, (2) home address, (3) telephone number, and (4) social security number. The term personal information, for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

F. Parent Access to Instruments used in the Collection of Personal Information

While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received.

The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy

The District shall provide parents with reasonable notice of the adoption or continued use of this policy and other policies related to the student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events

The District shall directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

1. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information);
2. Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and
3. Any nonemergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parent opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities. In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive

Any survey containing one or more of the following matters shall be deemed to be sensitive for purposes of this policy:

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student or the student's parent;
3. sex behavior or attitudes;

4. illegal, anti-social, self-incriminating or demeaning behavior;
5. critical appraisals of other individuals with whom the student has close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
7. Religious practices, affiliations, or beliefs of the students or the student's parent;
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Mental Health Assessment or Service

The District shall obtain informed consent from the parent of each child who is under 18 years of age to participate in any mental health assessment or service that is funded under the Every Student Succeeds Act ("ESSA"). Before obtaining the consent, the District shall provide the parent written notice describing in detail such mental health assessment or service, including the purpose for such assessment or service, the provider of such assessment or service, when such assessment or service will begin, and how long such assessment or service may last.

Confidentiality of Student Records.

Student files and other education records shall not be released or divulged except in compliance with state and federal law.

School officials may have access to only those education records in which they have a legitimate educational interest, unless the parent has given written and dated consent for the access. A school official who violates this restriction shall be subject to disciplinary action up to and including termination.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility and effectively provide the function or service for which they are responsible.

A school official for purposes of access to education records is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

To the extent permitted by law, contractors, consultants and volunteers may be permitted to have access to education records where they are performing a function or service that would otherwise be done by a school employee. Their access is limited to education records in which they have a legitimate educational interest; which means records needed to effectively provide the function or service for which they are responsible.

Student and Parent Access to Student Records.

A parent or guardian of a student or former student, and a student or former student who is eighteen (18) years of age or older, shall be given the opportunity upon request to inspect and review the education records of the student or former student. Non-custodial parents will be provided full and equal access to the education records of his or her child unless there is a court order to the contrary.

Maintenance and Destruction.

Student files or records shall be so maintained so as to separate academic and disciplinary matters. All disciplinary material in a student's file shall be removed and destroyed after the student's continuous absence from the school for a period of three (3) years.

Amendment of Student Records.

Parents and eligible students (a student who has reached 18 years of age or is attending an institution of postsecondary education) have the right to challenge any information contained in the records that they believe is inaccurate, misleading or violates the privacy rights of the student. Such a challenge may be made by making a written request to the Principal to amend the records. If a decision is made not to amend the education records in accordance with the request, the Principal shall so inform the parents of the student and the Superintendent. The parent shall be advised of the right to a hearing.

If a hearing is requested, the Superintendent shall conduct a hearing (or delegate the role to another school official who does not have a direct interest in the outcome of the hearing) and provide the parent or eligible student a full and fair opportunity to present evidence relevant to the issues raised in conformance with applicable law.

Safe Pupil Transportation Plan -- Policy No. 5306

This Safe Pupil Transportation Plan sets forth the District's plan for providing safe transportation to students being transported in pupil transportation vehicles.

- I. **Weapons-** Upon becoming aware of a weapon aboard a pupil transportation vehicle, the driver will make every attempt to:
 - A. Radio transportation dispatch and notify them of the situation **if possible**. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location. Examples of a safe haven include, but are not limited to, any school building site, emergency service station (law enforcement or fire department), community service agency, etc.
 - B. Pull vehicle over to safe and secure area.
 - C. Confiscate weapon (if it doesn't jeopardize student or driver safety).
 - D. Give description of weapon and participating parties to dispatch.
 - E. Dispatch will immediately notify appropriate law enforcement agencies and school administration.

2. Pupil behavior- Students are expected to follow student conduct rules while in a pupil transportation vehicle. The pupil transportation driver is responsible for controlling behavior which affects safety and for reporting rule violations to school administration. In the event a student's behavior jeopardizes safety, the driver will make every attempt to:

- A. First seek to resolve incident through discussion with the student(s) involved.
- B. Radio transportation dispatch and notify them of situation **if possible**. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
- C. Activate emergency flashers.
- D. Bring vehicle to a safe stop. Seek to resolve the incident, using physical force only as necessary to protect students or yourself.
- E. Report and document discipline problems to the school administrator on a Bus Conduct Report/Incident Form.

3. Terrorist threats- A person commits a terroristic threat if the person threatens to commit a crime of violence with the intent to terrorize another or with the intent of causing evacuation of a building, place of assembly or facility of public transportation or in reckless disregard of the risk of causing such terror or evacuation. Upon becoming aware of a terroristic threat relating to a pupil transportation vehicle, the driver will make every attempt to:

- A. Radio transportation dispatch and notify them of situation **if possible**. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
- B. Make every attempt to keep passengers calm (this may mean complying with the terrorist).
- C. Dispatch will immediately notify appropriate law enforcement agencies and school administration.
- D. Driver should wait for instructions from dispatch **if possible**.

4. Severe weather- Upon becoming aware of severe weather while aboard a pupil transportation vehicle, the driver will make every attempt to:

- A. Radio transportation dispatch and notify them of situation if possible. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
- B. Return to the school if less than five minutes away and follow the directions of the school administrator.
- C. If more than five minutes away from school, go to the nearest school and follow the directions of the school administrator.
- D. If more than five minutes away from the nearest school or there is immediate danger, get to the nearest basement or underground shelter with all students.
- E. If there is no shelter and there is immediate danger the driver and passengers are to follow evacuation procedures and get everyone off the vehicle into the nearest ditch or culvert at least 100 feet away from the vehicle.

5. Hazardous materials- Upon becoming aware of a hazardous material aboard a pupil transportation vehicle, the driver will make every attempt to:

- A. Radio transportation dispatch and notify them of situation **if possible**. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
- B. Pull vehicle over to safe and secure area.
- C. Give description of hazardous materials in question to dispatch.
- D. Dispatch will immediately notify appropriate law enforcement and school administration.
- E. Driver should wait for instructions from dispatch **if possible**.

6. Medical emergencies- Upon becoming aware of a medical emergency aboard a pupil transportation vehicle, the driver will make every attempt to:

- A. Radio transportation dispatch and notify them of situation **if possible**. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
- B. Dispatch will immediately notify appropriate medical agencies and school administration.
- C. Driver should follow instructions from dispatch, school officials, and parents when such information can be obtained quickly enough. If not available, follow emergency first aid procedures.
- D. **Only if necessary**, the driver should move passengers only enough to get them out of danger of traffic or fire. If moved, the driver and aide are to keep them where placed until a medical agency arrives, unless a parent has taken charge of their child.
- E. Driver should try to keep student passengers as calm as possible.

7. Procedures in the event of mechanical breakdowns of the vehicle- Upon becoming aware of a mechanical breakdown aboard a Pupil transportation vehicle, the driver will make every attempt to:

- A. Pull vehicle over to safe and secure area if possible
- B. Radio transportation dispatch and notify them of situation if possible. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
- C. Activate emergency flashers and place warning flares/reflectors in accordance with safety guidelines, if not in secure area.
- D. Driver should try to keep student passengers as calm as possible.
- E. Dispatch will arrange for assistance and a relief vehicle if needed.

8. Procedures in the event the drop-off location is uncertain or appears unsafe to leave students. In the event the drop-off location is uncertain or appears unsafe to leave students, the driver will make every attempt to:

- A. Radio transportation or otherwise communicate with dispatch to notify them of the situation if possible.
- B. Release children only if an adult responsible for the children is present. If not, keep children who are to be released in the vehicle, continue with route, and return children who were to be released to the school.
- C. Dispatch will notify appropriate law enforcement agencies and school administration if appropriate given the circumstances.

9. Documentation under Safe Pupil Transportation Plan. Each pupil transportation driver is required to complete and submit to the school administration a bus conduct report or incident report involving the pupil transportation vehicle operated by the driver or any pupils transported in it. Documentation is to include the occurrence of any of the following events: weapons, student behavior which affects safety, terroristic threats, severe weather, hazardous materials, or medical emergencies. Documentation of such events shall be completed and submitted as soon as practicable after the incident.

10. Transportation of Unsafe Items. Drivers shall not permit pupil transportation vehicles to transport any items, animals, materials, weapons or look-a-like weapons or equipment which in any way would endanger the lives, health or safety of the children or other passengers and the driver. Look-a-like weapons associated with a school sponsored or approved activity may be transported only with written permission of a school administrator. Any items that would break or could produce injury if tossed about inside the pupil transportation vehicle when involved in an accident or sudden stop shall be secured.

11. Supplemental Information. A copy of this plan shall be placed in each pupil transportation vehicle, kept at each school building, and made available upon request. Supplemental information with respect to operational and procedural guidelines used to administer this plan can be found in the District's safety and security plan adopted pursuant to 92 NAC10 and in the Nebraska Department of Education Pupil Transportation Guide.

Anti-discrimination – Policy No. 1200

The policy of Plattsmouth Community Schools is to 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 admission or access to, or treatment with regard to employment or with regard to its programs and activities.

Plattsmouth Community Schools and its staff shall comply with all state and federal laws prohibiting discrimination. The Board of Plattsmouth Community Schools intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination and directs its staff to take all actions necessary to meet this objective.

The Superintendent shall be the Coordinator for anti-discrimination laws (including Title VI, Title IX; the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973 (Section 504)) and complaints or concerns involving discrimination or compliance with those laws should be addressed to said Coordinator.

Tobacco Policy – Policy No. 1120

Plattsmouth Community Schools are tobacco free.

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings. For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect.

Drug and Substance Use and Prevention – Policy No. 5104

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.

Standards of Conduct; Notice to Students and Parents

Students are to be provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities. It shall be the further policy of the District to keep a file showing receipt of standards of conduct and a statement of disciplinary sanctions that may be taken for violations of such standards of conduct. The receipt shall be signed by both student and parent or guardian and returned to the respective Principal. It shall contain in prominent letters the following language:

"RECEIPT SHALL SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING PLATTSMOUTH COMMUNITY SCHOOLS HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXPECTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO P.L. 101-226 AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN ANY FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION,

USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREIN ABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS."

Drug and Alcohol Education and Prevention Program of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations

Students are to be provided an age appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs

Students are to be provided information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within sixty miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District upon request by the counselor.

In the event of disciplinary proceedings against any student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student and his or her parent or parents or guardian.

Safe and Drug-Free Schools-- Parental Notice of Right to Withdraw

Parents will be notified that, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

Standards of Student Conduct Pertaining to the Possession, Use, or Distribution of Illicit Drugs, Alcohol or Tobacco.

These standards are in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation. The District's standards prohibit the possession, use, or distribution of illicit drugs, alcohol or tobacco (including electronic nicotine delivery systems) on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession, use distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession, use, distribution or being under the influence of alcohol.
4. Possession, use, distribution, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.
5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.
6. Possession, use or distribution of any tobacco product (including electronic nicotine delivery systems).

Disciplinary Sanctions

Violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents or legal guardian will be notified.
5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

Intervention

The Plattsmouth Community School District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational climate or activity, the school then has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students and employed staff information about any drug and alcohol counseling, and rehabilitation and re-entry programs, which are available to students.

Administration

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



**Plattsmouth Community Schools
Head Start
Conestoga Site**

2020-2021

PARENT HANDBOOK

Plattsmouth Early Childhood Program Handbook Additional Information for 2020-2021

The Plattsmouth Early Childhood Program includes the following programs:

- Plattsmouth Early Childhood Center (PECC) preschool program
- Head Start preschool classroom located at Conestoga Elementary in Murray
- Sixpence home visitation program
- Early Head Start program for Cass County
- Early Intervention program

Due to the COVID-19 pandemic, the Plattsmouth Early Childhood Center will follow guidelines as determined by the Plattsmouth Community Schools (PCS) and Sarpy/Cass Health Department. All procedures in the 2020-2021 Parent Handbook are subject to change based upon current information and guidance. PCS has adopted a four stage response for students to attend school in-person and/or participate in remote learning. This model also applies to our home visitation programs. The four stages are:

Green (100% attendance) = Low Risk	Yellow (100% attendance) = Moderate Risk	Orange (50% attendance groups with 2 days of in person learning and 3 days of remote learning = High Risk	Red (100% remote learning) = Severe Risk
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For the most part, the procedures in the handbook address operations for in-person attendance in the green stage. Please be aware that procedures and protocols will change depending on a number of factors such as the designated stage (yellow, orange, etc.), number of children enrolled, available staffing, overall health and safety factors, etc.

We will attempt to provide parents/guardians with the most recent information, however, please understand that protocols may have to change rapidly which may cause communication issues. We encourage you to reach out when you have questions or concerns so we can address them quickly. Also, please visit <https://www.pcsd.org/> for the most current information from Dr. Richard E. Hasty, Superintendent of Plattsmouth Community Schools.

2020-2021 STUDENT HANDBOOK: COVID SUPPLEMENT

The following rules and expectations will be effective during the 2020-2021 school year. These rules and expectations are intended to ensure the health and safety of all students, staff members, and the overall community. Because of the fluid nature of the current COVID-19 pandemic and the District's continued collaboration with health officials, these rules and expectations are subject to change at any time. The District will send parents and students written notification of any such changes. It is each family's responsibility to monitor for, understand, and adhere to any such changes, including those changes implemented on short notice. If a parent or student ever has any questions about the interpretation or implementation of these rules and expectations, the parent or student should promptly contact their building administrator.

1. Masks. Unless otherwise directed by the Superintendent, every student must wear an appropriate mask that is consistent with District and building return to school protocols while on school grounds and while in school vehicles, with exceptions for documented medical or religious reasons. Masks must be worn in a manner that covers the student's nose and mouth. A student may remove their mask only when a staff member gives the student permission consistent with the District and building return to school protocols. If a staff member provides specific mask directives to a student, the student shall comply with those directives.

Students are highly encouraged to follow health and safety best practices outside of the school setting, including frequent hand washing, masking, and social distancing.

2. COVID-19 Symptoms. A student who experiences, or has experienced within 24 hours, any of the following symptoms must notify their administrator prior to coming to school or prior to entering a school vehicle:

1. Fever or chills
2. Cough
3. Shortness of breath or difficulty breathing
4. Muscle or body aches
5. New loss of taste or smell
6. Sore throat
7. Nausea or vomiting
8. Diarrhea

The administrator will then evaluate the student's symptoms to determine if the student may report to school or will be given academic work to complete at home. Students who miss school due to potential COVID-19 exposure or symptoms will generally not be counted as an unexcused absence. However, if the administration determines that the student has violated other rules or has not been honest about his or her symptoms, the student's absence may be deemed unexcused and the student may face other consequences. A student's arrival on school grounds or in a school vehicle after the student or parent fails to promptly notify a building administrator of potential symptoms could result in student discipline.

A student who fails to report COVID-19 symptoms because the student wants to participate or compete in activities may face additional activity consequences.

3. Potential Exposure. Parents and students who have reason to suspect that the student may have been exposed to COVID-19 must promptly inform a building administrator. Potential exposure includes, but is not limited to, coming into close contact with a person who tested positive or is awaiting test results, a family member in the household who has tested positive or is awaiting test results, traveling to locations identified by the current DHM as requiring a quarantine, or receiving notification from a health official or medical professional of a potential exposure. Students who plan to travel outside of the community are encouraged to consult with a building administrator in advance to determine the potential consequences (such as mandatory quarantine) of such travel per the most recent DHM. Any student who has potentially been exposed to COVID-19 will not be allowed on school grounds or in a school vehicle until the District, in its sole and absolute discretion, determines that the student may safely return to school. A student's arrival on school grounds or in a school vehicle after the student or parent fails to promptly notify a building administrator of a potential exposure could result in student discipline.

4. Academic Work at Home. A student who has potentially been exposed to COVID-19 and is not allowed on school grounds will not face an academic penalty unless the administration determines that the student has otherwise violated school rules. Any COVID-19 related student absence will not be counted as an unexcused absence. During a student's COVID-19 related absence, the student is expected (to the extent that he or she is able) to work with his or her teachers to obtain and complete coursework and assignments. A teacher retains the discretion to grade student work during a student's COVID-19 related absence.

5. Activities. A student will not be permitted to participate in activities if the student has possible COVID-19 symptoms, has potentially been exposed to COVID-19 or would otherwise jeopardize the health and safety of other students or staff. The District, in its sole and absolute discretion, will determine when a student may return or participate in an activity. Any student who fails to promptly report COVID-19 symptoms, potential exposure, or otherwise takes action or inaction that could jeopardize the health and safety of other students or staff will be subject to discipline, including the removal from the activity for the remainder of the year.

6. Failure to be Honest. These rules and expectations are designed and will be implemented to ensure, to the extent practicable, the health and safety of all students and staff. The District will endeavor to balance the need to ensure the health and safety of school premises, while not intruding on a family's confidential medical information. With that in mind, students and families are expected to be honest with the District regarding a student's potential COVID-19 exposure or symptoms. If a parent is uncomfortable or unwilling to provide specific information to the District about a student's potential exposure or symptoms, the family need only inform a building administrator of the fact that there may have been a potential exposure or potential symptoms. A parent may, but will not be required to, divulge any specific information about the potential exposure or symptoms, such as medical information. In any circumstance, if the District determines that a parent or student has not been honest or forthright with information or facts provided (or not provided) to the District about a potential exposure or potential symptoms, the

District may exclude a student for a longer period of time (for health and safety reasons) or may impose disciplinary consequences, up to and including exclusion or expulsion from school.

7. Other Health and Safety Rules. At any time, a staff member may impose or require a student to undertake other health and safety requirements (such as frequent hand washing, masking, maintaining physical distancing, and the like). A student must follow such health and safety requirements or face discipline.

8. Assumption of the Risks. In the middle of the COVID-19 pandemic, the District has endeavored to reopen schools for the benefit of student learning and development. However, there is no guarantee that the school environment will be completely safe and free from COVID-19 or other related risks and hazards. Any parent who is uncomfortable with the risks associated with sending their student to school must promptly contact a building administrator to discuss alternative educational options. A parent who elects to send their student back to school does so understanding, assuming, and accepting the associated health and safety risks, including the possibility that the student may be exposed to and/or contract COVID-19.

Plattsmouth Early Childhood Program Mission

To create a foundation for success through creative, interactive, and intentional experiences that build safe and positive relationships, develop independent problem-solvers, and foster each child's learning potential while displaying empathy, tolerance, and appreciation of differences.

Plattsmouth Early Childhood Program Vision

Students who attend the Cass County/Plattsmouth Early Childhood program will have effective social skills that allow them to accept others, be cooperative, and appropriately accept individual needs and perspectives. Students will be able to self-regulate and manage emotions by using coping strategies. Our students will be able to recognize problems as well as identify and persistently work towards solutions. They will be creative, flexible, and critical thinkers who inquire about the world around them. Students will be independent and dedicated to ongoing learning and recognize the importance of doing things to the best of their ability.

Plattsmouth Early Childhood Program Beliefs

- Each child has the ability to enthusiastically learn and apply knowledge across a variety of new situations to achieve success.
- Promoting independence through developmentally appropriate, structured, safe, and nurturing environments based on children's interests is essential for learning.
- Children learn by and gain independence by exploring with hands on learning activities that inspire curiosity.
- The collaborative efforts of students' home, family, school, and community are essential for success.
- Approaches to learning should include balanced comprehensive services focusing on the whole child.
- Balancing child-directed and teacher-directed instruction, that includes all domains of learning is important for student learning.
- Children have a variety of languages in which to express ideas and need open-ended materials to express their languages.
- Children are *capable* of accommodating and accepting individual needs and perspectives while using social skills to solve problems and self-regulate.
- Providing structured opportunities and environments that allow children to make discoveries, solve problems, and challenge creative thinking is essential to an effective early childhood learning experience.
- Intentional, aligned, and systematic learning opportunities provide an effective foundation for children.
- Monitoring of progress and differentiating instruction is important for developing individual students to their full potential.
- It is important for children to develop secure, safe, and trusting relationships through positive interactions.

Welcome

Welcome to our early childhood program! We hope that this handbook assists you in the policies and procedures that you need to follow in order to meet the requirements of Head Start and to provide your child with a complete early childhood experience. The PECC/Head Start education program offers many opportunities for children to develop socially, intellectually, physically and emotionally in a manner appropriate to their age and stage of development. Our program provides an organized series of experiences that are designed to meet the individual needs of the children and families that we serve.

The Head Start program is unique from any other preschool or childcare setting. Head Start is a comprehensive child development program that serves children ages 3-5 and their families. It is child-focused and family centered. Head Start also provides a range of individualized services in the areas of education and early childhood development, medical, dental, mental health, nutrition, parent involvement, and disabilities. Head Start programs are required to follow a set of performance standards. The Head Start Performance Standards are designed ensure that the Head Start goals and objectives are implemented successfully, that the Head Start philosophy continues to thrive, and that all grantees or delegate agencies maintain the highest possible quality in the provision of Head Start Services. The Plattsmouth Community School District is our grantee agency.

Plattsmouth Board of Education Policies

Please note that the Plattsmouth Early Childhood Center and Head Start are part of the Plattsmouth Community School District (PCSD) and, therefore, subject to all Plattsmouth Community School District policies as approved by the PCSD Board of Education. These policies are available on the PCSD website at www.pcsd.org under the Board of Education link under the About PCS tab and in the Policies file on the left side of the page.

Residence and Eligibility for Early Childhood Programs

Children are eligible for the Head Start Program if their family resides in Cass County. Children who are eligible for special education services must be served by the school district in which they reside. Children with special education services may receive services outside their district **only** with the permission of their resident school district. It is the responsibility of the family to report any change of residence to the PECC office immediately.

Preschool Program Description and Contact Information

Head Start - Conestoga Center
104 East High Street, Murray, NE 68409
402-235-2750

Pam Dobrovolny, Early Childhood Director
902 Main Street, Plattsmouth, NE 68048
402-296-5250; Extension #2619

The Preschool Program will provide the children with developmentally and culturally appropriate curriculum practices and assessments in a play-oriented learning environment, which facilitates the optimal growth and development of children with opportunities for age-appropriate learning experiences through active involvement with people and materials. Family literacy is a part of the program which involves parents and children in interactive literacy activities; training for parents regarding how to be the primary teacher for their children; and parent literacy and age-appropriate educational activities to prepare the child for success in transitioning into school and life experiences.

Early Childhood Staff

All the Early Childhood teachers hold Nebraska teaching licenses (four year degree program) for Early Childhood Education and/or Early Childhood Special Education. Additional para-educators will be present in each classroom to ensure a ratio of at least one adult for every ten children with a maximum group size of 20. Other support staff may include a Family Support Advocate. Health and Nutrition services are monitored by a school nurse.

Curriculum, Daily Routine, and Assessment Section

Curriculum (Head Start Performance Standard 1302.32(a))

The Creative Curriculum® is a comprehensive curriculum for 3-to-5-year-old children which addresses the four areas of development: social/emotional, physical, cognitive and language development. It is project-based and designed to foster the development of the whole child through teacher-led small and large group activities. The curriculum provides information on child development, working with families, and organizing the classroom around 11 interest areas. Child assessments are an ongoing part of the curriculum, and an online program provides record-keeping tools to assist teachers with the maintenance and organization of child portfolios, individualized planning, and report production.

Elements of the Daily Routine

Classrooms follow a predictable sequence of events known as the daily routine. This provides a structure within which children can make choices and follow their interests, as well as be introduced to both academic and social skills through direct instruction. While each classroom decides on the routine that works best for its setting, schedule, and population, the following segments are always included during the program day:

- **Small group time:** Small group time allows each teacher to meet with a small group of children working on a planned lesson. The teacher introduces the experience to extend learning, build on previously shared skills, solve problems and/or assess individuals. Although the adult chooses and introduces the materials, he or she may encourage the children to experiment with the materials in a variety of ways.
- **Large group time:** Large group time builds a sense of community. The children and adults come together for movement and music activities, storytelling, and other shared experiences. Children may have opportunities to make choices and play the role of leader or be engaged with direct instruction that is aligned with preschool targets. At large-group time, all the adults and children in the group get together to introduce academic or social skills through direct instruction. By going over the calendar or daily message, listening, telling, and re-enacting stories, singing songs, doing finger plays, dancing, playing musical instruments, exercising, playing games or re-enacting special events, each child participates in the large group, sharing ideas and learning from the ideas of others.
- **Transition times:** Transition times are orderly and predictable movement from one activity to another throughout the course of their school day. These routines provides opportunities for the child to develop self-regulation and social skills or reinforce pre-academic skills.
- **Plan time:** Children indicate what they plan (choose, want) to do during center/play/work time in a small group. Planning typically focuses on what children plan to do *first* during work time. Adults try to understand each child's plan and often try to help children extend their plans by encouraging discussion of the area in which they intend to work, the materials they plan to use, and the friends they will involve.
- **Center/play/work time:** Center/play/work time allows children to interact with materials in a variety of interest areas. Children implement their initial plans and it is common for young children to engage in many different activities over the course of one work time. Center/play/work time is the longest single time segment in the daily routine, typically lasting around 60 minutes. Adults neither lead work time activities nor sit back and watch them. Instead, they observe children to see how they perceive information, interact with peers, and solve problems – and they look for opportunities to enter into the children's activities to encourage children's thinking, extend their play, and help them wrestle with problem-solving situations. The children participate in a clean-up routine at the end of the work time.
- **Review time:** All children should be involved in the recall process, which can occur in a small group or large group setting. Recall can also take place individually with children during work time and clean up. A variety of recall methods should be incorporated including speaking, writing, or drawing to enhance the experience. For example, children might be encouraged to talk about the children they played with, what they built or pretended to be, or the problems they encountered.
- **Meal time:** Meals and snacks allow children to enjoy eating healthy food in a supportive social setting. The main goals are to create a shared and secure sense of community within the program and enhance language development. Meal times also offer the opportunity to work on a variety of developmental skills such as taking turns, maintaining a conversation, interacting with others appropriately and using utensils.

- **Large motor time:** Children and adults are involved in vigorous and often noisy play outside including opportunities to run, climb, roll, jump, yell, and sing with energy. Teachers should provide a balance of teaching new skills and encouraging child choice from a variety of interest areas such as dramatic play, blocks, science, writing, and art activities. During extreme weather or other unsafe conditions, teachers find an alternative indoor location for large motor activities. Children develop coordination, balance, spatial awareness and strength through gross motor activities. Outside time also provides time for coordinating both hands to manipulate large objects, continuing to develop body flexibility and coordination, and learning to use indoor and outdoor gross motor equipment safely and appropriately.
- **Quiet time:** Quiet time provides an opportunity for children to take a break from the activities of the day. Quiet time usually occurs after lunch and lasts for 30 minutes.

Assessment (Head Start Performance Standard I302.33(a))

The Plattsmouth Early Childhood/Head Start staff assesses children’s development with comprehensive observations rather than narrow tests, using the Teaching Strategies GOLD assessment. Observing a broad range of behaviors over several weeks or months gives us a more accurate picture of children’s true capabilities than tests administered in one-time sessions. Teachers and paraeducators record daily anecdotes describing what children do and say. Three times a year, teachers review these anecdotes and rate each child at the most accurate level he or she has demonstrated on the GOLD Developmental Continuum for 38 specific goals and objectives items in nine areas of development: social/emotional, physical, language, cognitive, literacy, mathematics, science/technology, social studies, and the arts. Children’s GOLD scores help teachers design individualized learning opportunities tailored to their level of development. The Continuum follows ages birth-5 so that teachers can build on the student’s current stage of development throughout their time in preschool. The GOLD is also used to explain children’s progress to parents during conferences.

Program quality is assessed to ensure that young children participate in a high quality preschool program that contributes to positive cognitive, social, and health outcomes. The Plattsmouth Early Childhood Program staff utilize the Classroom Assessment Scoring System (CLASS) to provide information regarding classroom and program practices and quality. The CLASS is an observation tool administered by trained and reliable observers. The measure is completed at least yearly in all classrooms and program results are posted on the PECC website and shared with the Policy Council/advisory committee and Board of Education.

School Readiness

The Plattsmouth Early Childhood Program has established school readiness goals which are the expectations of children’s status and progress across domains of language and literacy development, cognition and general knowledge, approaches to learning, physical well-being and motor development, and social and emotional development that will improve readiness for kindergarten goals. The school readiness goals are aligned with the Head Start Early Learning Outcomes Framework: Ages Birth to Five (HSELOF, 2015) and the Early Learning Guidelines: Nebraska’s Birth to Five Learning and Development Standards.

The school readiness committee which consists of a parent representative from Policy Council/parent committee, members of the leadership team, and teacher representatives meets at least three times a year to review data and update goals. The school readiness data is shared with Policy Council/parent committee and the Board of Education at least three times a year. The information is also on the PECC website and in the Annual Report which is also posted on the PECC website.

Classroom Experiences

The following are standards that occur in each preschool classroom:

- There will be established interest areas:
 - The classrooms will have clearly defined, well-equipped interest areas. Areas will be set aside for books, computer, table toys, dramatic play, block building, sensory or science, literacy building, pre-writing, and large motor development. Shelves are labeled with a picture of the item so that students can find items and put them away independently.
- There is a daily “picture” schedule that is interactive in each classroom.
- There is a scheduled time in each day for outdoor play (when weather is appropriate) and large motor development.

- Head Start component areas of Health, Nutrition, Mental Health, Dental Health and Safety are integrated in the daily activities.
- Children participate in learning experiences that are held in both large and small groups.
- Children have an individualized curriculum.
- Transitions are planned. Transition times can be used to teach new concepts, to practice skills, and to enhance creativity.
- Children will spend about one-third of their day in “free choice” or “center/play/work time.” This can be provided indoors or outdoors if the weather is permitting. During this time children are given opportunities to choose activities that interest them. Children make choices and select activities on their own.
- Children are given opportunities on a daily basis for self-help skills (e.g., washing hands, feeding themselves, dressing themselves, etc.).

Positive Behavior Interventions and Support (PBIS)

One of the most important facets in the organization and operation of a preschool classroom is classroom management. Early childhood supports social and emotional growth by encouraging development which enhances each child’s strengths by: (a) building trust; (b) fostering independence; (c) encouraging self-control by setting clear, consistent limits, and having realistic expectations; (d) encouraging respect for the feelings and rights of others; and (e) supporting and respecting the home language, culture, and family composition of each child in ways that support the child’s health and well-being.



Plattsmouth Early Childhood Program Expectations/Rules Matrix

	Large Group	Center Time	Hallway	Small Group	Outdoor Playground	Outdoor Classroom	Indoor Playground	Meals	Naptime
Be Safe	Hands & Feet to Self	Keep Your Body Safe	Walking Feet	Stay in Your Spot	Hands & Feet to Self	Hands & Feet to Self	Hands & Feet to Self	Stay in your spot	Stay on Your Cot
		Walking Feet	Hands & Feet to Self	Hands, Feet, & Objects to Self	Keep Your Body Safe	Keep Your Body Safe	Keep Your Body Safe	Hands, Feet & Objects to Self	
		Hands & Feet to Self						Keep Your Body Safe	
Be Responsible	Listening Ears	Take Care of Our Classroom	Listening Ears	Listening Ears	Take Care of Our Playground	Take Care of Our Outdoor Classroom	Take Care of Our Indoor Playground	Take Care of Your Space	Take Care of Your Things
Be Respectful	Follow Directions	Use Kind Words	Eyes on Teacher	Eyes on Teacher	Use Kind Words	Use Kind Words	Use Kind Words	Follow Directions	Voices Off
	Eyes on Teacher		Whisper Voices	Follow Directions			Inside Voices		

Child Find

If you have or know a young child from birth to 5 years of age and you have concerns about his/her development, please call the Conestoga Public Schools at 402-235-2341.

Developmental concerns may include:

- | | | |
|-----------------------|---------------------------------|---------------------|
| Low birth weight | High medical needs | Prematurity |
| Multiple births | Feeding concerns | Difficulty speaking |
| Hearing loss | Blindness or vision impairment | Physical disability |
| Slow to walk or crawl | Identified disabilities | Developmental delay |
| | Behavioral or emotional problem | |

Early Development Network: Free early childhood intervention support is available across Nebraska. Call toll free: 1-888-806-6287.

Family Involvement Section

“A school will never be truly excellent unless it involves the parents”

**All families are unique and will be treated with respect and dignity.
Strict confidentiality will be maintained to ensure the privacy of each family.**

Parent Events/Involvement & Parent Committees

Parents are the most valuable members of the program! Monthly parent events/parent committees offer a great opportunity to be involved with your child's program. Attending parent events is an expectation of the Plattsmouth preschool program. Meetings are initially organized by the Family Support Advocate (FSA) with input from the parents and will be scheduled monthly. These meetings are designed to be educational as well as provide opportunities for social interaction. Parents will also be given an opportunity to advise staff in developing and implementing local program policies, activities, and services to ensure they meet the needs of children and families. Parents involved with the parent events/parent committee will elect a representative/liaison to the Policy Council to ensure ongoing communication between the two groups.

Family Activities

Parents/guardians and staff will plan family activity opportunities throughout the year. These activities will be fun and educational. If you are able to come and join in even once in a while, we welcome you. Always check your child's backpack for updates, newsletters and calendars for upcoming events. Plan to join us as your schedules allow.

Policy Council

Policy Council is a group of parents/guardians who are directly involved with the decision making process of the preschool program's planning and administration. Elections are held each year by secret ballot (one ballot per family) to obtain representation from each classroom. Parents who have agreed to serve as representatives submit their names to be included in this election process. Training for members is provided throughout the school year. Meetings are held once a month at a time most convenient to the majority of the members. The Policy Council is a federal requirement for all Head Start programs and the membership must consist of 51% parents/guardians who currently have enrolled children in the Head Start program. Parents of children enrolled in the tuition program are considered community representatives on the Policy Council.

Family Support Advocates (FSAs)

The Family Support Advocate staff will provide families with opportunities for ongoing communication to and from the school. This staff can provide current available resources for referrals or needs your family may have. All families have many strengths and the FSA staff will assist all families enrolled in the Head Start Program to develop family goals that capitalize on the family strengths. The FSA staff will be available to families daily at the center and on as-needed basis. Strict confidentiality is maintained with respect to family information. Please feel free to contact the center with requests or questions you may have at 402-235-2750.

Parent/Teacher Home Visits & Conferences

There are scheduled visits between parents/guardians and Head Start staff each year. Two of these will be conducted in the home and two will be at the preschool center. These conferences provide an opportunity for parents and the teacher to exchange helpful information about children and their development. Parents will be notified when conferences are to be scheduled. You may contact the teacher to schedule additional conferences at any time. Your participation in conferences is strongly encouraged as these visits allow each parent or guardian to have input into their child's education!

Parents/Guardians Visiting or Volunteering in the Classroom

Your help is always welcome in the classroom. If you can spend the day in the classroom or only an hour or two, please join us! Volunteering in the classroom is not only helpful to the staff, but is greatly beneficial for your child and you. We keep a record for each family and appreciate at least eight hours of volunteering a month. For every hour you spend helping our program, Head Start receives in-kind dollars. When you plan to visit or volunteer, please contact the classroom teacher a day in advance if possible, as schedules and out-of-class opportunities may alter the day's schedule. It is helpful also to determine the breakfast and lunch count for the day. Parents are encouraged to volunteer throughout the preschool day.

Before volunteering to assist in the classroom, parents need to complete a request for background check, if you want to be able to work with other students (BOE Policy #1015). An example of this would be a person (to include parents) that visits or assists at school or class functions several times per semester or provides assistance to the teacher or other staff in the presence of children. No background check is required when a parent is only interacting with their own child or visiting the classroom for a short period.

Other Visitors or Volunteers

Other family members are always welcome to visit or volunteer in your child's classroom as long as it does not cause a disruption for your child or the other children. All visitors/volunteers must have permission from the child's parents/guardians in order to visit/volunteer in the classroom. Parents/guardians are able to indicate on the emergency card that a family member or family friend is able to visit/volunteer in their child's classroom. If a family member or friend is approved to visit/volunteer on the emergency card, parents/guardians may complete a change of status form to add them or may call the center prior to them visiting/volunteering to add them to the emergency card.

If a family member/friend arrives at the center to visit or volunteer in your child's classroom and they are not on the emergency card and you have not called to give permission, the classroom staff will attempt to call you to gain permission. If neither parent/guardian can be reached, the family member/friend will not be allowed to visit/volunteer on that day.

Before volunteering to assist in the classroom, family members/friends need to complete a request for background check, if they want to be able to work with other students (BOE Policy #1015). An example of this would be a person that visits or assists at school or class functions several times per semester or provides assistance to the teacher or other staff in the presence of children. No background check is required when a family member/friend is only interacting with the one child or visiting the classroom for a short period.

School Social Worker

A school social worker is available to assist parents and staff with areas of concern. No appointment is necessary and a schedule of general meeting times will be distributed to parents/caregivers in the monthly newsletters. The school social worker is also available to assist parents and staff to understand mental health and to access mental health interventions, as needed. Information about local mental health resources are also available from Family Support Advocates, the school social worker, and other teaching staff.

Classroom Placement Procedures

Classroom placement decisions for the Plattsmouth Early Childhood Center (PECC) are based on a number of factors. Information such as child strengths, language development, social/emotional development, behavioral needs, special education service accessibility, gender, age, and class size are all considered when creating classroom assignments. We strive for a balance of all these factors in each classroom.

Due to the many factors that must be considered when forming child assignments for a classroom, we ask that parents not make specific teacher requests. The demands associated with balancing classroom assignments make it impossible to honor all parental requests. If a parent has a special circumstance which necessitates providing information about their child and his or her learning, they may do so. Only written input provided directly by the parent and addressed to the Early Childhood/Head Start Director will be given consideration. The written input

must be received prior to July 15th prior to the start of the school year to be considered. Please note that the written input will be discarded if requests such as the following are made:

- Requesting or un-requesting a teacher by name
- Requesting that specific children be placed in the same class (parents of multiples [twins, triplets, etc.] may submit requests to have their children in the same classroom or split into different classrooms)
- Requesting an experienced teacher or a first year teacher (all teachers associated with our program are highly qualified)

Parents and children will be notified about classroom assignments during registration in late July or early August. The final decision on all child classroom assignments rests with the Early Childhood/Head Start Director.

Thank you for your understanding regarding this process. If you have any questions or concerns about this process, please feel free to contact the Early Childhood/Head Start Director at the Plattsmouth Early Childhood Center.

Parent and Staff Responsibilities

The following are responsibilities for staff and parents/guardians involved in the **Head Start Preschool** program. If you have questions regarding this information, please ask a staff member.

Parent/Guardian Responsibilities:

- bringing your child to preschool each day on time and picking up your child on time each day
- participating in parent events, parent/teacher conferences, and visits in your home by the classroom teacher and staff
- participating in the family involvement/support program which requires, at least, two contacts in your home by the **Head Start Preschool** staff and family goal setting
- ensuring that your child completes required immunizations and physical, dental, and vision examinations
- providing copies of your child's immunization records, medical examinations and birth certificate in a timely manner
- reviewing the **Head Start Preschool** Parent Handbook

Head Start Preschool Staff Responsibilities:

- welcoming you and your child into the **Head Start Preschool** program
- being available to parents/guardians to answer questions and to listen to concerns/comments
- understanding and following policies/procedures that address non-attendance
- following policies/procedures when a child is not picked up from preschool in a timely manner
- working with parents/guardians to plan developmentally appropriate activities that will interest and challenge your child
- providing parents with information regarding your child's development throughout the preschool year
- encouraging parent/guardian involvement in the preschool

Verification of Information

Parents/guardians are asked to provide information about their families and their child throughout the application and enrollment process. Head Start staff members rely on this information to determine eligibility for Head Start, which is a federally sponsored program. Staff members meet with parents/guardians to verify information such as income, age of child, foster care participant, etc. Parents are required to provide accurate information and sign the application to certify that the information they have provided is true and accurate. If any provided information is found to be false, participation in Head Start program may be terminated and the parent/guardian may be subject to legal action.

General Information Section

Appropriate Dress

Please send your child to school in comfortable, washable clothes and shoes that are appropriate for the changing weather. Due to safety concerns, all children must wear shoes with a back strap such as a strapped sandal or tennis shoe (no flip-flops). Children will go outside daily unless the “feels like” temperature is below 10 degrees, so please remember to send warm clothes on chilly days including hats, coats, and mittens/gloves. All children need to have an extra change of clothes in case an accident happens. If parents have not furnished this for the school, they may be called to bring clothes if an accident occurs.

Arrival Time

Conestoga Head Start preschool classes will start at 8:15 AM. Please do not arrive with children before 8:00 AM as the staff members need time to prepare for the day. Consideration of this planning and communication time is appreciated! Children will be considered tardy beginning at 8:15 AM.

Parents must bring children to the classroom. It is expected that a responsible adult will accompany a child to their classroom upon daily arrival at preschool. Children are NOT to be dropped off at any building door and allowed to enter the building alone.

Parent parking on or in the area of the bus load/unload area is discouraged. Safety of the children is our primary concern so if you are parked in this area when the bus is loading or unloading children, you **will not be allowed** to move your vehicle until the bus departs or all children have safely been removed from the bus. If your child receives bus service, a staff member will escort your child into the classroom.

Attendance

Regular and punctual attendance is required for participation in the Head Start Preschool program. It is vital that the child attends in order to receive the most value from the program. **We ask that you or a family member call into the center to inform the staff as to any concerns that are preventing your child from attending school at 402-235-2750.**

Procedure for Absences:

1. After ten absences, the teacher or family support advocate (FSA) will discuss the situation with the parents(s). Efforts will be made to remedy the problem by determining specific conditions contributing to the attendance problem and developing a plan to address controllable conditions that may assist in alleviating the problem.
2. If absences continue after the initial meeting, the teacher or family support advocate (FSA) will set up a meeting with the parents(s) to develop an attendance contract.

A child will be considered tardy if they arrive after class begins at 8:15 AM. It is also important that children be picked up on time at the end of the school day. If a child is consistently picked up more than 10 minutes after the class dismissal time of 3:30 PM, the procedure for absences will be implemented.

Leaving School:

Children who must leave preschool for any reason during the session must have their parents check them out before leaving. Please notify the child's teacher in advance of the need to leave early. If your child will be returning to school that same day, they must be signed into the classroom before 12 pm. After 12 pm, please plan to keep your child home for the day.

Arriving at School Late:

If there is a need, parents may drop their child off at preschool anytime up to 12 pm. After 12 pm, if your child has not yet been to preschool, please plan to keep your child home.

Follow Up for Daily Absences:

When your child is absent, please plan to notify the teacher/FSA. If we do not receive a call from you or are unable to connect per phone contact, we will call the contacts you have provided on your emergency contact sheet in order to determine the well-being of the child. Following three (3) consecutive days of absence with no notice, our staff will initiate appropriate family support procedures to ensure the well-being of the children. This may include a home visit. The Preschool Program will strive to keep a close working relationship with families and support them during family crisis situations. Our intent is to maintain your child's enrollment in the preschool program however, if all potential options have been exhausted, it may be necessary to terminate your child's enrollment. You will always be notified of this possibility prior to release from the program. We request that you come into the Central Office to sign the appropriate Release of Records form in order to take copies of your child's file from the center.

Birth Certificate

State law requires that a certified copy of a child's birth certificate be used when enrolling a new child in school. If your child is registering with Head Start for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

Bus Transportation

Parents or guardians must have a signed transportation form to allow the transporting of children. These transportation forms are kept on file and any transportation changes need to be noted on a new transportation form. Please allow approximately one week for the change to become effective and for the bus staff to change the route to accommodate the change.

Riding the bus is a privilege and safety is the main concern. Children and family must support the safety rules of the driver and the school system. Failure to do so may result in the loss of transportation privileges.

Bus transportation adheres to a daily schedule so promptness is a must. Drivers have been instructed to adhere to this schedule and they are not allowed to wait at a pick up sight for children who are late as this will cause the remainder of the pick ups/drop offs to be late. On the other hand, please be aware that weather and other reasons may cause delays with the bus schedule. Please be patient -- watching and ready. Times may vary slightly daily.

When waiting to be picked up, stay a safe distance from the side of the road or curb. When the bus arrives, stay clear until it has come to a complete stop.

Please be visible for the driver or para when they bring your child back to the drop off point. **Your child will not be dropped off if a designated adult is not waiting. If the designated adult is not waiting, your child will be brought back to the center for a designated adult to pick him or her up.** Please be waiting for your child(ren).

All children and adults are expected to follow the regulations of riding on the school transportation system. If there is a problem, the teacher will contact the parents in order to work out a solution.

Any changes in service or schedule must be called into the main school office at 402-235-2992 or 402-227-2992 by 7:00 AM. Also, if a child will not be attending school that day, please call 402-235-2750 and report the absence to the child's classroom.

Call the center if someone other than the pre-designated adult will be dropping off or picking up your child. This message will be relayed to the teacher, driver and para. Also, send a note stating permission of such, signed and dated, with the driver or para. A phone call is always necessary.

If you would like to pick your child up instead of him or her being transported, please call the center at 402-235-2750 and let the teacher know in advance so they are not put on the bus.

In general, call for all transportation changes. Changes must be cleared with the Head Start office. A new transportation form must be filled out with all changes. Call if any transportation procedures are unclear.

All safety restraint laws are followed for children and adults (child safety seats are used when needed.) **The safety and welfare of the children is our main concern. Please feel free to call and report any concerns that you may have.**

Celebrations

Rationale for Celebrations Policy:

Plattsmouth Early Childhood Center (PECC) staff members' honor and support classroom celebrations. We also respect the diversity of families and value inclusion. Because of this, it is our intention to plan activities for children and families in a way that allows all children and/or families to participate, without any conflict with family beliefs, traditions, financial status or values. All Head Start/PECC activities related to celebrations and holidays, whether they are at the classroom or school level, must be consistent with the policy outlined below.

Celebrations Policy: (approved by Policy Council on 3/24/15)

Classroom Celebrations:

- We have many celebrations in preschool that are generally focused around changing seasons. We also celebrate our friends and families on an individual basis (e.g., Star of the Week, Family Events, etc.). We encourage teachers, parents, and children to celebrate learning every day. In order to be respectful of everyone's beliefs and financial status, we save religious and commercial holidays, as well as birthday celebrations, for families to celebrate on their own.
- The program will build positive self-esteem in children through a wide variety of learning experiences, which can include their families' interests and hobbies.
- Classroom practices will include experiences and materials representing the everyday lives of all children in the classroom. These practices will be child-centered, age-appropriate, meaningful, and reflect the concepts of "similarities and differences" in a manner that respects all family cultures and values.
- **Observations and celebrations of commercialized or religious holidays, holiday symbols, birthdays, Mother's Day, or Father's Day will not occur.** Parents are not allowed to bring treats, cards, and other items that center around holidays (e.g., Valentine cards, Halloween treats, Christmas cookies, etc.). Also, classroom themes, decorations, projects, and programs will not be centered on holidays. Teachers and other adults in the classroom, however, will positively acknowledge spontaneous comments from children or parents about holiday observances and family or community celebrations without comparing material possessions of different students. For example, if a child states, "It is my birthday today!", the teacher will respond in a way that affirms the child's self-esteem, such as, "Well, I hope you have a fun day then!"

Family Involvement:

- The celebrations policy will be discussed with parent/guardians during registration/orientation/initial home visit. Information regarding this policy will also be provided throughout the year as needed.
- Families, extended families and the community are welcome to share interests and hobbies. All sharing sessions will be organized and coordinated in partnership with the staff to ensure congruence with this policy. Any materials needed for a sharing activity will be provided by Head Start.
- We delight in the accomplishment of children completing preschool and transitioning to kindergarten. Staff may plan end of the year preschool activities to acknowledge the children moving to kindergarten, however, no formal graduation ceremony will be planned. Parents are encouraged to be involved in any

end of the preschool activities that may be planned (e.g., picnics, classroom celebrations, singing programs, etc.).

No food or treats may be brought in from the outside.

Children/families are asked not to hand out birthday celebration or other party invitations at school.

Change of Information/Status

Change of information such as phone numbers, addresses, emergency numbers and transportation information should be given to the Family Support Advocate (FSA) or to the classroom teacher in writing and signed by the parent or guardian at least 48 hours prior to the change if possible.

Child Abuse/Neglect Reporting

When any Head Start Preschool staff member or volunteer has reasonable cause to believe that a child has been subjected to abuse or neglect, or observes a child(ren) being subjected to conditions or circumstances which would result in abuse or neglect, he/she shall report such incident or cause a report to be made as soon as possible to the proper law enforcement agency or to Health and Human Services (Neb. Rev. Stat. Section 28-710; 28-711, PCSD Policy 5402). Anyone participating in good faith in these procedures shall have immunity from any liability, civil or criminal. Law providing privileged communication shall not apply in cases of suspected child abuse or neglect.

Child Abuse/Neglect Hotline phone number for a report: **1-800-652-1999**

Closings/Early Release/Inclement Weather

Conestoga Head Start follows the decision of the Conestoga Public School District regarding weather related cancellations. If the Conestoga Public School has a 10:00 AM late start, we will hold Head Start classes that day.

It is difficult to measure the severity of the weather in all sections of our service area, so the final decision rests with the parents on whether to send their child(ren) to preschool during adverse weather conditions or to keep their child at home. Please contact the Conestoga Head Start program if you decide not to send your child(ren) to preschool when preschool is in session. In the event of severe weather at the time you are picking up your child(ren), please note that staff **will not release** any children during severe weather warnings.

TV and radio stations will carry school closing messages as soon as any decision is made regarding school cancellation or dismissal early due to weather conditions and/or other emergencies. Announcements will be made over radio stations KFAB 1110AM, WOW 590AM, 94.1FM, and 89.7FM, and TV channels 7, 6, 3, and 42. In case of civil, national, or natural disruptions, every effort will be made to give announcements to the welfare of the students during the school day. Under such conditions parents may come to school to get their child(ren) if they so desire and if it is safe to do so.

Provision will be made by your school authorities to take care of the school children when storms occur during the school day that are of such intensity that it makes bus transportation hazardous. Your cooperation in helping keep telephone lines free during such emergencies will be appreciated.

The preschool office is unable to honor requests to personally call each parent when preschool is let out early. It is the parent's responsibility to make arrangements to ensure the safety of your child should school be dismissed early. If you are unavailable, then it is the parent's responsibility to make arrangements with another adult to ensure the safety of your child should school be dismissed early.

Complaint/Concern Procedure

When parents have a concern or complaint about the early childhood program, the following protocol should be followed:

- I. Schedule a conference/meeting with the staff person most immediately or directly involved in the matter.
 - No matter the concern, address it with the person most directly involved first

- It is appropriate to call for an appointment or to set up a time to meet with the staff person
 - When calling or setting up an appointment, it is courteous to let the person know the general nature of the concern
2. Address the concern to the Building/Program Administrator if the matter is not resolved at Step One.
 - Supervisory personnel will rarely have ready access to the information they need to be of immediate assistance and working through the issue will likely require additional time
 3. Address the concern to the Superintendent if the matter is not resolved at Step Two.
 - When you believe you have taken the concern to the next level but still haven't achieved a satisfactory outcome, the Superintendent is the next person to involve
 - Keep in mind that a meeting with the Superintendent will likely require some advance planning
 - There is a specific complaint form to be used when a person has a complaint related to discrimination, harassment or retaliation on such bases in regard to employment or the programs and activities of the school district.
 - Refer to Board Policy 1200, 4003 and/or 5401 for the particulars of the complaint and grievance process.
 - The complaint form can be accessed on the PCSD website by choosing "About PCS" then scrolling down and selecting Board of Education. On the left side of the page chose the "Policies" tab, then select "1000 Community Relations." Select Policy 1200A for access to the form. Or use the following link: <https://www.pcsd.org/Page/20>
 4. Address the concern to the Board of Education if the matter is not resolved at Step Three.
 - School Board members are elected to represent the interests of all parents and district residents and are available to hear the points of view of their constituents, however school board members do not have direct authority over day to day school operations and all authority is the result of official actions by a majority of the Board at meetings open to the public
 - Board members may be able to request that the Board review the specific policies that relate to the situation or propose new policies for the Board's consideration
 - Contact a Board member when a policy is being enforced that you believe results in bad consequences, when you believe a policy isn't being enforced, or when policies or procedures are not enforced fairly for all
 - The Plattsmouth School Board of Education is the governing body for the Cass County Head Start program

Custody Agreements/Court Orders

All preschool parents/guardians will be requested to complete required paperwork that specifically identifies who is allowed to pick up your child from preschool. Amendments to this list can be made in written form by the primary adult during the school year. **The primary adult is not able to unilaterally exclude the other parent from picking up the child unless there is a court order in place to exclude that parent from having contact with the child.** A copy of the court order must be provided to Conestoga Head Start program. Please visit with your Family Support Advocate (FSA) if you have specific questions or concerns.

Note: Law enforcement can only prevent a parent from removing a child if there is a court order prohibiting the parent from having contact with the child.

If one parent has been given primary legal custody, **information about the child will not be released without the primary custodial parent's permission.** If parents have a joint custody agreement, information about the child will be released to both parents.

Dismissal

Dismissal time is 3:30 PM, unless otherwise notified by your child's teacher. When picking children up at the end of the day, please enter the building and go to the child's classroom. Teachers will not allow children to leave until an authorized individual has come to the room to pick the child up. Children that receive bus service will be escorted to the bus by a staff member. No child will be allowed to leave the facility unattended.

If you need to pick up your child before dismissal time, please send a note or call ahead to the Conestoga Head Start program at **402-235-2750** so a message can be relayed to your child's teacher.

Intoxicated/Under the Influence of Drugs Pick Up Procedure:

A situation may arise when a parent/guardian or other caregiver picking up a child appears intoxicated or under the influence of drugs. If a staff member questions the safety of the child's transportation home due to apparent suspected intoxication of the pick-up person, the following steps will be followed. The staff member will:

1. Talk to the pick-up person and ask how s/he got to the center. The main concern is whether the person drove and if s/he intends to drive the child home.
2. If the pick-up person has driven and intends to drive home, the staff member will tell the pick-up person that they are concerned about the safety of the caregiver and the child.
3. Make an offer to call one of the other designated pick-up persons on the child's list. If this does not work, the staff member will suggest calling a taxi or a friend or family member. If the pick up person is not the parent, the staff member will attempt to call the parent to let him/her know of the concern for the child's safety and to check if the parent is available to come and pick up the child.
4. If the pick-up person refuses or becomes confrontational, the staff member will calmly let them know that they will be calling law enforcement to report the incident. Ask if the pick-up person would stay to talk to the officer about the situation.

Early Childhood/Preschool Supplies

Parents of preschoolers will **not** need to provide classroom preschool supplies. A backpack is helpful for a child to carry classroom notes and classroom activities home, as well as notes from home back to the preschool.

Children are not permitted to bring any toys, food items, gum, money, books, etc. on the buses or into the center. Food items, including gum, may cause choking while in transport and might cause the child not to eat meals prepared at the center. **Children will be required to finish any food or drink item brought from outside the center prior to entering the classroom.** Toys, books, etc. might cause friction among the children and/or get lost or claimed by someone else other than the owner. If an IEP or 504 team recommends that a child needs a special toy or other item as part of their services, the recommendation will be adhered to.

Extra Set of Preschooler's Clothing

It is advisable that your preschool child brings an extra set of clothing to place in his/her cubby in case the child needs a change of clothing during the preschool day. Your preschooler's jackets, overshoes, mittens, etc., should be marked for easy identification. This helps eliminate loss and confusion. A parent can check in with staff if their child has lost an item.

Non-Discrimination on Basis of Race/Sex

It is a policy of the Plattsmouth Community Schools not to discriminate on the basis of sex, handicap, race, color, religion, marital status or national or ethnic origin in its educational programs, activities or employment policies. Inquiries regarding compliance with this policy may be directed to the Superintendent of Plattsmouth Community Schools, or to the Director of the Office for Civil Rights, Department of Health, Educational Welfare, Washington, D.C.

Non-Discrimination in Food Service Program

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Parent Resource Library

There is a parent resource library located at Plattsmouth Early Childhood Center (PECC). Parents are able to check out resource materials and children's books and they can access pamphlets and brochures that address a number of issues such as toilet training, child discipline, etc. Check with personnel in the main office for assistance.

Pets

Students and/or parents should not bring animals into the school or classroom unless prior approval has been given by the classroom teacher. If approval has been given, the animal should be on a leash, in a cage, or in some kind of container. Allergies of staff and students should be considered before any visit by an animal.

Publication of Child Pictures and Products

From time to time your child may have occasion to be photographed for the newspaper, television, the Head Start/PECC Facebook page, or PCSD Internet web pages. The news media will occasionally do stories on events occurring in school programs, presentations, and other newsworthy happenings. Teachers may post pictures of classroom activities and field trips on PCSD Internet web pages.

Since pictures of your child are personally identifiable information, you have the opportunity to request that your child's picture not be used for the above purposes. **If you do not wish to have your child's picture or work available to the media or displayed on the Internet, please contact the main office at 402-296-5250.** If we do not hear from you, we will assume that you agree to have your child's picture or work available to the media, on the Head Start/PECC Facebook page, or on the Internet should such an occasion arise.

Respect and Courtesy

Any employee and/or other staff at Conestoga Public Schools and/or Head Start program has authority and jurisdiction anytime during school or at any school function and deserves respect.

Siblings

During a parent or guardian's volunteer time at the Conestoga Head Start program, siblings or younger children who are not enrolled are not allowed on field trips or in classrooms during regular school hours.

Smoke Free Environment

All of the Head Start program's buildings and grounds are smoke, e-cigs, and tobacco-free. When attending school events, please abide by the policy.

Student Record Data

The Conestoga Head Start program is in compliance with HIPPA and FERPA guidelines. The HIPPA and FERPA policies are on file in the Plattsmouth Elementary School office.

The Head Start program collects and maintains records on each student in order to facilitate the instruction, guidance and educational progress of the student. The records contain information about the student and his/her education and may include but are not limited to the following types of records: identification data, attendance date, health and immunization records, records of achievement, family background data, assessment, educational plans, classroom observations and external agency reports. All books, papers, documents, reports, and records kept by the District may be retained as electronic records (BOE Policy #3560).

The records of each student are generally located in the building that he or she is attending. The persons responsible for maintenance of student records for each school building are the Supervising Teachers and the Health/Nutrition Manager.

The following persons, agencies and organizations may have restricted access to student records without proper written consent of the parent/guardian. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

1. School officials and teachers with legitimate educational interest
2. Representatives of state and local government when auditing and evaluating federal educational programs
3. Government officials to whom information is to be reported under state law
4. Organizations that process and evaluate standardized tests
5. Accrediting or organizations for accrediting purposes
6. Parents of dependent children, regardless of child's age
7. In connection with an emergency

Student records are reviewed when a student moves from the Preschool Program to the Elementary School and/or when a student transfers out of the District.

A procedure to be followed in exercising any of the rights under school policies or rules may be obtained from the Head Start Director.

Those records not of a permanent nature are destroyed upon graduation or within three years of discontinued attendance in the district. Parents of students under the age of 18 may exercise the opportunity to review educational records of the student; to obtain copies of the records; to write a response to material in the records; to challenge the content of the record on the grounds of inappropriateness, inaccuracy, or an invasion of privacy; and to have the records explained.

The administrator of the program may release the following types of information to the public as he/she sees fit, keeping in mind the privacy of the student and the student's family: participation in officially recognized activities, dates of attendance, and awards received.

Any parent objecting to the public release of such information must sign a written form at the time of enrollment with the Cass County Head Start Preschool Program stating that the public does not have release of such information.

Telephone Calls

Parents are welcome to call the school office at any time. During class time, the family support advocate (FSA) or a paraeducator may be able to take a message to relay to the classroom or parents can leave a voice mail for the classroom staff. If it is an emergency and you cannot get the early childhood staff, call the Head Start main office at 402-296-5250.

Transition

The Conestoga Head Start program assists families as they transition into and out of the various programs. Activities are planned throughout the year to assist families and children with these transitions.

Video Surveillance

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

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

Weapons Policy

If a weapon is brought to preschool, it will be confiscated and may not be returned to the child or parent. If appropriate, the police/sheriff department and child protective services will be notified. Weapons are defined as any object that may be used to intimidate or inflict bodily harm whether it is a real weapon or a replica of such. These shall include, but are not limited to the following items: knives, guns, lead pipes, chains, razors, ice pick, slingshot, scissors, swords, pocket knives, explosives (including fireworks), brass knuckles, etc.

Health Section

Health Examinations

The Plattsmouth Early Childhood Center/Head Start Program requires annual dental and physical exams and up-to-date immunizations before school begins (BOE Policy #5001). Each child is required to have a lead and hemoglobin blood level result on file, completed on or after the age of two. Each child is also required to have a health history and nutrition assessment on file (to be completed with staff at the beginning of the school year).

Follow up is required, if deemed necessary by the physician or dentist. For example, if cavities were detected, parents will need to submit paperwork from the dentist saying that the cavities were taken care of.

Health services at the early childhood center include the monitoring of height/weight (at least three times a year), vision screen (if not completed during physical), and hearing screen (if not completed during physical).

All 50 states and the District of Columbia have immunization requirements for children entering school. In Nebraska, children can't attend classes in public or private school until the school has written proof of their immunization status. Each school in Nebraska is required to keep the immunization history of the students enrolled on file. Parents or guardians must present one of the following documents to the school to verify immunization status:

- An immunization record showing that the child is protected by age-appropriate immunizations.
- A statement signed by a physician that the required immunization would be injurious to the student or members of the student's family or household.
- An affidavit signed by a legally authorized representative stating that the immunization conflicts with the tenets and practices of a recognized religious denomination of which the student is a member.

A student can be provisionally enrolled in school if he or she has started the immunizations series and continues the necessary immunizations as rapidly as is medically possible. If the student doesn't continue with the immunization schedule, he or she will be sent home.

Emergency Cards

An emergency card must be kept on file for every child enrolled in the Early Childhood Program. Please update this card on a regular basis, including the list of family/friends who are approved to pick up your child or visit/volunteer in the classroom. Check with classroom staff to complete a change of status card to update your information.

Emergency Disaster Plan

Head Start/PECC staff have emergency disaster plans in place for situations such as fires, tornadoes, intruders, evacuation, etc. Parents will be notified of the evacuation site at the beginning of each school year and are asked to access that site in the event of an emergency. If dismissal must take place from the evacuation site, please be sure to have your identification (e.g., driver's license) with you when you pick up your child.

Parents are notified of the off-campus evacuation site at the beginning of each school year and are asked to access that site in the event of an emergency. If dismissal must take place from the evacuation site, please be sure to have your identification (e.g., driver's license) with you when you pick up your child.

In the event of a tornado warning, children will be safely evacuated to the designated area within the school building. In order to keep all children and staff safe, children will not be released from school until the tornado warning has expired. Parents will not be able to access the building during the tornado warning and no one will be available to answer the telephone since all staff members will be a safe location with the children.

Illness While At School

The following symptoms, if displayed by children during school, will require temporary exclusion from participation in the program at the discretion of the nurse:

- Temperature of 100.4 degrees or above
- Rash (if accompanied by a fever)
- Live head lice (nits do not require exclusion)
- Severe abdominal pain
- Severe or harsh cough; with thick green discharge from the nose
- Rapid breathing or severe coughing
- Two or more episodes of diarrhea
- One or more episodes of vomiting (not associated with meal time)
- Red eyes with discharge
- Yellow eyes or jaundiced skin (requires immediate care)
- Impetigo, ringworm (if not able to cover)

Health Expectations for Parents

- For families in the program, it is the parent's responsibility to pick up the child within one hour of being notified that the child is ill. Per health regulations, the child may not return to school until the child has been symptom-free, without the aid of medication, for 24 hours. If diagnosed with a contagious illness (e.g., strep throat, pink eye, etc.), the child can return to school after being on antibiotics for 24 hours.
- If a child becomes ill during school hours, appropriate staff will be called. If the decision is made to send the child home, the parent will be notified to pick up the child.
- If the child is brought to the school and staff observes symptoms of illness, appropriate staff may determine that the child cannot be accepted into the classroom.

CRITERIA FOR RETURNING TO SCHOOL AFTER ILLNESS, INJURY, OR SURGERY:

- Sutures or cast—a note from the child's physician is needed before returning to school regarding any restrictions of activities.
- A note from the child's physician should also accompany the child following surgery with any restriction of activities.
- If a child is out with chicken pox, a note is not needed from the doctor as long as all pox are dry (7-10 days.)

Medication

Appropriate paperwork needs to be on file for medications to be administered during school hours. See the Health and Nutrition Manager for these forms.

- Medication must be brought in the original prescription container with date, child's name, name of medicine, amount of medicine/time to be given.
- Medication must be brought in by the parents and given to the Health and Nutrition Manager or teacher. **DO NOT SEND IN CHILD'S BACKPACK.**
- If your child rides the bus, medication must be given to the bus aide or driver for safe keeping while the child is transported. The bus aide will give the medication to the appropriate person upon arrival.
- Over-the-counter medications are not given at the Plattsmouth Early Childhood Center (i.e. Tylenol, Benadryl, Motrin, cough drops)

Nutritional Services

Every child in our program receives breakfast and lunch. These meals are served family style with children and staff eating together in a relaxed atmosphere. Breakfast includes milk, juice or fruit, and grain. Lunch includes milk, meat or meat alternative, fruit, vegetable, and grain. A variety of foods are provided which broaden the child's food experience. **Food is not used as a punishment or reward and children are encouraged to eat, but never forced to eat.** Menus are created based on federal guidelines for this age group.

Safety

Head Start/PECC is committed to providing physical environments conducive to learning. Space and materials will be appropriate for the developmental needs of all children enrolled in the program. Classrooms will provide at least 35 square feet of usable space per child and the outdoor playground will provide at least 75 square feet of usable space per child. The center environment will be free from toxins such as cigarette smoke, pesticides, and other air/soil/water contaminants. Potentially hazardous items such as cleaning supplies, medications, etc. are stored in locked areas. Electrical outlets are covered with safety plugs and extension cords are not used in areas utilized by children. The outdoor space will be fenced to prevent any child from leaving the premises.

Indoor and outdoor areas are checked by staff members, prior to use, for the following: area is free from debris, litter, and any hazards; there are no missing components to any pieces of equipment or furniture items; the area is fully enclosed (outdoor play area); and the area is generally free from hazards that could potentially pose a danger to the children's health, safety or well-being. The playground and classrooms are inspected at least monthly to ensure they meet safety standards. An annual safety inspection of the center is completed to ensure that emergency lighting, ventilation, heat, smoke detectors, fire extinguishers, sprinkler systems, and other systems are consistent with the health, safety, and developmental needs of the children.

Special Dietary Needs

A physician's statement for any child requiring a prescribed therapeutic diet or having a good allergy or intolerance must be on file. Classroom staff and nutrition services staff are notified of any special dietary need.

LOCATIONS AND TIMES OF AREA IMMUNIZATION CLINICS

SARPY/CASS COUNTY IMMUNIZATION CLINIC (P. (402) 593-3222 F. (402) 593-3034)

Free clinic – Donations Accepted

Eligible* children 0-18 years of age

*An eligible child is enrolled in Medicaid, uninsured, underinsured (has health insurance, but vaccines are not covered), or an American Indian/Alaskan Native.

Request an appointment online!

Please visit: <https://www.chihealth.com/en/locationsearch/midlands/immunization-clinic.html>

PAPILLION – Midlands Medical Building One Phone – (402) 593-3222

First Thursday of the month from 4:00 pm – 7:00 pm

Second and Fourth Thursdays from 9:00 am – 12:00 pm

11109 South 84th Street, 5th Floor Suite 5800, Papillion, NE 68046

AREA HEALTH CARE SERVICES:

Nebraska Department of Health and Human Services: www.accessnebraska.ne.gov

Provides medical insurance benefits to residents of Cass County who are income eligible or have Medicaid

Cass Family Medicine

Provides sliding scale payment options for those uninsured or underinsured

122 S 6th Street

Plattsmouth, NE 68048

(402) 296-2345

WIC Clinic

Herold Hall (next to St. Luke's Episcopal Church)

3rd Street & Avenue A

Plattsmouth, NE 68048

(402) 335-2988 or 877-691-8381

First and Third Mondays By Appointment Only

(8:30 a.m. – 5:00 p.m.)

Sarpy/Cass Health Department

701 Olson Drive, Suite 101

Papillion, NE 68046

(402) 339-4334

Toll Free: 800-645-0134

Fax: (402) 339-4235

After hours health emergencies: (402) 506-1553

Sarpycasshealthdepartment.org

AREA HEALTH CARE PROVIDERS

Dentistry

Louisville Family Dental
229 Main Street
Louisville, NE 68037
402-234-3000

Weeping Water Dental
105 West Eldora
Weeping Water, NE 68463
402-267-2325

McKnight Family Dental
2302 W 8th Ave Suite 2
Plattsmouth, NE 68048
402-296-2818

Capehart Family Dentistry
2110 Towne Centre Dr
Bellevue, NE 68123
402-885-8990

Main Street Family Dental and Orthodontics
619 Main St
Plattsmouth, NE 68048
402-296-2188

OneWorld Dental
*sliding scale options available
Omaha
4920 S. 30th Street, 3rd Floor
Omaha, NE 68107
402-932-7204

Bellevue
2207 Georgia Ave
Bellevue, NE 68005
402-502-8855

Optometry - Eye Clinic

Dr. John Bateman
Dr. Andrea Carda
2380 W 8th Ave, Suite 4
Plattsmouth, NE 68048
402-296-2200

Physicians/Pediatricians

Methodist Physician's Clinic
203 Main St
Louisville, NE 68037
402-234-2500

Children's Physicians
1938 E Highway 34
Plattsmouth, NE 68048
402-955-7150

UNMC Physicians
1938 E Highway 34
Plattsmouth, NE 68048
402-296-6009

Cass Family Medicine/OneWorld
Plattsmouth
122 South 6th St
Plattsmouth, NE 68048
402-296-2345

Weeping Water Medical Clinic
204 North Randolph St
Weeping Water, NE 68463
402-267-5330

Applicable Board of Education Policies/Procedures

All Board of Education policies can be accessed at the following website, <https://www.pcsd.org/Page/19> , or they can be accessed on the Plattsmouth Community Schools website (www.pcsd.org) by clicking on About PCS, scroll down and select Board of Education and then Policies. All of the most current policy updates can be found online.

Student Records BOE Policy No. 5202

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility and effectively provide the function or service for which they are responsible.

Contractors, consultants and volunteers are permitted to have access to education records where they are performing a function or service that would otherwise be done by a school employee. Their access is limited to education records in which they have a legitimate educational interest; which means records needed to effectively provide the function or service for which they are responsible.

The District forwards education records (may include academic, health and discipline records) to schools that have requested the records and in which the student seeks or intends to enroll, or where the student has already enrolled so long as the disclosure is for purposes related to the student’s enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

NOTICE CONCERNING DIRECTORY INFORMATION

The District may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student’s name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent previous school attended. A parent or eligible student has the right to refuse to let the District designate any or all of those types of information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want any or all of those types of information about the student designated as directory information is as follows: two weeks from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION

The district’s policy is for education records to be kept confidential except as permitted by the FERPA law, and the district does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District designates such student work as directory information and as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

Anti-discrimination & Harassment Policy – BOE Policy No. 5401

Elimination of Discrimination. The Plattsmouth Community Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The Plattsmouth Community Schools 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:

Plattsmouth Community Schools and its staff shall comply with all state and federal laws prohibiting discrimination. The Board of Plattsmouth Community Schools intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination and directs its staff to take all actions necessary to meet this objective.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Students, Employees, and Others: Dr. Richard E. Hasty, Plattsmouth Community School District
Superintendent/Special Education Director, 1912 E. 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, Missouri 64106, (800) 368-1019 (voice), (816) 426- 3686 (fax) or (800) 537-7697 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

Preventing Harassment and Discrimination of Students.

Purpose: Plattsmouth Community Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, the Plattsmouth Community Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, religion, national origin, sex, disability or age is prohibited. The following are general definitions of what might constitute prohibited harassment.

- In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.
- Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.
- Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.
 - Sexual harassment may exist when:
 - Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;
 - Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time.
 - The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, classroom or educational environment.
 - Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

Complaint and Grievance Procedures:

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination (designated coordinator). If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation ("discrimination") to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

District employees, supervisors and administrators must immediately report any complaints, reports, observations, or other information of alleged discrimination to the designated coordinator, even if that District employee is investigating the alleged discrimination as part of the District's student or employee disciplinary process, and provide the complainant with information for filing a complaint of discrimination, including a

complaint form if requested, and contact information for the District's designated coordinator. If the District uses its disciplinary procedures to investigate and resolve an alleged discrimination complaint, those disciplinary procedures will comply with the District's standards for a prompt and equitable grievance procedure outlined in section B.2., below.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

Multicultural Education BOE Policy No. 6370

Statement of Philosophy and Mission

The philosophy of the multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races.

The mission of the multicultural education program is to prepare students to: (a) value and respect their own culture and race and cultures and races other than their own and (b) eliminate stereotypes and different treatment of others based on culture and race. The mission shall also include preparing students to eliminate stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

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

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

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

Return to Learn From Cancer – BOE Policy No. 6286

The Superintendent or designee shall make available training on how to recognize that students who have been treated for pediatric cancer and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff.

A 504 team meeting will be held, as appropriate, to develop individual return to learn accommodations and modifications.

Notice Concerning Designation of Law Enforcement Unit:

The District designates the Plattsburgh Police Department and the Cass County Sheriff Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

Student Privacy Protection - Policy No. 5421

It is the policy of Plattsburgh Community Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

- A. **Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties**
Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.
- B. **Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive**
The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed Definition of Surveys of Matters Deemed to be Sensitive), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: Notification of and Right to Opt-Out of Specific Events.
- C. **Right of Parents to Inspect Instructional Materials**
Parents shall have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a

reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term instructional materials for purposes of this policy.

The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

D. Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings

The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parent opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

E. Protection of Student Privacy in Regard to Personal Information Collected from Students

The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information.

Personal information for purposes of this policy means individually identifiable information about a student including: (1) a student or parent's first and last name, (2) home address, (3) telephone number, and (4) social security number. The term personal information, for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

F. Parent Access to Instruments used in the Collection of Personal Information

While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received.

The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy

The District shall provide parents with reasonable notice of the adoption or continued use of this policy and other policies related to the student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events

The District shall directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

1. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

2. Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and
3. Any nonemergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parent opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities. In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive

Any survey containing one or more of the following matters shall be deemed to be sensitive for purposes of this policy:

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student or the student's parent;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating or demeaning behavior;
5. critical appraisals of other individuals with whom the student has close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
7. Religious practices, affiliations, or beliefs of the students or the student's parent;
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Mental Health Assessment or Service

The District shall obtain informed consent from the parent of each child who is under 18 years of age to participate in any mental-health assessment or service that is funded under the Every Student Succeeds Act ("ESSA"). Before obtaining the consent, the District shall provide the parent written notice describing in detail such mental health assessment or service, including the purpose for such assessment or service, the provider of such assessment or service, when such assessment or service will begin, and how long such assessment or service may last.

Homeless Students Policy - Policy No. 5417

This School District will comply with the federal and state law related to homeless students.

A "homeless child" for purposes of this Policy is a child who lacks a fixed, regular, and adequate nighttime residence, as defined by applicable federal and state law related to homeless students. An "unaccompanied youth" is a child who is not in the physical custody of a parent or guardian.

1. Homeless Coordinator: The District's designated Homeless Coordinator is the Superintendent. The Homeless Coordinator may delegate the specified duties as the Homeless Coordinator determines to be appropriate. The Homeless Coordinator shall serve as the school liaison for homeless children and youth.
 - a. Responsibilities. The responsibilities of the Homeless Coordinator are to assist with identification, enrollment, and placement of homeless children and to provide staff development activities to all school personnel regarding the educational rights and needs of homeless children and youth. The Homeless Coordinator shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law.
 - b. Coordination. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. Coordination activities with area shelters and other homeless service providers are to be established by the Homeless Coordinator.
 - c. Financial. The Homeless Coordinator shall ensure that financial records are maintained to show expenditures are for authorized activities. Title I, Part A homeless set-aside funds are also to be used for services for homeless children. Materials and equipment purchased with grant funds are properly identified and inventoried.
 - d. Program Activities. The Homeless Coordinator shall design program activities to meet the greatest need as determined by the District and homeless service providers.
 - e. Documentation. The Homeless Coordinator shall document the number of homeless children and youth receiving services.
 - f. Student Records. The Homeless Coordinator shall ensure that any record ordinarily kept related to students, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, are to be maintained so that the records of a homeless child are

- available, in a timely fashion, when the child enters a new school or school district and in a manner consistent with the Federal Education Rights and Privacy Act.
- g. Notice. The District shall annually inform school personnel, service providers, advocates working with homeless families, parents and guardians of homeless children and youths, and homeless children and youths of the duties of the Homeless Coordinator, and shall annually provide to NDE the identity of the District's Homeless Coordinator.
2. Enrollment of and Services to Homeless Children: The enrollment and placement of homeless children shall be in compliance with federal and state law.
 - a. Enrollment. A homeless child shall be immediately enrolled even if the child is unable to produce records normally required for enrollment. Lack of previous school records, immunization and medical records, birth certificate, or other documentation from the previous school will not delay the enrollment of a homeless child or youth. Guardianship issues, uniform or dress code requirements, and residency requirements will not be obstacles to delay or deny enrollment. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.
 - b. Obtaining Records. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records.
 - c. Placement. Placement decisions for a homeless child shall be made according to the District's determination of the child's best interests.
 - i. The placement shall be at either:
 1. The child's "school of origin" which is the school that the child attended when permanently housed or the school in which the child was last enrolled; or
 2. The school of the attendance area in which the child is actually living.
 - ii. If placed in the school of origin, the placement shall continue for the duration of the child's homelessness. If the child becomes permanently housed (no longer homeless) during the school year, the placement in the school of origin will be continued for the remainder of that school year.
 - iii. To the extent feasible the placement shall be in the school of origin except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian.
 - iv. If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal.
 - v. The grade placement for the homeless child will be the appropriate grade level as determined by the building principal or designee using the same procedures that are used for placing non-homeless children attending that school.
 3. Educational Services and Stigmatization or Segregation: It is the District's policy that homeless children not be stigmatized or segregated on the basis of their status as homeless. Homeless children will be provided the same free, appropriate public education as other students. Homeless students will be provided services comparable to services offered to other students in the school in which the homeless child has been placed, including the following: transportation services, educational services for which the student meets the eligibility criteria, such as services provided under Title I, educational programs for children with disabilities, and educational programs for students with limited English proficiency, programs in vocational and technical education, programs for gifted and talented students, and school nutrition programs.
 4. Transportation: Transportation will be provided to homeless students, to the extent required by law.
 - a. Comparable Service. Transportation will be provided to a homeless student comparable to that provided to students who are not homeless.
 - b. School of Origin. When the homeless student attends the school of origin, transportation will be provided to and from the school of origin upon request of the parent or guardian of the homeless child, or upon request of the Homeless Coordinator in the case of an unaccompanied youth. If the homeless child relocates out of the District but continues to be enrolled in this School District based on it being the school of origin, this School District will negotiate with the school district in which the child is residing to develop a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin. If agreement is not reached, the responsibility and cost for transportation shall be shared equally.
 - c. Eliminate Barriers. Transportation will be provided when necessary to eliminate barriers to school enrollment and the retention of students experiencing homelessness.
 5. Dispute Resolution Process. The process to resolve disputes concerning the enrollment or placement of a child or youth experiencing homelessness is as follows:
 - a. The child and the parent, guardian or other person having legal or actual charge or control of the child shall be referred to the Homeless Coordinator. The Homeless Coordinator shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute within not less than thirty (30) calendar days. The dispute resolution process is as follows:
 - i. The child or parent/guardian will notify the Homeless Coordinator. The District's Dispute Resolution Form shall be used if such is available.
 - ii. When it is determined that additional information would be helpful, the Homeless Coordinator will schedule a meeting within 10 days, or such time as practicable, at which the child and parent/guardian will be given the opportunity to provide information in support of their position.
 - iii. The Homeless Coordinator will contact school officials and others as determined appropriate to obtain information to corroborate the information provided in support of the positions of the child and parent/guardian and the District.

- iv. The Homeless Coordinator will provide a written response and explanation of a decision regarding the dispute within 30 calendar days after receiving the dispute statement.
 - v. The written response and explanation of the decision will include a notice of the right to appeal using the appeal process provided for in the Nebraska Department of Education Rule 19.
 - b. In the case of an unaccompanied youth, the District liaison will ensure that the youth is enrolled immediately in the school in which enrollment is sought pending resolution of the dispute;
 - c. The District will ensure the immediate enrollment of the child in the school in which enrollment is sought pending resolution of the dispute; and
 - d. The District's written response will include a notice of the right to appeal as provided in Nebraska Department of Education Rule 19, Section 005.03.
6. Right to Appeal.
- a. Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth or an unaccompanied youth that is dissatisfied with the decision of the District after the dispute resolution process may file a written appeal with the Nebraska Commissioner of Education within thirty (30) calendar days of receipt of the decision. Refer to NDE, Rule 19, Section 005.03 for further details.
 - b. A party may appeal the decision of the Commissioner or designee by filing a Petition with the State Board of Education within thirty (30) calendar days of the receipt of the decision. Refer to NDE, Rule 19, Section 005.03C for further details.

Breakfast and Lunch Programs

The District has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction. The District provides the United States Department of Agriculture's required nondiscrimination statement:

Non-Discrimination Statement for Meal Programs:

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

As stated above, all protected bases do not apply to all programs. The first six protected bases of race, color, national origin, age, disability and sex are the six protected bases for all applicants and recipients of the Child Nutrition Programs.

The school food authority assures the State Department of Education that the school system will uniformly implement the following policy to determine children's eligibility for free and reduced price meals in all National School Lunch Programs. In fulfilling its responsibilities the school food authority:

- i. Agrees to serve meals free to children from families whose income meets eligibility guidelines.
- ii. Agrees to serve meals at a reduced price to children from families whose income falls between free meal scale and the poverty guidelines.
- iii. Agrees to provide these benefits to any child whose family's income falls within the criteria in Attachment A after deductions are made for the following special hardship conditions which could not reasonably be anticipated or controlled by the household: Unusually high medical expenses; shelter costs in excess of 30 percent of reported income; special education expenses due to the mental or physical condition of a child; disaster or casualty losses.
- iv. In addition, agrees to provide these benefits to children from families who are experiencing strikes, layoffs and unemployment which cause the family income to fall within the criteria set forth in federal guidelines.
- v. Agrees there will be no physical segregation of, nor any other discrimination against, any child because of his inability to pay the full price of the meal. The names of the children eligible to receive free and reduced price meals shall not be published, posted or announced in any manner and there shall be no overt identification of any such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for free or reduced price meals shall not be required to: Work for their meals; use a separate lunch room; go through a separate serving line; enter the lunchroom through a separate entrance; eat meals at a different time; or eat a meal different from the one sold to children paying the full price.
- vi. Agrees in the operation of child nutrition programs, no child shall be discriminated against because of race, sex, color, or national origin.
- vii. Agrees to establish and use a fair hearing procedure for parental appeals to the school's decisions on applications and for school officials' challenges to the correctness of information contained in an application or to be continued eligibility of

any child for free or reduced price meals. During the appeal and hearing the child will continue to receive free or reduced priced meals. A record of all such appeals and challenges and their dispositions shall be retained for three (3) years. Prior to initiating the hearing procedures, the parent or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing. The hearing procedure shall provide the following:

- A publicly-announced, simple method for making an oral or written request for a hearing.
 - An opportunity to be assisted or represented by an attorney or other person.
 - An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
 - Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.
 - An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference.
 - An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.
 - The hearing be conducted and the decision made by a hearing official who did not participate in the decision under appeal or in any previous conference.
 - The parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official.
- viii. Agrees to designate the Superintendent to review applications and make determinations of eligibility. This official will use the criteria outlined in this policy to determine which individual children are eligible for free or reduced price meals.
- ix. Agrees to develop and send to each child's parent or guardian a letter as outlined by State Department of Education including an application form for free or reduced price meals at the beginning of each school year. Applications may be filed at any time during the year. All children from a family will receive the same benefits.

The following information will be available in the office of the Superintendent:

- Eligibility criteria for free and reduced meals
- Parent letter and application
- Public release
- Collection procedures

Student Privacy Protection – BOE Policy #5421

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- A. Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties
Parents shall have the right to inspect, upon the parents request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.
- B. Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive
The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed Definition of Surveys of Matters Deemed to be Sensitive), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: Notification of and Right to Opt-Out of Specific Events.
- C. Right of Parents to Inspect Instructional Materials
Parents shall have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term instructional materials for purposes of this policy.
- The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educators intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.
- D. Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings
The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parent opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For

physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: A Notification of and Right to Opt-Out of Specific Events.@

E. Protection of Student Privacy in Regard to Personal Information Collected from Students

The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information.

Personal information for purposes of this policy means individually identifiable information about a student including: (1) a student or parents first and last name, (2) home address, (3) telephone number, and (4) social security number. The term personal information, for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

F. Parent Access to Instruments used in the Collection of Personal Information

While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received.

The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy

The District shall provide parents with reasonable notice of the adoption or continued use of this policy and other policies related to the student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events

The District shall directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

1. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information);
2. Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and
3. Any nonemergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parent opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities. In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive

Any survey containing one or more of the following matters shall be deemed to be A sensitive@ for purposes of this policy:

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student or the student's parent;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating or demeaning behavior;
5. critical appraisals of other individuals with whom the student has close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
7. Religious practices, affiliations, or beliefs of the students or the student's parent;
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Mental Health Assessment or Service

The District shall obtain informed consent from the parent of each child who is under 18 years of age to participate in any mental-health assessment or service that is funded under the Every Student Succeeds Act ("ESSA"). Before obtaining the consent, the District shall provide the parent written notice describing in detail such mental health assessment or service, including the purpose for such assessment or service, the provider of such assessment or service, when such assessment or service will begin, and how long such assessment or service may last.

Confidentiality of Student Records. BOE Policy No. 5202

Student files and other education records shall not be released or divulged except in compliance with state and federal law.

School officials may have access to only those education records in which they have a legitimate educational interest, unless the parent has given written and dated consent for the access. A school official who violates this restriction shall be subject to disciplinary action up to and including termination.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility and effectively provide the function or service for which they are responsible.

A school official for purposes of access to education records is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

To the extent permitted by law, contractors, consultants and volunteers may be permitted to have access to education records where they are performing a function or service that would otherwise be done by a school employee. Their access is limited to education records in which they have a legitimate educational interest; which means records needed to effectively provide the function or service for which they are responsible.

Student and Parent Access to Student Records.

A parent or guardian of a student or former student, and a student or former student who is eighteen (18) years of age or older, shall be given the opportunity upon request to inspect and review the education records of the student or former student. Non-custodial parents will be provided full and equal access to the education records of his or her child unless there is a court order to the contrary.

Maintenance and Destruction.

Student files or records shall be so maintained so as to separate academic and disciplinary matters. All disciplinary material in a student's file shall be removed and destroyed after the student's continuous absence from the school for a period of three (3) years.

Amendment of Student Records.

Parents and eligible students (a student who has reached 18 years of age or is attending an institution of postsecondary education) have the right to challenge any information contained in the records that they believe is inaccurate, misleading or violates the privacy rights of the student. Such a challenge may be made by making a written request to the Principal to amend the records. If a decision is made not to amend the education records in accordance with the request, the Principal shall so inform the parents of the student and the Superintendent. The parent shall be advised of the right to a hearing.

If a hearing is requested, the Superintendent shall conduct a hearing (or delegate the role to another school official who does not have a direct interest in the outcome of the hearing) and provide the parent or eligible student a full and fair opportunity to present evidence relevant to the issues raised in conformance with applicable law.

Safe Pupil Transportation Plan -- Policy No. 5306

This Safe Pupil Transportation Plan sets forth the District's plan for providing safe transportation to students being transported in pupil transportation vehicles.

1. **Weapons-** Upon becoming aware of a weapon aboard a pupil transportation vehicle, the driver will make every attempt to:
 - A. Radio transportation dispatch and notify them of the situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location. Examples of a safe haven include, but are not limited to, any school building site, emergency service station (law enforcement or fire department), community service agency, etc.
 - B. Pull vehicle over to safe and secure area.
 - C. Confiscate weapon (if it doesn't jeopardize student or driver safety).
 - D. Give description of weapon and participating parties to dispatch.
 - E. Dispatch will immediately notify appropriate law enforcement agencies and school administration.
2. **Pupil behavior-** Students are expected to follow student conduct rules while in a pupil transportation vehicle. The pupil transportation driver is responsible for controlling behavior which affects safety and for reporting rule violations to school administration. In the event a student's behavior jeopardizes safety, the driver will make every attempt to:
 - A. First seek to resolve incident through discussion with the student(s) involved.
 - B. Radio transportation dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
 - C. Activate emergency flashers.
 - D. Bring vehicle to a safe stop. Seek to resolve the incident, using physical force only as necessary to protect students or yourself.
 - E. Report and document discipline problems to the school administrator on a Bus Conduct Report/Incident Form.
3. **Terrorist threats-** A person commits a terroristic threat if the person threatens to commit a crime of violence with the intent to terrorize another or with the intent of causing evacuation of a building, place of assembly or facility of public transportation or in reckless disregard of the risk of causing such terror or evacuation. Upon becoming aware of a terroristic threat relating to a pupil transportation vehicle, the driver will make every attempt to:
 - A. Radio transportation dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
 - B. Make every attempt to keep passengers calm (this may mean complying with the terrorist).
 - C. Dispatch will immediately notify appropriate law enforcement agencies and school administration.
 - D. Driver should wait for instructions from dispatch *if possible*.
4. **Severe weather-** Upon becoming aware of severe weather while aboard a pupil transportation vehicle, the driver will make every attempt to:
 - A. Radio transportation dispatch and notify them of situation if possible. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
 - B. Return to the school if less than five minutes away and follow the directions of the school administrator.
 - C. If more than five minutes away from school, go to the nearest school and follow the directions of the school administrator.
 - D. If more than five minutes away from the nearest school or there is immediate danger, get to the nearest basement or underground shelter with all students.
 - E. If there is no shelter and there is immediate danger the driver and passengers are to follow evacuation procedures and get everyone off the vehicle into the nearest ditch or culvert at least 100 feet away from the vehicle.
5. **Hazardous materials-** Upon becoming aware of a hazardous material aboard a pupil transportation vehicle, the driver will make every attempt to:
 - A. Radio transportation dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.

- B. Pull vehicle over to safe and secure area.
 - C. Give description of hazardous materials in question to dispatch.
 - D. Dispatch will immediately notify appropriate law enforcement and school administration.
 - E. Driver should wait for instructions from dispatch *if possible*.
- 6. Medical emergencies-** Upon becoming aware of a medical emergency aboard a pupil transportation vehicle, the driver will make every attempt to:
- A. Radio transportation dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
 - B. Dispatch will immediately notify appropriate medical agencies and school administration.
 - C. Driver should follow instructions from dispatch, school officials, and parents when such information can be obtained quickly enough. If not available, follow emergency first aid procedures.
 - D. *Only if necessary*, the driver should move passengers only enough to get them out of danger of traffic or fire. If moved, the driver and aide are to keep them where placed until a medical agency arrives, unless a parent has taken charge of their child.
 - E. Driver should try to keep student passengers as calm as possible.
- 7. Procedures in the event of mechanical breakdowns of the vehicle-** Upon becoming aware of a mechanical breakdown aboard a Pupil transportation vehicle, the driver will make every attempt to:
- A. Pull vehicle over to safe and secure area if possible
 - B. Radio transportation dispatch and notify them of situation if possible. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
 - C. Activate emergency flashers and place warning flares/reflectors in accordance with safety guidelines, if not in secure area.
 - D. Driver should try to keep student passengers as calm as possible.
 - E. Dispatch will arrange for assistance and a relief vehicle if needed.
- 8. Procedures in the event the drop-off location is uncertain or appears unsafe to leave students.** In the event the drop-off location is uncertain or appears unsafe to leave students, the driver will make every attempt to:
- A. Radio transportation or otherwise communicate with dispatch to notify them of the situation if possible.
 - B. Release children only if an adult responsible for the children is present. If not, keep children who are to be released in the vehicle, continue with route, and return children who were to be released to the school.
 - C. Dispatch will notify appropriate law enforcement agencies and school administration if appropriate given the circumstances.
- 9. Documentation under Safe Pupil Transportation Plan.** Each pupil transportation driver is required to complete and submit to the school administration a bus conduct report or incident report involving the pupil transportation vehicle operated by the driver or any pupils transported in it. Documentation is to include the occurrence of any of the following events: weapons, student behavior which affects safety, terroristic threats, severe weather, hazardous materials, or medical emergencies. Documentation of such events shall be completed and submitted as soon as practicable after the incident.
- 10. Transportation of Unsafe Items.** Drivers shall not permit pupil transportation vehicles to transport any items, animals, materials, weapons or look-a-like weapons or equipment which in any way would endanger the lives, health or safety of the children or other passengers and the driver. Look-a-like weapons associated with a school sponsored or approved activity may be transported only with written permission of a school administrator. Any items that would break or could produce injury if tossed about inside the pupil transportation vehicle when involved in an accident or sudden stop shall be secured.
- 11. Supplemental Information.** A copy of this plan shall be placed in each pupil transportation vehicle, kept at each school building, and made available upon request. Supplemental information with respect to operational and procedural guidelines used to administer this plan can be found in the District's safety and security plan adopted pursuant to 92 NAC10 and in the Nebraska Department of Education Pupil Transportation Guide.

Anti-discrimination – Policy No. 1200

The policy of Plattsmouth Community Schools is to 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 admission or access to, or treatment with regard to employment or with regard to its programs and activities.

Plattsmouth Community Schools and its staff shall comply with all state and federal laws prohibiting discrimination. The Board of Plattsmouth Community Schools intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination and directs its staff to take all actions necessary to meet this objective.

The Superintendent shall be the Coordinator for anti-discrimination laws (including Title VI, Title IX; the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973 (Section 504)) and complaints or concerns involving discrimination or compliance with those laws should be addressed to said Coordinator.

Tobacco Policy BOE Policy No. 1120

Plattsmouth Community Schools are tobacco free.

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings. For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine

delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect.

Drug and Substance Use and Prevention – Policy No. 5104

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.

Standards of Conduct; Notice to Students and Parents

Students are to be provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities. It shall be the further policy of the District to keep a file showing receipt of standards of conduct and a statement of disciplinary sanctions that may be taken for violations of such standards of conduct. The receipt shall be signed by both student and parent or guardian and returned to the respective Principal. It shall contain in prominent letters the following language:

"RECEIPT SHALL SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING PLATTSMOUTH COMMUNITY SCHOOLS HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXPECTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO P.L. 101-226 AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN ANY FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREIN ABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS."

Drug and Alcohol Education and Prevention Program of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations

Students are to be provided an age appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs

Students are to be provided information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within sixty miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District upon request by the counselor.

In the event of disciplinary proceedings against any student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student and his or her parent or parents or guardian.

Safe and Drug-Free Schools-- Parental Notice of Right to Withdraw

Parents will be notified that, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

Standards of Student Conduct Pertaining to the Possession, Use, or Distribution of Illicit Drugs, Alcohol or Tobacco.

These standards are in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation. The District's standards prohibit the possession, use, or distribution of illicit drugs, alcohol or tobacco (including electronic nicotine delivery systems) on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession, use distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession, use, distribution or being under the influence of alcohol.

4. Possession, use, distribution, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.
5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.
6. Possession, use or distribution of any tobacco product (including electronic nicotine delivery systems).

Disciplinary Sanctions

Violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

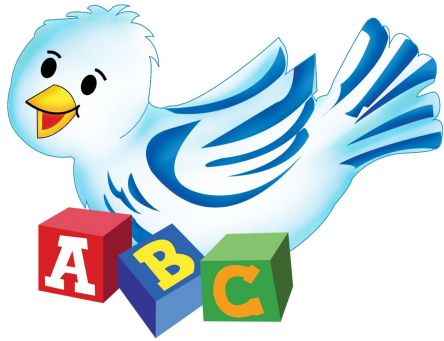
1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents or legal guardian will be notified.
5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

Intervention

The Plattsmouth Community School District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational climate or activity, the school then has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students and employed staff information about any drug and alcohol counseling, and rehabilitation and re-entry programs, which are available to students.

Administration

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



**Plattsmouth Early Childhood Center/
Head Start**

2020-2021

PARENT HANDBOOK



Plattsmouth Community Schools

2020-2021 Calendar

2:30 PM student dismissal every Friday
for staff collaboration time

AUGUST 2020

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 2020

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27	28	29	30			

OCTOBER 2020

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NOVEMBER 2020

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29	30					

DECEMBER 2020

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27	28	29	30	31		

August

- 3-5 PD New Teachers
- 6-11 PD All Staff/No Students
- 12 First Day of School 1st-9th; PM Kind., 12 PM 10th-12th
- 12 First Day of School for AM Kind.
- 12-17 Early Childhood Home Visits
- 18 First Day for Early Childhood

September

- 7 No School - Staff & Students
- 11 No School - Half Day Teacher PD
- 23 P/T Conferences: MS 4:30 PM-7:30 PM, HS 5-8 PM

October

- 14 End of 1st Qtr.=44 student days
- 21 P/T Conferences: ES/MS 4:30 PM-7:30 PM, HS 5-8 PM
- 22 PD All Teachers/No Students
- 22 P/T Conferences: ES 4:30 PM-7:30 PM
- 23 No School for Staff & Students- Teacher Comp. Day

November

- 4 EC P-T Home Visits: 4:30 PM-7:30 PM
- 5 EC P-T Home Visits: 8 AM-7:30 PM, No classes
- 6 EC P-T Home Visits: 8 AM-4 PM, No classes
- 25 Half Day - Teacher Professional Development
- 26-27 No School for Staff & Students

December

- 18 End of 2nd qtr.=42 student days, End of 1st semester
Student days=86, Teacher days=93(Oct. 16 is a comp. day)
- 21-31 No School- Staff & Students

January

- 1 No School - Staff & Students
- 4 PD - All Teachers - No Students
- 5 First Day of Second Semester

February

- 10 P/T Conferences: MS 4:30 PM-7:30 PM, /HS 5-8 PM
- 15 PD - All Teachers - No Students
- 24 & 25 P-T Conferences: EC 4:30 PM-7:30 PM
- 26 P-T Conferences: EC All Day, No classes

March

- 10 P/T Conferences: ES/MS 4:30 PM-7:30 PM, HS 5-8 PM
- 11 P/T Conferences: ES 4:30 PM-7:30 PM
- 11 End of 3rd Qtr.=47 student days
- 12 No Students - PD - All Teachers
- 15-19 No School-Spring Break (3/19 is a Teacher Comp. Day)

April

- 2 & 5 No School - Staff & Students

May

- 5 & 6 PT Conferences: EC 4:30 PM-7:30 PM
- 7 P-T Conferences: EC 8 AM-4 PM, No classes
- 8 High School Graduation
- 10 EC Comp. Day, No classes
- 20 Half Day - End of 4th Qtr.=41.5 student days, End of 2nd Semester=88.5 student days
- 21 PD - All Teachers - No Students, Teacher days=94 (Mar. 19 is a comp. day)
- 24-28 Inclement weather make-up days, PD

JANUARY 2021

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31						

FEBRUARY 2021

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28						

MARCH 2021

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28	29	30	31			

APRIL 2021

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2021

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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
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30	31					

	Professional Development (PD)- New Teachers
	Professional Development (PD)-All Teachers-No Students
	Half Day - Students
	Half Day - Teacher Professional Development
	Parent/Teacher Conferences
	No School for Staff & Students
	Inclement weather make-up days, PD

The first five inclement weather days or other unanticipated school closings will be made up as teacher professional development days during May 24-28. If there are more than five inclement weather days or unanticipated school closings, the Board will revisit the calendar.

Plattsmouth Early Childhood Program Handbook Additional Information for 2020-2021

The Plattsmouth Early Childhood Program includes the following programs:

- Plattsmouth Early Childhood Center (PECC) preschool program
- Head Start preschool classroom located at Conestoga Elementary in Murray
- Sixpence home visitation program
- Early Head Start program for Cass County
- Early Intervention program

Due to the COVID-19 pandemic, the Plattsmouth Early Childhood Center will follow guidelines as determined by the Plattsmouth Community Schools (PCS) and Sarpy/Cass Health Department. All procedures in the 2020-2021 Parent Handbook are subject to change based upon current information and guidance. PCS has adopted a four stage response for students to attend school in-person and/or participate in remote learning. This model also applies to our home visitation programs. The four stages are:

Green (100% attendance) = Low Risk	Yellow (100% attendance) = Moderate Risk	Orange (50% attendance groups with 2 days of in person learning and 3 days of remote learning = High Risk	Red (100% remote learning) = Severe Risk
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For the most part, the procedures in the handbook address operations for in-person attendance in the green stage. Please be aware that procedures and protocols will change depending on a number of factors such as the designated stage (yellow, orange, etc.), number of children enrolled, available staffing, overall health and safety factors, etc.

We will attempt to provide parents/guardians with the most recent information, however, please understand that protocols may have to change rapidly which may cause communication issues. We encourage you to reach out when you have questions or concerns so we can address them quickly. Also, please visit <https://www.pcsd.org/> for the most current information from Dr. Richard E. Hasty, Superintendent of Plattsmouth Community Schools.

2020-2021 STUDENT HANDBOOK: COVID SUPPLEMENT

The following rules and expectations will be effective during the 2020-2021 school year. These rules and expectations are intended to ensure the health and safety of all students, staff members, and the overall community. Because of the fluid nature of the current COVID-19 pandemic and the District's continued collaboration with health officials, these rules and expectations are subject to change at any time. The District will send parents and students written notification of any such changes. It is each family's responsibility to monitor for, understand, and adhere to any such changes, including those changes implemented on short notice. If a parent or student ever has any questions about the interpretation or implementation of these rules and expectations, the parent or student should promptly contact their building administrator.

1. Masks. Unless otherwise directed by the Superintendent, every student must wear an appropriate mask that is consistent with District and building return to school protocols while on school grounds and while in school vehicles, with exceptions for documented medical or religious reasons. Masks must be worn in a manner that covers the student's nose and mouth. A student may remove their mask only when a staff member gives the student permission consistent with the District and building return to school protocols. If a staff member provides specific mask directives to a student, the student shall comply with those directives.

Students are highly encouraged to follow health and safety best practices outside of the school setting, including frequent hand washing, masking, and social distancing.

2. COVID-19 Symptoms. A student who experiences, or has experienced within 24 hours, any of the following symptoms must notify their administrator prior to coming to school or prior to entering a school vehicle:

1. Fever or chills
2. Cough
3. Shortness of breath or difficulty breathing
4. Muscle or body aches
5. New loss of taste or smell
6. Sore throat
7. Nausea or vomiting
8. Diarrhea

The administrator will then evaluate the student's symptoms to determine if the student may report to school or will be given academic work to complete at home. Students who miss school due to potential COVID-19 exposure or symptoms will generally not be counted as an unexcused absence. However, if the administration determines that the student has violated other rules or has not been honest about his or her symptoms, the student's absence may be deemed unexcused and the student may face other consequences. A student's arrival on school grounds or in a school vehicle after the student or parent fails to promptly notify a building administrator of potential symptoms could result in student discipline.

A student who fails to report COVID-19 symptoms because the student wants to participate or compete in activities may face additional activity consequences.

3. Potential Exposure. Parents and students who have reason to suspect that the student may have been exposed to COVID-19 must promptly inform a building administrator. Potential exposure includes, but is not limited to, coming into close contact with a person who tested positive or is awaiting test results, a family member in the household who has tested positive or is awaiting test results, traveling to locations identified by the current DHM as requiring a quarantine, or receiving notification from a health official or medical professional of a potential exposure. Students who plan to travel outside of the community are encouraged to consult with a building administrator in advance to determine the potential consequences (such as mandatory quarantine) of such travel per the most recent DHM. Any student who has potentially been exposed to COVID-19 will not be allowed on school grounds or in a school vehicle until the District, in its sole and absolute discretion, determines that the student may safely return to school. A student's arrival on school grounds or in a school vehicle after the student or parent fails to promptly notify a building administrator of a potential exposure could result in student discipline.

4. Academic Work at Home. A student who has potentially been exposed to COVID-19 and is not allowed on school grounds will not face an academic penalty unless the administration determines that the student has otherwise violated school rules. Any COVID-19 related student absence will not be counted as an unexcused absence. During a student's COVID-19 related absence, the student is expected (to the extent that he or she is able) to work with his or her teachers to obtain and complete coursework and assignments. A teacher retains the discretion to grade student work during a student's COVID-19 related absence.

5. Activities. A student will not be permitted to participate in activities if the student has possible COVID-19 symptoms, has potentially been exposed to COVID-19 or would otherwise jeopardize the health and safety of other students or staff. The District, in its sole and absolute discretion, will determine when a student may return or participate in an activity. Any student who fails to promptly report COVID-19 symptoms, potential exposure, or otherwise takes action or inaction that could jeopardize the health and safety of other students or staff will be subject to discipline, including the removal from the activity for the remainder of the year.

6. Failure to be Honest. These rules and expectations are designed and will be implemented to ensure, to the extent practicable, the health and safety of all students and staff. The District will endeavor to balance the need to ensure the health and safety of school premises, while not intruding on a family's confidential medical information. With that in mind, students and families are expected to be honest with the District regarding a student's potential COVID-19 exposure or symptoms. If a parent is uncomfortable or unwilling to provide specific information to the District about a student's potential exposure or symptoms, the family need only inform a building administrator of the fact that there may have been a potential exposure or potential symptoms. A parent may, but will not be required to, divulge any specific information about the potential exposure or symptoms, such as medical information. In any circumstance, if the District determines that a parent or student has not been honest or forthright with information or facts provided (or not provided) to the District about a potential exposure or potential symptoms, the

District may exclude a student for a longer period of time (for health and safety reasons) or may impose disciplinary consequences, up to and including exclusion or expulsion from school.

7. Other Health and Safety Rules. At any time, a staff member may impose or require a student to undertake other health and safety requirements (such as frequent hand washing, masking, maintaining physical distancing, and the like). A student must follow such health and safety requirements or face discipline.

8. Assumption of the Risks. In the middle of the COVID-19 pandemic, the District has endeavored to reopen schools for the benefit of student learning and development. However, there is no guarantee that the school environment will be completely safe and free from COVID-19 or other related risks and hazards. Any parent who is uncomfortable with the risks associated with sending their student to school must promptly contact a building administrator to discuss alternative educational options. A parent who elects to send their student back to school does so understanding, assuming, and accepting the associated health and safety risks, including the possibility that the student may be exposed to and/or contract COVID-19.

Plattsmouth Community School District Mission Statement

Working in partnership to ensure academic *achievement*, responsible *behavior*, and *civic engagement*.

Plattsmouth Early Childhood Program Mission

To create a foundation for success through creative, interactive, and intentional experiences that build safe and positive relationships, develop independent problem-solvers, and foster each child's learning potential while displaying empathy, tolerance, and appreciation of differences.

Plattsmouth Early Childhood Program Vision

Students who attend the Cass County/Plattsmouth Early Childhood program will have effective social skills that allow them to accept others, be cooperative, and appropriately accept individual needs and perspectives. Students will be able to self-regulate and manage emotions by using coping strategies. Our students will be able to recognize problems as well as identify and persistently work towards solutions. They will be creative, flexible, and critical thinkers who inquire about the world around them. Students will be independent and dedicated to ongoing learning and recognize the importance of doing things to the best of their ability.

Plattsmouth Early Childhood Program Beliefs

- Each child has the ability to enthusiastically learn and apply knowledge across a variety of new situations to achieve success.
- Promoting independence through developmentally appropriate, structured, safe, and nurturing environments based on children's interests is essential for learning.
- Children learn by and gain independence by exploring with hands on learning activities that inspire curiosity.
- The collaborative efforts of students home, family, school, and community are essential for success.
- Approaches to learning should include balanced comprehensive services focusing on the whole child.
- Balancing child-directed and teacher-directed instruction, that includes all domains of learning is important for student learning.
- Children have a variety of languages in which to express ideas and need open-ended materials to express their languages.
- Children are *capable* of accommodating and accepting individual needs and perspectives while using social skills to solve problems and self-regulate.
- Providing structured opportunities and environments that allow children to make discoveries, solve problems, and challenge creative thinking is essential to an effective early childhood learning experience.
- Intentional, aligned, and systematic learning opportunities provide an effective foundation for children.
- Monitoring of progress and differentiating instruction is important for developing individual students to their full potential.
- It is important for children to develop secure, safe, and trusting relationships through positive interactions.

Welcome

Welcome to our early childhood program! We hope that this handbook assists you in the policies and procedures that you need to follow in order to meet the requirements of Head Start and to provide your child with a complete early childhood experience. The PECC/Head Start education program offers many opportunities for children to develop socially, intellectually, physically and emotionally in a manner appropriate to their age and stage of development. Our program provides an organized series of experiences that are designed to meet the individual needs of the children and families that we serve.

The Head Start program is unique from any other preschool or childcare setting. Head Start is a comprehensive child development program that serves children ages 3-5 and their families. It is child-focused and family centered. Head Start also provides a range of individualized services in the areas of education and early childhood development, medical, dental, mental health, nutrition, parent involvement, and disabilities. Head Start programs are required to follow a set of performance standards. The Head Start Performance Standards are designed ensure that the Head Start goals and objectives are implemented successfully, that the Head Start philosophy continues to thrive, and that all grantees or delegate agencies maintain the highest possible quality in the provision of Head Start Services. The Plattsmouth Community School District is our grantee agency.

Plattsmouth Board of Education Policies

Please note that the Plattsmouth Early Childhood Center and Head Start are part of the Plattsmouth Community School District (PCSD) and, therefore, subject to all Plattsmouth Community School District policies as approved by the PCSD Board of Education. These policies are available on the PCSD website at www.pcsd.org under the Board of Education link under the About PCS tab and in the Policies file on the left side of the page.

Residence and Eligibility for Early Childhood Programs

Children are eligible for the Head Start Program if their family resides in Cass County. Children who are eligible for special education services must be served by the school district in which they reside. Children with special education services may receive services outside their district **only** with the permission of their resident school district. Children in the Plattsmouth Early Childhood tuition classrooms (paying program) must be residents of the Plattsmouth School District or must be planning to option their child into the Plattsmouth School District upon kindergarten enrollment. It is the responsibility of the family to report any change of residence to the PECC office immediately.

Preschool Program Description and Contact Information

Plattsmouth Early Childhood Center (PECC)
902 Main Street, Plattsmouth, NE 68048
402-296-5250

Pam Dobrovolny, Early Childhood Director
Extension #2619

The Preschool Program will provide the children with developmentally and culturally appropriate curriculum practices and assessments in a play-oriented learning environment, which facilitates the optimal growth and development of children with opportunities for age-appropriate learning experiences through active involvement with people and materials. Family literacy is a part of the program which involves parents and children in interactive literacy activities; training for parents regarding how to be the primary teacher for their children; and parent literacy and age-appropriate educational activities to prepare the child for success in transitioning into school and life experiences.

Early Childhood Staff

All the Early Childhood teachers hold Nebraska teaching licenses (four year degree program) for Early Childhood Education and/or Early Childhood Special Education. Additional para-educators will be present in each classroom to ensure a ratio of at least one adult for every ten children with a maximum group size of 20. Other support staff may include a Family Support Advocate. Health and Nutrition services are monitored by a school nurse. Other

staff members include: Speech Language Pathologist, Physical Therapist, Occupational Therapist, Vision Specialist, ELL support personnel, school Psychologist, and a Dietician for those children/families qualifying for services.

Curriculum, Daily Routine, and Assessment Section

Curriculum (Head Start Performance Standard 1302.32(a))

The Creative Curriculum® is a comprehensive curriculum for 3-to-5-year-old children which addresses the four areas of development: social/emotional, physical, cognitive and language development. It is project-based and designed to foster the development of the whole child through teacher-led small and large group activities. The curriculum provides information on child development, working with families, and organizing the classroom around 11 interest areas. Child assessments are an ongoing part of the curriculum, and an online program provides record-keeping tools to assist teachers with the maintenance and organization of child portfolios, individualized planning, and report production.

Elements of the Daily Routine

Classrooms follow a predictable sequence of events known as the daily routine. This provides a structure within which children can make choices and follow their interests, as well as be introduced to both academic and social skills through direct instruction. While each classroom decides on the routine that works best for its setting, schedule, and population, the following segments are always included during the program day:

- **Small group time:** Small group time allows each teacher to meet with a small group of children working on a planned lesson. The teacher introduces the experience to extend learning, build on previously shared skills, solve problems and/or assess individuals. Although the adult chooses and introduces the materials, he or she may encourage the children to experiment with the materials in a variety of ways.
- **Large group time:** Large group time builds a sense of community. The children and adults come together for movement and music activities, storytelling, and other shared experiences. Children may have opportunities to make choices and play the role of leader or be engaged with direct instruction that is aligned with preschool targets. At large-group time, all the adults and children in the group get together to introduce academic or social skills through direct instruction. By going over the calendar or daily message, listening, telling, and re-enacting stories, singing songs, doing finger plays, dancing, playing musical instruments, exercising, playing games or re-enacting special events, each child participates in the large group, sharing ideas and learning from the ideas of others.
- **Transition times:** Transition times are orderly and predictable movement from one activity to another throughout the course of their school day. These routines provides opportunities for the child to develop self-regulation and social skills or reinforce pre-academic skills.
- **Plan time:** Children indicate what they plan (choose, want) to do during center/play/work time in a small group. Planning typically focuses on what children plan to do *first* during work time. Adults try to understand each child's plan and often try to help children extend their plans by encouraging discussion of the area in which they intend to work, the materials they plan to use, and the friends they will involve.
- **Center/play/work time:** Center/play/work time allows children to interact with materials in a variety of interest areas. Children implement their initial plans and it is common for young children to engage in many different activities over the course of one work time. Center/play/work time is the longest single time segment in the daily routine, typically lasting around 60 minutes. Adults neither lead work time activities nor sit back and watch them. Instead, they observe children to see how they perceive information, interact with peers, and solve problems – and they look for opportunities to enter into the children's activities to encourage children's thinking, extend their play, and help them wrestle with problem-solving situations. The children participate in a clean-up routine at the end of the work time.
- **Review time:** All children should be involved in the recall process, which can occur in a small group or large group setting. Recall can also take place individually with children during work time and clean up. A variety of recall methods should be incorporated including speaking, writing, or drawing to enhance the experience. For example, children might be encouraged to talk about the children they played with, what they built or pretended to be, or the problems they encountered.

- **Meal time:** Meals and snacks allow children to enjoy eating healthy food in a supportive social setting. The main goals are to create a shared and secure sense of community within the program and enhance language development. Meal times also offer the opportunity to work on a variety of developmental skills such as taking turns, maintaining a conversation, interacting with others appropriately and using utensils.
- **Large motor time:** Children and adults are involved in vigorous and often noisy play outside including opportunities to run, climb, roll, jump, yell, and sing with energy. Teachers should provide a balance of teaching new skills and encouraging child choice from a variety of interest areas such as dramatic play, blocks, science, writing, and art activities. During extreme weather or other unsafe conditions, teachers find an alternative indoor location for large motor activities. Children develop coordination, balance, spatial awareness and strength through gross motor activities. Outside time also provides time for coordinating both hands to manipulate large objects, continuing to develop body flexibility and coordination, and learning to use indoor and outdoor gross motor equipment safely and appropriately.
- **Quiet time:** Quiet time provides an opportunity for children to take a break from the activities of the day. Quiet time usually occurs after lunch and lasts for 30 minutes.

Assessment (Head Start Performance Standard 1302.33(a))

The Plattsmouth Early Childhood staff assesses children’s development with comprehensive observations rather than narrow tests, using the Teaching Strategies GOLD assessment. Observing a broad range of behaviors over several weeks or months gives us a more accurate picture of children’s true capabilities than tests administered in one-time sessions. Teachers and paraeducators record daily anecdotes describing what children do and say. Three times a year, teachers review these anecdotes and rate each child at the most accurate level he or she has demonstrated on the GOLD Developmental Continuum for 38 specific goals and objectives items in nine areas of development: social/emotional, physical, language, cognitive, literacy, mathematics, science/technology, social studies, and the arts. Children’s GOLD scores help teachers design individualized learning opportunities tailored to their level of development. The Continuum follows ages birth-5 so that teachers can build on the student’s current stage of development throughout their time in preschool. The GOLD is also used to explain children’s progress to parents during conferences.

Program quality is assessed to ensure that young children participate in a high quality preschool program that contributes to positive cognitive, social, and health outcomes. The Plattsmouth Early Childhood Program staff utilize the Classroom Assessment Scoring System (CLASS) to provide information regarding classroom and program practices and quality. The CLASS is an observation tool administered by trained and reliable observers. The measure is completed at least yearly in all classrooms and program results are posted on the PECC website and shared with the Policy Council/advisory committee and Board of Education.

School Readiness

The Plattsmouth Early Childhood Program has established school readiness goals which are the expectations of children’s status and progress across domains of language and literacy development, cognition and general knowledge, approaches to learning, physical well-being and motor development, and social and emotional development that will improve readiness for kindergarten goals. The school readiness goals are aligned with the Head Start Early Learning Outcomes Framework: Ages Birth to Five (HSELOF, 2015) and the Early Learning Guidelines: Nebraska’s Birth to Five Learning and Development Standards.

The school readiness committee which consists of a parent representative from Policy Council/Parent committee, members of the leadership team, and teacher representatives meets at least three times a year to review data and update goals. The school readiness data is shared with Policy Council/Parent committee and the Board of Education at least three times a year. The information is also on the PECC website and in the Annual Report which is also posted on the PECC website.

Classroom Experiences

The following are standards that occur in each preschool classroom:

- There will be established interest areas:
 - The classrooms will have clearly defined, well-equipped interest areas. Areas will be set aside for books, computer, table toys, dramatic play, block building, sensory or science, literacy building,

pre-writing, and large motor development. Shelves are labeled with a picture of the item so that students can find items and put them away independently.

- There is a daily “picture” schedule that is interactive in each classroom.
- There is a scheduled time in each day for outdoor play (when weather is appropriate) and large motor development.
- Head Start component areas of Health, Nutrition, Mental Health, Dental Health and Safety are integrated in the daily activities.
- Children participate in learning experiences that are held in both large and small groups.
- Children have an individualized curriculum.
- Transitions are planned. Transition times can be used to teach new concepts, to practice skills, and to enhance creativity.
- Children will spend about one-third of their day in “free choice” or “center/play/work time.” This can be provided indoors or outdoors if the weather is permitting. During this time children are given opportunities to choose activities that interest them. Children make choices and select activities on their own.
- Children are given opportunities on a daily basis for self-help skills (e.g., washing hands, feeding themselves, dressing themselves, etc.).

Positive Behavior Interventions and Support (PBIS)

One of the most important facets in the organization and operation of a preschool classroom is classroom management. Early childhood supports social and emotional growth by encouraging development which enhances each child’s strengths by: (a) building trust; (b) fostering independence; (c) encouraging self-control by setting clear, consistent limits, and having realistic expectations; (d) encouraging respect for the feelings and rights of others; and (e) supporting and respecting the home language, culture, and family composition of each child in ways that support the child’s health and well-being. At the Plattsmouth Early Childhood Center (PECC), the program expectations are:

Be Safe, Be Responsible, Be Respectful



Plattsmouth Early Childhood Program Expectations/Rules Matrix

	Large Group	Center Time	Hallway	Small Group	Outdoor Playground	Outdoor Classroom	Indoor Playground	Meals	Naptime
Be Safe	Hands & Feet to Self	Keep Your Body Safe	Walking Feet	Stay in Your Spot	Hands & Feet to Self	Hands & Feet to Self	Hands & Feet to Self	Stay in your spot	Stay on Your Cot
		Walking Feet	Hands & Feet to Self	Hands, Feet, & Objects to Self	Keep Your Body Safe	Keep Your Body Safe	Keep Your Body Safe	Hands, Feet & Objects to Self	
		Hands & Feet to Self						Keep Your Body Safe	
Be Responsible	Listening Ears	Take Care of Our Classroom	Listening Ears	Listening Ears	Take Care of Our Playground	Take Care of Our Outdoor Classroom	Take Care of Our Indoor Playground	Take Care of Your Space	Take Care of Your Things
Be Respectful	Follow Directions	Use Kind Words	Eyes on Teacher	Eyes on Teacher	Use Kind Words	Use Kind Words	Use Kind Words	Follow Directions	Voices Off
	Eyes on Teacher		Whisper Voices	Follow Directions			Inside Voices		

Child Find

If you have or know a young child from birth to 5 years of age and you have concerns about his/her development, please call the Plattsmouth Early Childhood Center at 402-296-5250; Ext. 2618.

Developmental concerns may include:

Low birth weight	High medical needs	Prematurity
Multiple births	Feeding concerns	Difficulty speaking
Hearing loss	Blindness or vision impairment	Physical disability
Slow to walk or crawl	Identified disabilities	Developmental delay
	Behavioral or emotional problem	

Early Development Network: Free early childhood intervention support is available across Nebraska. Call toll free: 1-888-806-6287.

Family Involvement Section

“A school will never be truly excellent unless it involves the parents”

**All families are unique and will be treated with respect and dignity.
Strict confidentiality will be maintained to ensure the privacy of each family.**

Parent Events/Involvement & Parent Committees

Parents are the most valuable members of the program! Monthly parent events/parent committees offer a great opportunity to be involved with your child's program. Attending parent events is an expectation of the Plattsmouth preschool program. Meetings are initially organized by the Family Support Advocate (FSA) with input from the parents and will be scheduled monthly. These meetings are designed to be educational as well as provide opportunities for social interaction. Parents will also be given an opportunity to advise staff in developing and implementing local program policies, activities, and services to ensure they meet the needs of children and families. Parents involved with the parent events/parent committee will elect a representative/liason to the Policy Council to ensure ongoing communication between the two groups.

Family Activities

Parents/guardians and staff will plan family activity opportunities throughout the year. These activities will be fun and educational. If you are able to come and join in even once in a while, we welcome you. Always check your child's backpack for updates, newsletters and calendars for upcoming events. Plan to join us as your schedules allow.

Policy Council

Policy Council is a group of parents/guardians who are directly involved with the decision making process of the preschool program's planning and administration. Elections are held each year by secret ballot (one ballot per family) to obtain representation from each classroom. Parents who have agreed to serve as representatives submit their names to be included in this election process. Training for members is provided throughout the school year. Meetings are held once a month (August through May) at a time most convenient to the majority of the members. The Policy Council is a federal requirement for all Head Start programs and the membership must consist of 51% parents/guardians who currently have enrolled children in the Head Start program. Parents of children enrolled in the tuition program are considered community representatives on the Policy Council.

Family Support Advocates (FSAs)

The Family Support Advocate staff will provide families with opportunities for ongoing communication to and from the school. This staff can provide current available resources for referrals or needs your family may have. All families have strengths and the FSA staff will assist all families enrolled in the Head Start Program to develop family goals that capitalize on the family strengths. The FSA staff will be available to families daily at the center and on as-

needed basis. Strict confidentiality is maintained with respect to family information. Please feel free to contact the center with requests or questions you may have at 402-296-5250.

Parent/Teacher Home Visits & Conferences

There are scheduled visits between parents/guardians and PECC staff each year. Two of these will be conducted in the home and two will be at the preschool center. These conferences provide an opportunity for parents and the teacher to exchange helpful information about children and their development. Parents will be notified when conferences are to be scheduled. You may contact the teacher to schedule additional conferences at any time. Your participation in conferences is strongly encouraged as these visits allow each parent or guardian to have input into their child's education!

Parents/Guardians Visiting or Volunteering in the Classroom

Your help is always welcome in the classroom. If you can spend the day in the classroom or only an hour or two, please join us! Volunteering in the classroom is not only helpful to the staff, but is greatly beneficial for your child and you. We keep a record for each family and appreciate at least eight hours of volunteering a month. For every hour you spend helping our program, Head Start receives in-kind dollars. When you plan to visit or volunteer, please contact the classroom teacher a day in advance if possible, as schedules and out-of-class opportunities may alter the day's schedule. It is helpful also to determine the breakfast and lunch count for the day. Parents/guardians are encouraged to volunteer throughout the preschool day.

Before volunteering to assist in the classroom, parents/guardians need to complete a request for background check, if you want to be able to work with other students (BOE Policy #1015). An example of this would be a person (to include parents/guardians) that visits or assists at school or class functions several times per semester or provides assistance to the teacher or other staff in the presence of children. No background check is required when a parent/guardian is only interacting with their own child or visiting the classroom for a short period.

All volunteers and visitors must sign in at the Early Childhood Center Office and receive a volunteer/visitor badge prior to visiting/volunteering in classrooms, the building, playground, and/or field trips.

Other Visitors or Volunteers

Other family members are always welcome to visit or volunteer in your child's classroom as long as it does not cause a disruption for your child or the other children. All visitors/volunteers must have permission from the child's parents/guardians in order to visit/volunteer in the classroom. Parents/guardians are able to indicate on the emergency card that a family member or family friend is able to visit/volunteer in their child's classroom. If a family member or friend is not approved to visit/volunteer on the emergency card, parents/guardians may complete a change of status form to add them or may call the center prior to them visiting/volunteering to add them to the emergency card.

If a family member/friend arrives at the center to visit or volunteer in your child's classroom and they are not on the emergency card and you have not called to give permission, the office staff will attempt to call you to gain permission. If a parent/guardian cannot be reached, the family member/friend will not be allowed to visit/volunteer on that day.

Before volunteering to assist in the classroom, family members/friends need to complete a request for background check, if they want to be able to work with other students (BOE Policy #1015). An example of this would be a person that visits or assists at school or class functions several times per semester or provides assistance to the teacher or other staff in the presence of children. No background check is required when a family member/friend is only interacting with the one child or visiting the classroom for a short period.

All volunteers and visitors must sign in at the Early Childhood Center Office and receive a volunteer/visitor badge prior to visiting/volunteering in classrooms, the building, playground, and/or field trips.

Extended Care

Before and after school care is an extended service offered by PECC or another community entity and is not part of a child's educational program. In order to generate funds to operate the program, participating families must pay to have their child(ren) participate. There is a standard hourly rate for the extended care service and no reduced rate is available. Please check with the main office for more information and specific guidelines about rates, schedules, and payment.

School Social Worker

A school social worker is available to assist parents and staff with areas of concern. No appointment is necessary and a schedule of general meeting times will be distributed to parents/caregivers in the monthly newsletters. The school social worker is also available to assist parents and staff to understand mental health and to access mental health interventions as needed. Information about local mental health resources are also available from Family Support Advocates, the school social worker, and other teaching staff.

Classroom Placement Procedures

Classroom placement decisions for the Plattsmouth Early Childhood Center (PECC) are based on a number of factors. Information such as child strengths, language development, social/emotional development, behavioral needs, special education service accessibility, gender, age, and class size are all considered when creating classroom assignments. We strive for a balance of all these factors in each classroom.

Due to the many factors that must be considered when forming child assignments for a classroom, we ask that parents not make specific teacher requests. The demands associated with balancing classroom assignments make it impossible to honor all parental requests. If a parent has a special circumstance which necessitates providing information about their child and his or her learning, they may do so. Only written input provided directly by the parent and addressed to the Early Childhood/Head Start Director will be given consideration. The written input must be received prior to July 15th prior to the start of the school year to be considered. Please note that the written input will be discarded if requests such as the following are made:

- Requesting or un-requesting a teacher by name
- Requesting that specific children be placed in the same class (parents of multiples [twins, triplets, etc.] may submit requests to have their children in the same classroom or split into different classrooms)
- Requesting an experienced teacher or a first year teacher (all teachers associated with our program are highly qualified)

Parents and children will be notified about classroom assignments during registration in late July or early August. The final decision on all child classroom assignments rests with the Early Childhood/Head Start Director.

Thank you for your understanding regarding this process. If you have any questions or concerns about this process, please feel free to contact the Early Childhood/Head Start Director at the Plattsmouth Early Childhood Center.

Parent and Staff Responsibilities

The following are responsibilities for staff and parents/guardians involved in the **Plattsmouth Early Childhood** program. If you have questions regarding this information, please ask a staff member.

Parent/Guardian Responsibilities:

- bringing your child to preschool each day on time and picking up your child on time each day
- participating in parent events, parent/teacher conferences, and visits in your home by the classroom teacher and staff
- participating in the family involvement/support program which requires, at least, two contacts in your home by the **Plattsmouth Early Childhood** staff and family goal setting
- ensuring that your child completes required immunizations and physical, dental, and vision examinations

- providing copies of your child’s immunization records, medical examinations and birth certificate in a timely manner
- reviewing the **Plattsmouth Early Childhood** Parent Handbook

Plattsmouth Early Childhood Staff Responsibilities:

- welcoming you and your child into the **Plattsmouth Early Childhood** program
- being available to parents/guardians to answer questions and to listen to concerns/comments
- understanding and following policies/procedures that address non-attendance
- following policies/procedures when a child is not picked up from preschool in a timely manner
- working with parents/guardians to plan developmentally appropriate activities that will interest and challenge your child
- providing parents with information regarding your child’s development throughout the preschool year
- encouraging parent/guardian involvement in the preschool

Verification of Information

Parents/guardians are asked to provide information about their families and their child throughout the application and enrollment process. Head Start staff members rely on this information to determine eligibility for Head Start, which is a federally sponsored program. Staff members meet with parents/guardians to verify information such as income, age of child, foster care participant, etc. Parents are required to provide accurate information and sign the application to certify that the information they have provided is true and accurate. If any provided information is found to be false, participation in Head Start’s program may be terminated and the parent/guardian may be subject to legal action.

General Information Section

Appropriate Dress

Please send your child to school in comfortable, washable clothes and shoes that are appropriate for the changing weather. Due to safety concerns, all children must wear shoes with a back strap such as a strapped sandal or tennis shoe (no flip-flops). Children will go outside daily unless the “feels like” temperature is below 10 degrees, so please remember to send warm clothes on chilly days including hats, coats, and mittens/gloves. All children need to have an extra change of clothes in case an accident happens. If parents have not furnished this for the school, they may be called to bring clothes if an accident occurs.

Arrival Time/Parking

All classrooms will be open for children beginning at 8:15 AM and children will be considered tardy beginning at 8:30 AM. Please do not arrive with children before 8:15 AM as the staff needs time to prepare for the upcoming day. Consideration of this planning and communication time is appreciated.

Parents must bring children to the classroom. It is expected that a responsible adult will accompany a child to their classroom upon daily arrival at preschool. Children are NOT to be dropped off at any building door and allowed to enter the building alone.

Parent parking on or in the area of the bus ramp is not allowed. Violators will be ticketed and/or towed at the owner’s expense. All children are to enter and dismiss through the front door, unless handicap parking is needed. If handicap parking is required, please use the reserved spots in the back of the building (east side) and enter through the back door. Safety of the children is our primary concern. If your child receives **bus service**, a staff member will escort your child into the classroom.

Attendance

Regular and punctual attendance is required for participation in the Plattsmouth Preschool Program. It is vital that the child attends in order to receive the most value from the program. **We ask that you or a family member call into the center to inform the staff as to any concerns that are preventing your child from attending school at 402-296-5250.**

Procedure for Absences:

1. After ten absences, the teacher or family support advocate (FSA) will discuss the situation with the parents(s). Efforts will be made to remedy the problem by determining specific conditions contributing to the attendance problem and developing a plan to address controllable conditions that may assist in alleviating the problem.
2. If absences continue after the initial meeting, the teacher and family support advocate (FSA) will set up a meeting with the parents(s) to develop an attendance contract.

A child will be considered tardy if they arrive after class begins at 8:30 AM. Any parent arriving with their child after the start of class will need to check in at the school office. It is also important that children be picked up on time at the end of the school day. If a child is consistently picked up more than 10 minutes after the class dismissal time of 2:45 PM, your child may be dropped from the program.

Leaving School:

Children who must leave preschool for any reason during the session must have their parents check them out at the office before leaving. Please notify the child's teacher in advance of the need to leave early. If your child will be returning to school that same day, they must be signed back into the office before 12 pm. After 12 pm, please plan to keep your child home. Extended care services are unavailable for children who have left school for the day.

Arriving at School Late:

If there is a need, parents may drop their child off at preschool anytime up to 12 pm. After 12 pm, if your child has not yet been to preschool, please plan to keep your child home. Extended care services are unavailable to children who have not attended preschool for the day.

Follow Up for Daily Absences:

When your child is absent, please plan to notify the main office. If we do not receive a call from you or are unable to connect per phone contact, we will call the contacts you have provided on your emergency contact sheet in order to determine the well-being of the child. Following three (3) consecutive days of absence with no notice, our staff will initiate appropriate family support procedures to ensure the well-being of the children. This may include a home visit. The Preschool Program will strive to keep a close working relationship with families and support them during family crisis situations. Our intent is to maintain your child's enrollment in the preschool program however, if all potential options have been exhausted, it may be necessary to terminate your child's enrollment. You will always be notified of this possibility prior to release from the program. We request that you come into the Central Office to sign the appropriate Release of Records form in order to take copies of your child's file from the center.

Birth Certificate

State law requires that a certified copy of a child's birth certificate be used when enrolling a new child in school. If your child is registering with Plattsmouth Community Schools for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport,

or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

Bus Transportation

Transportation is offered by the district through Mid-States School Bus for those students receiving special education services. If you have any questions about receiving transportation, please contact Diana Furcini at 402-296-5250; Ext. 2618 or at dfurcini@pcsd.org.

Celebrations

Rationale for Celebrations Policy:

Plattsmouth Early Childhood Center (PECC) staff members' honor and support classroom celebrations. We also respect the diversity of families and value inclusion. Because of this, it is our intention to plan activities for children and families in a way that allows all children and/or families to participate, without any conflict with family beliefs, traditions, financial status or values. All Head Start/PECC activities related to celebrations and holidays, whether they are at the classroom or school level, must be consistent with the policy outlined below.

Celebrations Policy: (approved by Policy Council on 3/24/15)

Classroom Celebrations:

- We have many celebrations in preschool that are generally focused around changing seasons. We also celebrate our friends and families on an individual basis (e.g., Star of the Week, Family Events, etc.). We encourage teachers, parents, and children to celebrate learning every day. In order to be respectful of everyone's beliefs and financial status, we save religious and commercial holidays, as well as birthday celebrations, for families to celebrate on their own.
- The program will build positive self-esteem in children through a wide variety of learning experiences, which can include their families' interests and hobbies.
- Classroom practices will include experiences and materials representing the everyday lives of all children in the classroom. These practices will be child-centered, age-appropriate, meaningful, and reflect the concepts of "similarities and differences" in a manner that respects all family cultures and values.
- **Observations and celebrations of commercialized or religious holidays, holiday symbols, birthdays, Mother's Day, or Father's Day will not occur.** Parents are not allowed to bring treats, cards, and other items that center around holidays (e.g., Valentine cards, Halloween treats, Christmas cookies, etc.). Also, classroom themes, decorations, projects, and programs will not be centered on holidays. Teachers and other adults in the classroom, however, will positively acknowledge spontaneous comments from children or parents about holiday observances and family or community celebrations without comparing material possessions of different students. For example, if a child states, "It is my birthday today!", the teacher will respond in a way that affirms the child's self-esteem, such as, "Well, I hope you have a fun day then!"

Family Involvement:

- The celebrations policy will be discussed with parent/guardians during registration/orientation/initial home visit. Information regarding this policy will also be provided throughout the year as needed.
- Families, extended families and the community are welcome to share interests and hobbies. All sharing sessions will be organized and coordinated in partnership with the staff to ensure congruence with this policy. Any materials needed for a sharing activity will be provided by Head Start.
- We delight in the accomplishment of children completing preschool and transitioning to kindergarten. Staff may plan end of the year preschool activities to acknowledge the children moving to kindergarten, however, no formal graduation ceremony will be planned. Parents are encouraged to be involved in any end of the preschool activities that may be planned (e.g., picnics, classroom celebrations, singing programs, etc.).

No food or treats may be brought in from the outside.

**Children/families are asked not to hand out birthday celebration
or other party invitations at school.**

Change of Information/Status

Change of information such as phone numbers, addresses, additions/deletions to pick up list, emergency numbers, and transportation information should be given to the Family Support Advocate (FSA) or to the main office staff in writing. Parents must complete and sign a change of status form in order to record the change.

Child Abuse/Neglect Reporting

When any Plattsmouth Early Childhood staff member or volunteer has reasonable cause to believe that a child has been subjected to abuse or neglect, or observes a child(ren) being subjected to conditions or circumstances which would result in abuse or neglect, he/she shall report such incident or cause a report to be made as soon as possible to the proper law enforcement agency or to Health and Human Services (Neb. Rev. Stat. Section 28-710; 28-711, PCSD Policy 5402). Anyone participating in good faith in these procedures shall have immunity from any liability, civil or criminal. Law providing privileged communication shall not apply in cases of suspected child abuse or neglect.

Child Abuse/Neglect Hotline phone number for a report: **1-800-652-1999**

Closings/Early Release/Inclement Weather

In the event that Plattsmouth Community School District (PCSD) is closed for the day, all Plattsmouth Early Childhood Programs (PECC) will also be closed. When the PCSD has a late start because of weather and/or other emergencies, the PECC will also have a late start and classes will begin per the time announced on the radio and television stations. On calendar days when the PCSD has an early release day, the PECC will also release early. This program will follow the PCSD calendar holiday schedule.

It is difficult to measure the severity of the weather in all sections of our school district, so the final decision rests with the parents on whether to send their child(ren) to preschool during adverse weather conditions or to keep their child at home. Please contact the PECC if you decide not to send your child(ren) to preschool when preschool is in session. In the event of severe weather at the time you are picking up your child(ren), please note that PECC staff **will not release** any children during severe weather warnings.

The PCSD is part of a system that sends automated messages to families within the district. This system allows the district to contact parents in the event of school closings, late starts, emergencies, etc. Emergency contact numbers listed on your child's emergency card will be in the system. Text messaging is also available.

TV and radio stations will carry school closing messages as soon as any decision is made regarding school cancellation or dismissal early due to weather conditions and/or other emergencies. Announcements will be made over radio stations KFAB 1110AM, WOW 590AM, 94.1FM, and 89.7FM, and TV channels 7, 6, 3, and 42. In case of civil, national, or natural disruptions, every effort will be made to give announcements to the welfare of the students during the school day. Under such conditions parents may come to school to get their child(ren) if they so desire and if it is safe to do so.

Provision will be made by your school authorities to take care of the school children when storms occur during the school day that are of such intensity that it makes bus transportation hazardous. Your cooperation in helping keep telephone lines free during such emergencies will be appreciated.

The preschool office is unable to honor requests to personally call each parent when preschool is let out early. It is the parent's responsibility to make arrangements to ensure the safety of your child should school be dismissed early. If you are unavailable, then it is the parent's responsibility to make arrangements with another adult to ensure the safety of your child should school be dismissed early.

Complaint/Concern Procedure

When parents have a concern or complaint about the early childhood program, the following protocol should be followed:

- I. Schedule a conference/meeting with the staff person most immediately or directly involved in the matter.
 - No matter the concern, address it with the person most directly involved first

- It is appropriate to call for an appointment or to set up a time to meet with the staff person
 - When calling or setting up an appointment, it is courteous to let the person know the general nature of the concern
2. Address the concern to the Building/Program Administrator if the matter is not resolved at Step One.
 - Supervisory personnel will rarely have ready access to the information they need to be of immediate assistance and working through the issue will likely require additional time
 3. Address the concern to the Superintendent if the matter is not resolved at Step Two.
 - When you believe you have taken the concern to the next level but still haven't achieved a satisfactory outcome, the Superintendent is the next person to involve
 - Keep in mind that a meeting with the Superintendent will likely require some advance planning
 - There is a specific complaint form to be used when a person has a complaint related to discrimination, harassment or retaliation on such bases in regard to employment or the programs and activities of the school district.
 - Refer to Board Policy 1200, 4003 and/or 5401 for the particulars of the complaint and grievance process.
 - The complaint form can be accessed on the PCSD website by choosing "About PCS" then scrolling down and selecting Board of Education. On the left hand side of the page choose the "Policies" tab, then select "1000 Community Relations." Select Policy 1200A for access to the form. Or use the following link: <https://www.pcsd.org/Page/20>
 4. Address the concern to the Board of Education if the matter is not resolved at Step Three.
 - School Board members are elected to represent the interests of all parents and district residents and are available to hear the points of view of their constituents, however school board members do not have direct authority over day to day school operations and all authority is the result of official actions by a majority of the Board at meetings open to the public
 - Board members may be able to request that the Board review the specific policies that relate to the situation or propose new policies for the Board's consideration
 - Contact a Board member when a policy is being enforced that you believe results in bad consequences, when you believe a policy isn't being enforced, or when policies or procedures are not enforced fairly for all

Custody Agreements/Court Orders

All preschool parents/guardians will be requested to complete required paperwork that specifically identifies who is allowed to pick up your child from preschool and visit your child at preschool. Amendments to this list can be made in written form by the primary adult during the school year. **The primary adult is not able to unilaterally exclude the other parent from picking up the child unless there is a court order in place to exclude that parent from having contact with the child.** A copy of the court order must be provided to Plattsburgh Preschool. Please visit with your Family Support Advocate (FSA) if you have specific questions or concerns.

Note: Law enforcement can only prevent a parent from removing a child if there is a court order prohibiting the parent from having contact with the child.

If one parent has been given primary legal custody, **information about the child will not be released without the primary custodial parent's permission.** If parents have a joint custody agreement, information about the child will be released to both parents.

Dismissal

Dismissal time is 2:45 PM, unless otherwise notified by your child's teacher. Parents may begin to pick up at 2:30 pm and it is expected that all children will be picked up by 2:45 pm. When picking children up at the end of the day, please enter the building and go to the child's classroom. Teachers will not allow children to leave until an authorized individual has come to the room to pick the child up. Children that receive Special Education bus service will be escorted to their appropriate buses by staff. No child will be allowed to leave the facility unattended.

Staff members are only allowed to release children to those individuals specified on the emergency contact form and others added by the parent through a change of status form. If a staff member does not recognize the person picking up the child, he or she will request a photo ID in order to confirm their identity and make sure they are listed on the child's pick up list. If a situation arises when a parent needs to have someone pick up their child who is not on the approved list, please contact the main office to give permission over the phone for that day. Please come to the office the next day to complete the change of status form if you wish to add the person to the child's pick up list for future pick ups. If someone arrives at the center to pick up the child who is not on the approved list, staff will need to call the parent or someone on the emergency contact list to get verbal permission to release the child. If verbal permission cannot be obtained, staff will keep the child at the center and ask that someone from the approved list pick up the child. Law enforcement may be called if the child is left at the center for some time past dismissal time.

Whenever a child is not picked up by the center's closing hour (2:45 pm for the school day and 5:30 pm if enrolled in extended care or by 11:30 am for half day preschool services) and if parents and emergency contacts cannot be reached by phone, staff may call Child Protective Services or law enforcement. **Late pick ups**, including after 5:30 pm for extended care, after 2:45 pm for full day preschool services, or after 11:30 am for half day preschool services, **will result in a \$5.00 late fee** and the fee increases by \$5.00 for each 15 minutes the child remains in extended care or at school past the pick up time. For instance: Sign out between 2:45-3:00 pm is an additional \$5.00 charge, sign out between 3:00-3:15 pm is an additional \$10.00 charge. Payment must be received within a week of the occurrence for the child to continue in the preschool program. Continual late pick up or late pick up without notification may result in termination of the child from the preschool program and/or from the extended care program.

Dismissal time for the Early Childhood **classrooms** is 2:45 PM. Dismissal time for the **extended day programs** are based on family need although all children **MUST be picked up by 5:30 pm**. Parents or a responsible adult are responsible to bring their child to the child's classroom at arrival and dismissal time.

If you need to pick up your child before dismissal time, please send a note or call ahead to the Early Childhood office at **402-296-5250** so a message can be relayed to your child's teacher and please check in at the main office when you arrive to pick up your child.

If your child is riding a Mid-States School Bus contracted bus, please call them at 402-296-0669 in the event your child will not be riding.

Intoxicated/Under the Influence of Drugs Pick Up Procedure:

A situation may arise when a parent/guardian or other caregiver picking up a child appears intoxicated or under the influence of drugs. If a staff member questions the safety of the child's transportation home due to apparent suspected intoxication of the pick-up person, the following steps will be followed. The staff member will:

1. Talk to the pick-up person and ask how s/he got to the center. The main concern is whether the person drove and if s/he intends to drive the child home.
2. If the pick-up person has driven and intends to drive home, the staff member will tell the pick-up person that they are concerned about the safety of the caregiver and the child.
3. Make an offer to call one of the other designated pick-up persons on the child's list. If this does not work, the staff member will suggest calling a taxi or a friend or family member. If the pick up person is not the parent, the staff member will attempt to call the parent to let him/her know of the concern for the child's safety and to check if the parent is available to come and pick up the child.
4. If the pick-up person refuses or becomes confrontational, the staff member will calmly let them know that they will be calling law enforcement to report the incident. Ask if the pick-up person would stay to talk to the officer about the situation.

Early Childhood/Preschool Supplies

Early childhood/preschool parents will **not** need to provide classroom preschool supplies. A backpack is helpful for a child to carry classroom notes and classroom activities home, as well as notes from home back to the preschool.

Children are not permitted to bring any toys, food items, gum, money, books, etc. on the buses or into the center. Food items, including gum, may cause choking while in transport and might cause the child not to eat meals

prepared at the center. **Children will be required to finish any food or drink item brought from outside the center prior to entering the classroom.** Toys, books, etc. might cause friction among the children and/or get lost or claimed by someone else other than the owner. If an IEP or 504 team recommends that a child needs a special toy or other item as part of their services, the recommendation will be adhered to.

Extra Set of Preschooler's Clothing

It is advisable that your preschool child brings an extra set of clothing to place in his/her cubby in case the child needs a change of clothing during the preschool day. Your preschooler's jackets, overshoes, mittens, etc., should be marked for easy identification. This helps eliminate loss and confusion. A parent can check in with staff if their child has lost an item.

Handicapped Parking

Handicapped parking is available to those with a valid handicapped permit. Those with a permit may use the handicapped parking spots located in the front of the Plattsmouth Early Childhood Center during pick up and drop off times. There are two designated handicap spots.

Money/Tuition Payments

Tuition payments are due on the 5th of the month and may be paid in cash at the early childhood center or by credit card at the administration building (1912 East Highway #34) or via phone (402-296-3361). Money sent to preschool should be brought in by the parent/guardian and given directly to the secretary. The money should be placed in a sealed labeled envelope noting the amount of money, the name of the party, and purpose for the money. The office staff will be able to issue a receipt for the cash for your records.

Non-Discrimination on Basis of Race/Sex

It is a policy of the Plattsmouth Community Schools not to discriminate on the basis of sex, handicap, race, color, religion, marital status or national or ethnic origin in its educational programs, activities or employment policies. Inquiries regarding compliance with this policy may be directed to the Superintendent of Plattsmouth Community Schools, or to the Director of the Office for Civil Rights, Department of Health, Educational Welfare, Washington, D.C.

Non-Discrimination in Food Service Program

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Parent Resource Library

There is a parent resource library located at PECC. Parents are able to check out resource materials and children's books and they can access pamphlets and brochures that address a number of issues such as toilet training, child discipline, etc. Check with personnel in the main office for assistance.

PARKING NOTICE

No vehicles are to be parked in the Bus Loading/Handicap Zones. This area is used to load and unload buses and vans. Our main concern is the safety and welfare of all children. Also, please do not park in the staff parking lot located on the East side of the building.

Pets

Students and/or parents should not bring animals into the school or classroom unless prior approval has been given by the classroom teacher. If approval has been given, the animal should be on a leash, in a cage, or in some kind of container. Allergies of staff and students should be considered before any visit by an animal.

Program Fees

If fees are applicable to your program option, you will be notified. No fees will be charged for the regular preschool program for families that qualify for Head Start.

Publication of Child Pictures and Products

From time to time your child may have occasion to be photographed for the newspaper, television, the PECC Facebook page, or PCSD Internet web pages. The news media will occasionally do stories on events occurring in school programs, presentations, and other newsworthy happenings. Teachers may post pictures of classroom activities and field trips on PCSD Internet web pages.

Since pictures of your child are personally identifiable information, you have the opportunity to request that your child's picture not be used for the above purposes. **If you do not wish to have your child's picture or work available to the media or displayed on the Internet, please contact the main office at 402-296-5250.** If we do not hear from you, we will assume that you agree to have your child's picture or work available to the media, on the PECC Facebook page, or on the Internet should such an occasion arise.

Respect and Courtesy

Any employee and/or other staff at Plattsmouth Community Schools has authority and jurisdiction anytime during school or at any school function and deserves respect.

Sex Offender Policy

As parents, you have entrusted your child to the PECC staff to keep them safe from harm – physically and emotionally. We take your trust very seriously and do all we can to keep children safe. As a safeguard, anyone (e.g., volunteers, parents, family members, community members, etc.), whom we are aware is a registered sex offender will not be allowed in the PECC building or on school grounds without prior written approval from the PCSD Superintendent of Schools. Please notify the main office if you have questions.

Siblings

During a parent or guardian's volunteer time at the Early Childhood Center, siblings or younger children who are not enrolled are not allowed on field trips or in classrooms during regular school hours.

Smoke Free Environment

All of the Plattsmouth Community School's buildings, vehicles, and grounds are tobacco free. Tobacco refers to any tobacco product (e.g., cigarettes, cigars, chewing tobacco, etc.), vapor products (e.g., e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect (BOE Policy #1120).

Student Record Data

The Plattsmouth Community Schools and the Early Childhood Programs are in compliance with HIPPA and FERPA guidelines. The HIPPA and FERPA policies are on file in the Elementary School office.

The Early Childhood Center collects and maintains records on each student in order to facilitate the instruction, guidance and educational progress of the student. The records contain information about the student and his/her education and may include but are not limited to the following types of records: identification data, attendance date, health and immunization records, records of achievement, family background data, assessment, educational plans, classroom observations and external agency reports. All books, papers, documents, reports, and records kept by the District may be retained as electronic records (BOE Policy #3560).

The records of each student are generally located in the building that he or she is attending. The persons responsible for maintenance of student records for each school building are the Supervising Teachers and the Health/Nutrition Manager.

The following persons, agencies and organizations may have restricted access to student records without proper written consent of the parent/guardian. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

1. School officials and teachers with legitimate educational interest
2. Representatives of state and local government when auditing and evaluating federal educational programs
3. Government officials to whom information is to be reported under state law
4. Organizations that process and evaluate standardized tests
5. Accrediting or organizations for accrediting purposes
6. Parents of dependent children, regardless of child's age
7. In connection with an emergency

Student records are reviewed when a student moves from the Early Childhood Program to the Elementary School and/or when a student transfers out of the District.

A procedure to be followed in exercising any of the rights under school policies or rules may be obtained from any building Principal or Director.

Those records not of a permanent nature are destroyed upon graduation or within three years of discontinued attendance in the district. Parents of students under the age of 18 may exercise the opportunity to review educational records of the student; to obtain copies of the records; to write a response to material in the records; to challenge the content of the record on the grounds of inappropriateness, inaccuracy, or an invasion of privacy; and to have the records explained.

The administrator of the program may release the following types of information to the public as he/she sees fit, keeping in mind the privacy of the student and the student's family: participation in officially recognized activities, dates of attendance, and awards received.

Any parent objecting to the public release of such information must sign a written form at the time of enrollment with the Early Childhood Program stating that the public does not have release of such information.

Telephone Calls

Parents are welcome to call the school office at any time. During class time, the office staff or a family support advocate (FSA) will be able to take a message to relay to the classroom or you can leave a voice mail for the classroom staff. If it is an emergency and you cannot get the early childhood staff, call the Plattsmouth School District Administrative Office.

Transition

The Plattsmouth Early Childhood program assists families as they transition into and out of the various programs. Activities are planned throughout the year to assist families and children with these transitions.

Video Surveillance

The Plattsmouth Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, children, and visitors to District property, and to safeguard District facilities and equipment (BOE Policy #6120). Video cameras may be used in locations as deemed appropriate by the Superintendent.

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

Weapons Policy

If a weapon is brought to preschool, it will be confiscated and may not be returned to the child or parent. If appropriate, the police/sheriff department and child protective services will be notified. Weapons are defined as any object that may be used to intimidate or inflict bodily harm whether it is a real weapon or a replica of such. These shall include, but are not limited to the following items: knives, guns, lead pipes, chains, razors, ice pick, slingshot, scissors, swords, pocket knives, explosives (including fireworks), brass knuckles, etc.

Health Section

Health Examinations

The Plattsmouth Early Childhood Center Program requires annual dental and physical exams and up-to-date immunizations before school begins (BOE Policy #5001). Each child is required to have a lead and hemoglobin blood level result on file, completed on or after the age of two. Each child is also required to have a health history and nutrition assessment on file (to be completed with staff at the beginning of the school year).

Follow up is required, if deemed necessary by the physician or dentist. For example, if cavities were detected, parents will need to submit paperwork from the dentist saying that the cavities were taken care of.

Health services at the early childhood center include the monitoring of height/weight (at least three times a year), vision screen (if not completed during physical), and hearing screen (if not completed during physical).

All 50 states and the District of Columbia have immunization requirements for children entering school. In Nebraska, children can't attend classes in public or private school until the school has written proof of their immunization status. Each school in Nebraska is required to keep the immunization history of the students enrolled on file. Parents or guardians must present one of the following documents to the school to verify immunization status:

- An immunization record showing that the child is protected by age-appropriate immunizations.
- A statement signed by a physician that the required immunization would be injurious to the student or members of the student's family or household.
- An affidavit signed by a legally authorized representative stating that the immunization conflicts with the tenets and practices of a recognized religious denomination of which the student is a member.

A student can be provisionally enrolled in school if he or she has started the immunizations series and continues the necessary immunizations as rapidly as is medically possible. If the student doesn't continue with the immunization schedule, he or she will be sent home.

Emergency Cards

An emergency card must be kept on file for every child enrolled in the Early Childhood Program. Please update this card on a regular basis, including the list of family/friends who are approved to pick up your child or

visit/volunteer in the classroom. Check with the office to complete a change of status card to update your information.

Emergency Disaster Plan

PECC staff have emergency safety and security plans in place for situations such as fires, tornadoes, intruders, evacuation, etc. (BOE policies #6114 and 6115). Exits are clearly visible and emergency exit routes are marked and posted in each room. Fire, tornado, and evacuation drills are conducted in accordance with BOE policy.

Parents are notified of the off-campus evacuation site at the beginning of each school year and are asked to access that site in the event of an emergency. If dismissal must take place from the evacuation site, please be sure to have your identification (e.g., driver's license) with you when you pick up your child.

In the event of a tornado warning, children will be safely evacuated to the designated area within the school building. In order to keep all children and staff safe, children will not be released from school until the tornado warning has expired. Parents will not be able to access the building during the tornado warning and no one will be available to answer the telephone since all staff members will be at a safe location with the children.

Illness While At School

The following symptoms, if displayed by children during school, will require temporary exclusion from participation in the program at the discretion of the nurse:

- Temperature of 100.4 degrees or above
- Rash (if accompanied by a fever)
- Live head lice (nits do not require exclusion)
- Severe abdominal pain
- Severe or harsh cough; with thick green discharge from the nose
- Rapid breathing or severe coughing
- Two or more episodes of diarrhea
- One or more episodes of vomiting (not associated with meal time)
- Red eyes with discharge
- Yellow eyes or jaundiced skin (requires immediate care)
- Impetigo, ringworm (if not able to cover)

Health Expectations for Parents

- For families in the program, it is the parent's responsibility to pick up the child within one hour of being notified that the child is ill. Per health regulations, the child may not return to school until the child has been symptom-free, without the aid of medication, for 24 hours. If diagnosed with a contagious illness (e.g., strep throat, pink eye, etc.), the child can return to school after being on antibiotics for 24 hours.
- If a child becomes ill during school hours, appropriate staff will be called. If the decision is made to send the child home, the parent will be notified to pick up the child.
- If the child is brought to the school and staff observes symptoms of illness, appropriate staff may determine that the child cannot be accepted into the classroom.

CRITERIA FOR RETURNING TO SCHOOL AFTER ILLNESS, INJURY, OR SURGERY:

- Sutures or cast—a note from the child's physician is needed before returning to school regarding any restrictions of activities.
- A note from the child's physician should also accompany the child following surgery with any restriction of activities.
- If a child is out with chicken pox, a note is not needed from the doctor as long as all pox are dry (7-10 days.)

Medication

Appropriate paperwork needs to be on file for medications to be administered during school hours. See the Health and Nutrition Manager for these forms.

- Medication must be brought in the original prescription container with date, child's name, name of medicine, amount of medicine/time to be given.
- Medication must be brought in by the parents and given to the Health and Nutrition Manager or teacher. **DO NOT SEND IN CHILD'S BACKPACK.**
- If your child rides the bus, medication must be given to the bus aide or driver for safe keeping while the child is transported. The bus aide will give the medication to the appropriate person upon arrival.
- Over-the-counter medications are not given at the Plattsmouth Early Childhood Center (i.e. Tylenol, Benadryl, Motrin, cough drops)

Nutritional Services

Every child in our program receives breakfast and lunch. These meals are served family style with children and staff eating together in a relaxed atmosphere. Breakfast includes milk, juice or fruit, and grain. Lunch includes milk, meat or meat alternative, fruit, vegetable, and grain. A variety of foods are provided which broaden the child's food experience. **Food is not used as a punishment or reward and children are encouraged to eat, but never forced to eat.** Menus are created based on federal guidelines for this age group. Children are not to bring in any food from home without special permission from the center director.

Safety

PECC is committed to providing physical environments conducive to learning. Space and materials will be appropriate for the developmental needs of all children enrolled in the program. Classrooms will provide at least 35 square feet of usable space per child and the outdoor playground will provide at least 75 square feet of usable space per child. The center environment will be free from toxins such as cigarette smoke, pesticides, and other air/soil/water contaminants. Potentially hazardous items such as cleaning supplies, medications, etc. are stored in locked areas. Electrical outlets are covered with safety plugs and extension cords are not used in areas utilized by children. The outdoor space will be fenced to prevent any child from leaving the premises.

Indoor and outdoor areas are checked by staff members, prior to use, for the following: area is free from debris, litter, and any hazards; there are no missing components to any pieces of equipment or furniture items; the area is fully enclosed (outdoor play area); and the area is generally free from hazards that could potentially pose a danger to the children's health, safety or well-being. The playground and classrooms are inspected at least monthly to ensure they meet safety standards. An annual safety inspection of the center is completed to ensure that emergency lighting, ventilation, heat, smoke detectors, fire extinguishers, sprinkler systems, and other systems are consistent with the health, safety, and developmental needs of the children.

Special Dietary Needs

A physician's statement for any child requiring a prescribed therapeutic diet or having a food allergy or intolerance must be on file. Classroom staff and nutrition services staff are notified of any special dietary need.

LOCATIONS AND TIMES OF AREA IMMUNIZATION CLINICS

SARPY/CASS COUNTY IMMUNIZATION CLINIC (P. (402) 593-3222 F. (402) 593-3034)

Free clinic – Donations Accepted

Eligible* children 0-18 years of age

*An eligible child is enrolled in Medicaid, uninsured, underinsured (has health insurance, but vaccines are not covered), or an American Indian/Alaskan Native.

Request an appointment online!

Please visit: <https://www.chihealth.com/en/locationsearch/midlands/immunization-clinic.html>

PAPILLION – Midlands Medical Building One Phone – (402) 593-3222

First Thursday of the month from 4:00 pm – 7:00 pm

Second and Fourth Thursdays from 9:00 am – 12:00 pm

11109 South 84th Street, 5th Floor Suite 5800

Papillion, NE 68046

AREA HEALTH CARE SERVICES:

Nebraska Department of Health and Human Services: www.accessnebraska.ne.gov

Provides medical insurance benefits to residents of Cass County who are income eligible or have Medicaid

Cass Family Medicine

Provides sliding scale payment options for those uninsured or underinsured

122 S 6th Street

Plattsmouth, NE 68048

(402) 296-2345

WIC Clinic

Herold Hall (next to St. Luke's Episcopal Church)

3rd Street & Avenue A

Plattsmouth, NE 68048

(402) 335-2988 or 877-691-8381

First and Third Mondays By Appointment Only

(8:30 a.m. – 5:00 p.m)

Sarpy/Cass Health Department

701 Olson Drive, Suite 101

Papillion, NE 68046

(402) 339-4334

Toll Free: 800-645-0134

Fax: (402) 339-4235

After hours health emergencies: (402) 506-1553

Sarpycasshealthdepartment.org

Summary of the School Immunization Rules and Regulations

Student Age Group	Required Vaccines
Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age 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
Students entering school (Kindergarten or 1 st Grade depending on the school district's entering grade)	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4 th birthday 3 doses of Polio vaccine 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
Students entering 7 th grade	Must be current with the above vaccinations AND receive 1 dose of Tdap (contain Pertussis booster)
Students transferring from outside the state at any grade	Must be immunized appropriately according to the grade entered.

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

The School Rules & Regulations are available on the internet: http://dhhhs.ne.gov/Pages/reg_t173.aspx (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)

Updated 01/26/2018

AREA HEALTH CARE PROVIDERS

Dentistry

Louisville Family Dental
229 Main Street
Louisville, NE 68037
402-234-3000

Weeping Water Dental
105 West Eldora
Weeping Water, NE 68463
402-267-2325

McKnight Family Dental
2302 W 8th Ave Suite 2
Plattsmouth, NE 68048
402-296-2818

Capehart Family Dentistry
2110 Towne Centre Dr
Bellevue, NE 68123
402-885-8990

Main Street Family Dental and Orthodontics
619 Main St
Plattsmouth, NE 68048
402-296-2188

OneWorld Dental
*sliding scale options available
Omaha
4920 S. 30th Street, 3rd Floor
Omaha, NE 68107
402-932-7204

Bellevue
2207 Georgia Ave
Bellevue, NE 68005
402-502-8855

Optometry - Eye Clinic

Dr. John Bateman
Dr. Andrea Carda
2380 W 8th Ave, Suite 4
Plattsmouth, NE 68048
402-296-2200

Physicians/Pediatricians

Methodist Physician's Clinic
203 Main St
Louisville, NE 68037
402-234-2500

Children's Physicians
1938 E Highway 34
Plattsmouth, NE 68048
402-955-7150

UNMC Physicians
1938 E Highway 34
Plattsmouth, NE 68048
402-296-6009

Cass Family Medicine/OneWorld
Plattsmouth
122 South 6th St
Plattsmouth, NE 68048
402-296-2345

Weeping Water Medical Clinic
204 North Randolph St
Weeping Water, NE 68463
402-267-5330

Applicable Board of Education Policies/Procedures

All Board of Education policies can be accessed at the following website, <https://www.pcsd.org/Page/19>, or they can be accessed on the Plattsmouth Community Schools website (www.pcsd.org) by clicking on About PCS, scroll down and select Board of Education and then Policies. All of the most current updates to policies can be found online.

Student Records BOE Policy No. 5202

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility and effectively provide the function or service for which they are responsible.

Contractors, consultants and volunteers are permitted to have access to education records where they are performing a function or service that would otherwise be done by a school employee. Their access is limited to education records in which they have a legitimate educational interest; which means records needed to effectively provide the function or service for which they are responsible.

The District forwards education records (may include academic, health and discipline records) to schools that have requested the records and in which the student seeks or intends to enroll, or where the student has already enrolled so long as the disclosure is for purposes related to the student’s enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

NOTICE CONCERNING DIRECTORY INFORMATION

The District may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student’s name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent previous school attended. A parent or eligible student has the right to refuse to let the District designate any or all of those types of information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want any or all of those types of information about the student designated as directory information is as follows: two weeks from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION

The district’s policy is for education records to be kept confidential except as permitted by the FERPA law, and the district does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District designates such student work as directory information and as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

Anti-discrimination & Harassment Policy – BOE Policy No. 5401

Elimination of Discrimination.

Plattsmouth Community Schools hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

Plattsmouth Community Schools 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 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.

Preventing Harassment and Discrimination of Students.

Purpose: Plattsmouth Community Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, the Plattsmouth Community Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, religion, national origin, sex, disability or age is prohibited. The following are general definitions of what might constitute prohibited harassment.

- In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.
- Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.
- Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.
 - Sexual harassment may exist when:
 - Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;
 - Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time.
 - The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, classroom or educational environment.
 - Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

Grievance (or Complaint) Procedures:

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination (designated coordinator). If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation ("discrimination") to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

Multicultural Education BOE Policy No. 6370

Statement of Philosophy and Mission

The philosophy of the multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races.

The mission of the multicultural education program is to prepare students to: (a) value and respect their own culture and race and cultures and races other than their own and (b) eliminate stereotypes and different treatment of others based on culture and race. The mission shall also include preparing students to eliminate stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

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

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

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

Return to Learn From Cancer – BOE Policy No. 6286

The Superintendent or designee shall make available training on how to recognize that students who have been treated for pediatric cancer and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff.

A 504 team meeting will be held, as appropriate, to develop individual return to learn accommodations and modifications.

Notice Concerning Designation of Law Enforcement Unit:

The District designates the Plattsmouth Police Department and the Cass County Sheriff Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

Student Privacy Protection - Policy No. 5421

It is the policy of Plattsmouth Community Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

- A. **Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties**
Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.
- B. **Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive**
The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed Definition of Surveys of Matters Deemed to be Sensitive), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: Notification of and Right to Opt-Out of Specific Events.
- C. **Right of Parents to Inspect Instructional Materials**
Parents shall have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term instructional materials for purposes of this policy.

The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator's intended use of the materials. In the event there is a

question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

D. Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings

The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parent opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

E. Protection of Student Privacy in Regard to Personal Information Collected from Students

The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information.

Personal information for purposes of this policy means individually identifiable information about a student including: (1) a student or parent's first and last name, (2) home address, (3) telephone number, and (4) social security number. The term personal information, for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

F. Parent Access to Instruments used in the Collection of Personal Information

While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received.

The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy

The District shall provide parents with reasonable notice of the adoption or continued use of this policy and other policies related to the student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events

The District shall directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

1. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).
2. Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and
3. Any nonemergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parent opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or

screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities. In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive

Any survey containing one or more of the following matters shall be deemed to be Asensitive@ for purposes of this policy:

1. political affiliations or beliefs of the student or the student=s parent;
2. mental or psychological problems of the student or the student=s parent;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating or demeaning behavior;
5. critical appraisals of other individuals with whom the student has close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
7. Religious practices, affiliations, or beliefs of the students or the student=s parent;
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Mental Health Assessment or Service

The District shall obtain informed consent from the parent of each child who is under 18 years of age to participate in any mental-health assessment or service that is funded under the Every Student Succeeds Act (“ESSA”). Before obtaining the consent, the District shall provide the parent written notice describing in detail such mental health assessment or service, including the purpose for such assessment or service, the provider of such assessment or service, when such assessment or service will begin, and how long such assessment or service may last.

Homeless Students Policy - Policy No. 5417

This School District will comply with the federal and state law related to homeless students.

A “homeless child” for purposes of this Policy is a child who lacks a fixed, regular, and adequate nighttime residence, as defined by applicable federal and state law related to homeless students. An “unaccompanied youth” is a child who is not in the physical custody of a parent or guardian.

1. Homeless Coordinator: The District’s designated Homeless Coordinator is the Superintendent. The Homeless Coordinator may delegate the specified duties as the Homeless Coordinator determines to be appropriate. The Homeless Coordinator shall serve as the school liaison for homeless children and youth.
 - a. Responsibilities. The responsibilities of the Homeless Coordinator are to assist with identification, enrollment, and placement of homeless children and to provide staff development activities to all school personnel regarding the educational rights and needs of homeless children and youth. The Homeless Coordinator shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law.
 - b. Coordination. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. Coordination activities with area shelters and other homeless service providers are to be established by the Homeless Coordinator.
 - c. Financial. The Homeless Coordinator shall ensure that financial records are maintained to show expenditures are for authorized activities. Title I, Part A homeless set-aside funds are also to be used for services for homeless children. Materials and equipment purchased with grant funds are properly identified and inventoried.
 - d. Program Activities. The Homeless Coordinator shall design program activities to meet the greatest need as determined by the District and homeless service providers.
 - e. Documentation. The Homeless Coordinator shall document the number of homeless children and youth receiving services.
 - f. Student Records. The Homeless Coordinator shall ensure that any record ordinarily kept related to students, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, are to be maintained so that the records of a homeless child are available, in a timely fashion, when the child enters a new school or school district and in a manner consistent with the Federal Education Rights and Privacy Act.
 - g. Notice. The District shall annually inform school personnel, service providers, advocates working with homeless families, parents and guardians of homeless children and youths, and homeless children and youths of the duties of the Homeless Coordinator, and shall annually provide to NDE the identity of the District’s Homeless Coordinator.
2. Enrollment of and Services to Homeless Children: The enrollment and placement of homeless children shall be in compliance with federal and state law.

- a. Enrollment. A homeless child shall be immediately enrolled even if the child is unable to produce records normally required for enrollment. Lack of previous school records, immunization and medical records, birth certificate, or other documentation from the previous school will not delay the enrollment of a homeless child or youth. Guardianship issues, uniform or dress code requirements, and residency requirements will not be obstacles to delay or deny enrollment. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.
 - b. Obtaining Records. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records.
 - c. Placement. Placement decisions for a homeless child shall be made according to the District's determination of the child's best interests.
 - i. The placement shall be at either:
 1. The child's "school of origin" which is the school that the child attended when permanently housed or the school in which the child was last enrolled; or
 2. The school of the attendance area in which the child is actually living.
 - ii. If placed in the school of origin, the placement shall continue for the duration of the child's homelessness. If the child becomes permanently housed (no longer homeless) during the school year, the placement in the school of origin will be continued for the remainder of that school year.
 - iii. To the extent feasible the placement shall be in the school of origin except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian.
 - iv. If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal.
 - v. The grade placement for the homeless child will be the appropriate grade level as determined by the building principal or designee using the same procedures that are used for placing non-homeless children attending that school.
3. Educational Services and Stigmatization or Segregation: It is the District's policy that homeless children not be stigmatized or segregated on the basis of their status as homeless. Homeless children will be provided the same free, appropriate public education as other students. Homeless students will be provided services comparable to services offered to other students in the school in which the homeless child has been placed, including the following: transportation services, educational services for which the student meets the eligibility criteria, such as services provided under Title I, educational programs for children with disabilities, and educational programs for students with limited English proficiency, programs in vocational and technical education, programs for gifted and talented students, and school nutrition programs.
4. Transportation: Transportation will be provided to homeless students, to the extent required by law.
- a. Comparable Service. Transportation will be provided to a homeless student comparable to that provided to students who are not homeless.
 - b. School of Origin. When the homeless student attends the school of origin, transportation will be provided to and from the school of origin upon request of the parent or guardian of the homeless child, or upon request of the Homeless Coordinator in the case of an unaccompanied youth. If the homeless child relocates out of the District but continues to be enrolled in this School District based on it being the school of origin, this School District will negotiate with the school district in which the child is residing to develop a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin. If agreement is not reached, the responsibility and cost for transportation shall be shared equally.
 - c. Eliminate Barriers. Transportation will be provided when necessary to eliminate barriers to school enrollment and the retention of students experiencing homelessness.
5. Dispute Resolution Process. The process to resolve disputes concerning the enrollment or placement of a child or youth experiencing homelessness is as follows:
- a. The child and the parent, guardian or other person having legal or actual charge or control of the child shall be referred to the Homeless Coordinator. The Homeless Coordinator shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute within not less than thirty (30) calendar days. The dispute resolution process is as follows:
 - i. The child or parent/guardian will notify the Homeless Coordinator. The District's Dispute Resolution Form shall be used if such is available.
 - ii. When it is determined that additional information would be helpful, the Homeless Coordinator will schedule a meeting within 10 days, or such time as practicable, at which the child and parent/guardian will be given the opportunity to provide information in support of their position.
 - iii. The Homeless Coordinator will contact school officials and others as determined appropriate to obtain information to corroborate the information provided in support of the positions of the child and parent/guardian and the District.
 - iv. The Homeless Coordinator will provide a written response and explanation of a decision regarding the dispute within 30 calendar days after receiving the dispute statement.
 - v. The written response and explanation of the decision will include a notice of the right to appeal using the appeal process provided for in the Nebraska Department of Education Rule 19.
 - b. In the case of an unaccompanied youth, the District liaison will ensure that the youth is enrolled immediately in the school in which enrollment is sought pending resolution of the dispute;

- c. The District will ensure the immediate enrollment of the child in the school in which enrollment is sought pending resolution of the dispute; and
 - d. The District's written response will include a notice of the right to appeal as provided in Nebraska Department of Education Rule 19, Section 005.03.
6. Right to Appeal.
- a. Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth or an unaccompanied youth that is dissatisfied with the decision of the District after the dispute resolution process may file a written appeal with the Nebraska Commissioner of Education within thirty (30) calendar days of receipt of the decision. Refer to NDE, Rule 19, Section 005.03 for further details.
 - b. A party may appeal the decision of the Commissioner or designee by filing a Petition with the State Board of Education within thirty (30) calendar days of the receipt of the decision. Refer to NDE, Rule 19, Section 005.03C for further details.

Breakfast and Lunch Programs

The District has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction. The District provides the United States Department of Agriculture's required nondiscrimination statement:

Non-Discrimination Statement for Meal Programs:

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

As stated above, all protected bases do not apply to all programs. The first six protected bases of race, color, national origin, age, disability and sex are the six protected bases for all applicants and recipients of the Child Nutrition Programs.

The school food authority assures the State Department of Education that the school system will uniformly implement the following policy to determine children's eligibility for free and reduced price meals in all National School Lunch Programs. In fulfilling its responsibilities the school food authority:

1. Agrees to serve meals free to children from families whose income meets eligibility guidelines.
2. Agrees to serve meals at a reduced price to children from families whose income falls between free meal scale and the poverty guidelines.
3. Agrees to provide these benefits to any child whose family's income falls within the criteria in Attachment A after deductions are made for the following special hardship conditions which could not reasonably be anticipated or controlled by the household: Unusually high medical expenses; shelter costs in excess of 30 percent of reported income; special education expenses due to the mental or physical condition of a child; disaster or casualty losses.
4. In addition, agrees to provide these benefits to children from families who are experiencing strikes, layoffs and unemployment which cause the family income to fall within the criteria set forth in federal guidelines.
5. Agrees there will be no physical segregation of, nor any other discrimination against, any child because of his inability to pay the full price of the meal. The names of the children eligible to receive free and reduced price meals shall not be published, posted or announced in any manner and there shall be no overt identification of any such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for free or reduced price meals shall not be required to: Work for their meals; use a separate lunch room; go through a separate serving line; enter the lunchroom through a separate entrance; eat meals at a different time; or eat a meal different from the one sold to children paying the full price.
6. Agrees in the operation of child nutrition programs, no child shall be discriminated against because of race, sex, color, or national origin.
7. Agrees to establish and use a fair hearing procedure for parental appeals to the school's decisions on applications and for school officials' challenges to the correctness of information contained in an application or to be continued eligibility of any child for free or reduced price meals. During the appeal and hearing the child will continue to receive free or reduced priced meals. A record of all such appeals and challenges and their dispositions shall be retained for three (3) years. Prior to initiating the hearing procedures, the parent or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing. The hearing procedure shall provide the following:

- A publicly-announced, simple method for making an oral or written request for a hearing.
 - An opportunity to be assisted or represented by an attorney or other person.
 - An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
 - Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.
 - An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference.
 - An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.
 - The hearing be conducted and the decision made by a hearing official who did not participate in the decision under appeal or in any previous conference.
 - The parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official.
8. Agrees to designate the Superintendent to review applications and make determinations of eligibility. This official will use the criteria outlined in this policy to determine which individual children are eligible for free or reduced price meals.
 9. Agrees to develop and send to each child's parent or guardian a letter as outlined by State Department of Education including an application form for free or reduced price meals at the beginning of each school year. Applications may be filed at any time during the year. All children from a family will receive the same benefits.

The following information will be available in the office of the Superintendent:

- Eligibility criteria for free and reduced meals
- Parent letter and application
- Public release
- Collection procedures

Student Privacy Protection – BOE Policy #5421

It is the policy of Plattsburgh Community School District to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

- A. Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties
Parents shall have the right to inspect, upon the parent=s request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.
- B. Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive
The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed Definition of Surveys of Matters Deemed to be Sensitive), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: Notification of and Right to Opt-Out of Specific Events.
- C. Right of Parents to Inspect Instructional Materials
Parents shall have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term instructional materials for purposes of this policy.

The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator=s intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.
- D. Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings
The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parent opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: Notification of and Right to Opt-Out of Specific Events.
- E. Protection of Student Privacy in Regard to Personal Information Collected from Students
The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable

arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information.

Personal information for purposes of this policy means individually identifiable information about a student including: (1) a student or parent's first and last name, (2) home address, (3) telephone number, and (4) social security number. The term personal information, for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

F. Parent Access to Instruments used in the Collection of Personal Information

While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received.

The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy

The District shall provide parents with reasonable notice of the adoption or continued use of this policy and other policies related to the student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events

The District shall directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

1. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information);
2. Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and
3. Any nonemergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parent opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities. In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive

Any survey containing one or more of the following matters shall be deemed to be sensitive for purposes of this policy:

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student or the student's parent;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating or demeaning behavior;
5. critical appraisals of other individuals with whom the student has close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
7. Religious practices, affiliations, or beliefs of the students or the student's parent;
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Mental Health Assessment or Service

The District shall obtain informed consent from the parent of each child who is under 18 years of age to participate in any mental-health assessment or service that is funded under the Every Student Succeeds Act (“ESSA”). Before obtaining the consent, the District shall provide the parent written notice describing in detail such mental health assessment or service, including the purpose for such assessment or service, the provider of such assessment or service, when such assessment or service will begin, and how long such assessment or service may last.

Confidentiality of Student Records, BOE Policy No. 5202

Student files and other education records shall not be released or divulged except in compliance with state and federal law.

School officials may have access to only those education records in which they have a legitimate educational interest, unless the parent has given written and dated consent for the access. A school official who violates this restriction shall be subject to disciplinary action up to and including termination.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility and effectively provide the function or service for which they are responsible.

A school official for purposes of access to education records is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

To the extent permitted by law, contractors, consultants and volunteers may be permitted to have access to education records where they are performing a function or service that would otherwise be done by a school employee. Their access is limited to education records in which they have a legitimate educational interest; which means records needed to effectively provide the function or service for which they are responsible.

Student and Parent Access to Student Records.

A parent or guardian of a student or former student, and a student or former student who is eighteen (18) years of age or older, shall be given the opportunity upon request to inspect and review the education records of the student or former student. Non-custodial parents will be provided full and equal access to the education records of his or her child unless there is a court order to the contrary.

Maintenance and Destruction.

Student files or records shall be so maintained so as to separate academic and disciplinary matters. All disciplinary material in a student’s file shall be removed and destroyed after the student’s continuous absence from the school for a period of three (3) years.

Amendment of Student Records.

Parents and eligible students (a student who has reached 18 years of age or is attending an institution of postsecondary education) have the right to challenge any information contained in the records that they believe is inaccurate, misleading or violates the privacy rights of the student. Such a challenge may be made by making a written request to the Principal to amend the records. If a decision is made not to amend the education records in accordance with the request, the Principal shall so inform the parents of the student and the Superintendent. The parent shall be advised of the right to a hearing.

If a hearing is requested, the Superintendent shall conduct a hearing (or delegate the role to another school official who does not have a direct interest in the outcome of the hearing) and provide the parent or eligible student a full and fair opportunity to present evidence relevant to the issues raised in conformance with applicable law.

Safe Pupil Transportation Plan -- Policy No. 5306

This Safe Pupil Transportation Plan sets forth the District’s plan for providing safe transportation to students being transported in pupil transportation vehicles.

1. **Weapons-** Upon becoming aware of a weapon aboard a pupil transportation vehicle, the driver will make every attempt to:
 - A. Radio transportation dispatch and notify them of the situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location. Examples of a safe haven include, but are not limited to, any school building site, emergency service station (law enforcement or fire department), community service agency, etc.
 - B. Pull vehicle over to safe and secure area.
 - C. Confiscate weapon (if it doesn’t jeopardize student or driver safety).
 - D. Give description of weapon and participating parties to dispatch.
 - E. Dispatch will immediately notify appropriate law enforcement agencies and school administration.
2. **Pupil behavior-** Students are expected to follow student conduct rules while in a pupil transportation vehicle. The pupil transportation driver is responsible for controlling behavior which affects safety and for reporting rule violations to school administration. In the event a student’s behavior jeopardizes safety, the driver will make every attempt to:
 - A. First seek to resolve incident through discussion with the student(s) involved.
 - B. Radio transportation dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
 - C. Activate emergency flashers.
 - D. Bring vehicle to a safe stop. Seek to resolve the incident, using physical force only as necessary to protect students or yourself.
 - E. Report and document discipline problems to the school administrator on a Bus Conduct Report/Incident Form.
3. **Terrorist threats-** A person commits a terroristic threat if the person threatens to commit a crime of violence with the intent to terrorize another or with the intent of causing evacuation of a building, place of assembly or facility of public transportation or in reckless

disregard of the risk of causing such terror or evacuation. Upon becoming aware of a terroristic threat relating to a pupil transportation vehicle, the driver will make every attempt to:

- A. Radio transportation dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
- B. Make every attempt to keep passengers calm (this may mean complying with the terrorist).
- C. Dispatch will immediately notify appropriate law enforcement agencies and school administration.
- D. Driver should wait for instructions from dispatch *if possible*.

4. **Severe weather-** Upon becoming aware of severe weather while aboard a pupil transportation vehicle, the driver will make every attempt to:

- A. Radio transportation dispatch and notify them of situation if possible. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
- B. Return to the school if less than five minutes away and follow the directions of the school administrator.
- C. If more than five minutes away from school, go to the nearest school and follow the directions of the school administrator.
- D. If more than five minutes away from the nearest school or there is immediate danger, get to the nearest basement or underground shelter with all students.
- E. If there is no shelter and there is immediate danger the driver and passengers are to follow evacuation procedures and get everyone off the vehicle into the nearest ditch or culvert at least 100 feet away from the vehicle.

5. **Hazardous materials-** Upon becoming aware of a hazardous material aboard a pupil transportation vehicle, the driver will make every attempt to:

- A. Radio transportation dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
- B. Pull vehicle over to safe and secure area.
- C. Give description of hazardous materials in question to dispatch.
- D. Dispatch will immediately notify appropriate law enforcement and school administration.
- E. Driver should wait for instructions from dispatch *if possible*.

6. **Medical emergencies-** Upon becoming aware of a medical emergency aboard a pupil transportation vehicle, the driver will make every attempt to:

- A. Radio transportation dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
- B. Dispatch will immediately notify appropriate medical agencies and school administration.
- C. Driver should follow instructions from dispatch, school officials, and parents when such information can be obtained quickly enough. If not available, follow emergency first aid procedures.
- D. *Only if necessary*, the driver should move passengers only enough to get them out of danger of traffic or fire. If moved, the driver and aide are to keep them where placed until a medical agency arrives, unless a parent has taken charge of their child.
- E. Driver should try to keep student passengers as calm as possible.

7. **Procedures in the event of mechanical breakdowns of the vehicle-** Upon becoming aware of a mechanical breakdown aboard a Pupil transportation vehicle, the driver will make every attempt to:

- A. Pull vehicle over to safe and secure area if possible
- B. Radio transportation dispatch and notify them of situation if possible. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
- C. Activate emergency flashers and place warning flares/reflectors in accordance with safety guidelines, if not in secure area.
- D. Driver should try to keep student passengers as calm as possible.
- E. Dispatch will arrange for assistance and a relief vehicle if needed.

8. **Procedures in the event the drop-off location is uncertain or appears unsafe to leave students, the driver will make every attempt to:**

- A. Radio transportation or otherwise communicate with dispatch to notify them of the situation if possible.
- B. Release children only if an adult responsible for the children is present. If not, keep children who are to be released in the vehicle, continue with route, and return children who were to be released to the school.
- C. Dispatch will notify appropriate law enforcement agencies and school administration if appropriate given the circumstances.

9. **Documentation under Safe Pupil Transportation Plan.** Each pupil transportation driver is required to complete and submit to the school administration a bus conduct report or incident report involving the pupil transportation vehicle operated by the driver or any pupils transported in it. Documentation is to include the occurrence of any of the following events: weapons, student behavior which affects safety, terroristic threats, severe weather, hazardous materials, or medical emergencies. Documentation of such events shall be completed and submitted as soon as practicable after the incident.

10. **Transportation of Unsafe Items.** Drivers shall not permit pupil transportation vehicles to transport any items, animals, materials, weapons or look-a-like weapons or equipment which in any way would endanger the lives, health or safety of the children or other passengers and the driver. Look-a-like weapons associated with a school sponsored or approved activity may be transported only with written permission of a school administrator. Any items that would break or could produce injury if tossed about inside the pupil transportation vehicle when involved in an accident or sudden stop shall be secured.

11. **Supplemental Information.** A copy of this plan shall be placed in each pupil transportation vehicle, kept at each school building, and made available upon request. Supplemental information with respect to operational and procedural guidelines used to administer this plan can be found in the District's safety and security plan adopted pursuant to 92 NAC10 and in the Nebraska Department of Education Pupil Transportation Guide.

Anti-discrimination – Policy No. 1200

The policy of Plattsmouth Community Schools is to 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 admission or access to, or treatment with regard to employment or with regard to its programs and activities.

Plattsmouth Community Schools and its staff shall comply with all state and federal laws prohibiting discrimination. The Board of Plattsmouth Community Schools intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination and directs its staff to take all actions necessary to meet this objective.

The Superintendent shall be the Coordinator for anti-discrimination laws (including Title VI, Title IX; the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973 (Section 504)) and complaints or concerns involving discrimination or compliance with those laws should be addressed to said Coordinator.

Tobacco Policy BOE Policy No. 1120

Plattsmouth Community Schools are tobacco free.

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings. For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect.

Drug and Substance Use and Prevention – Policy No. 5104

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.

Standards of Conduct; Notice to Students and Parents

Students are to be provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities. It shall be the further policy of the District to keep a file showing receipt of standards of conduct and a statement of disciplinary sanctions that may be taken for violations of such standards of conduct. The receipt shall be signed by both student and parent or guardian and returned to the respective Principal. It shall contain in prominent letters the following language:

"RECEIPT SHALL SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING PLATTSMOUTH COMMUNITY SCHOOLS HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXPECTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO P.L. 101-226 AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN ANY FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREIN ABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS."

Drug and Alcohol Education and Prevention Program of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations

Students are to be provided an age appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs

Students are to be provided information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within sixty miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District upon request by the counselor.

In the event of disciplinary proceedings against any student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student and his or her parent or parents or guardian.

Safe and Drug-Free Schools-- Parental Notice of Right to Withdraw

Parents will be notified that, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the School District

of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

Standards of Student Conduct Pertaining to the Possession, Use, or Distribution of Illicit Drugs, Alcohol or Tobacco.

These standards are in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation. The District's standards prohibit the possession, use, or distribution of illicit drugs, alcohol or tobacco (including electronic nicotine delivery systems) on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession, use distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession, use, distribution or being under the influence of alcohol.
4. Possession, use, distribution, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.
5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.
6. Possession, use or distribution of any tobacco product (including electronic nicotine delivery systems).

Disciplinary Sanctions

Violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents or legal guardian will be notified.
5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

Intervention

The Plattsmouth Community School District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational climate or activity, the school then has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students and employed staff information about any drug and alcohol counseling, and rehabilitation and re-entry programs, which are available to students.

Administration

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

Plattsmouth Elementary School Parent-Student Handbook 2020-21

Intent of Handbook

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

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

Members of the Board of Education

Name	Contact Information
Ken Winters, President	Contact through District website
Matt Glup, Vice President	Contact through District website
Karen Parsons, Secretary	Contact through District website
Shane Jensen, Treasurer	Contact through District website
Tony Foster	Contact through District website
Steve Barr	Contact through District website
Bob Fuller	Contact through District website
Max Muller	Contact through District website
Cory Wehrbein	Contact through District website

Administrative Staff

Name	Position	Building	Contact Information
Dr. Richard E. Hasty Dr. Cheryl Larson Mrs. Pam Dobrovolny	Superintendent/ Director of Special Education Dir. of Instructional Services Asst. Dir. of Special Education	Administration Center	402-296-3361
Mr. Todd Halvorsen Mrs. Kim Caniglia Mr. Keith Maly	Principal Assistant Principal Activities Director	High School	402-296-3322
Mr. Mark Smith Mr. Claude Michel	Principal Assistant Principal	Middle School	402-296-3174
Ms. Amy Petricek Mr. Troy Niehus	Principal Dean of Students	Elementary School	402-296-4173
Mrs. Pam Dobrovolny	Dir. of Early Childhood/Head Start	Early Childhood Center	402-296-5250

Article I. Plattsmouth Elementary School

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

Marlene Warrick	Teal Pod-Room 3	2 nd Grade
Mike Anderson	Teal Pod- Room 5	2 nd Grade
Cathy Johnson	Teal Pod- Room 6	2 nd Grade
Riley Thomas	Berry Pod-Room 3	3 rd Grade
Brianna Clark	Berry Pod-Room 4	3 rd Grade
C.J. Fenton	Berry Pod-Room 5	3 rd Grade
Stephanie Bach	Berry Pod-Room 1	3 rd Grade
Stephanie Icenogle	Blue Pod-Room 1	4 th Grade
Tricia Day	Blue Pod-Room 2	4 th Grade
Kari Coplen	Blue Pod-Room 3	4 th Grade
Allison Jesus	Blue Pod-Room 5	4 th Grade
Jan Stanek	Instructional Facilitator	K-4
Melanie Anderson	Computer Lab	Computers
Andrea Baxter	Art Room	Art
Julia Loy	Music Room	Music
	Gym	Physical Education
Lyla Starbuck	Media Center	Librarian
Louise Bade-Drew	Special Education	4 th Grade
Stacey Hicks	Special Education	Life Skills
Laura Blomstedt	Special Education	Life Skills
Nicole Null	Special Education	3 rd Grade
Hayley Reikofski	Special Education	1st-2nd Grade
Tracy Tegtmeier	Special Education	K-1st Grade
Rhonda Heim	Reading Teacher	K-4
Coleen Hastings	Speech	K-4
Janetta Eipperle	P.A.L.	K-4
Niki Campin	HAL	K-4
Cynthia Duechting	EL	K-4

Classified Staff

Name	Building	Position
Kelly Hadraba	Elementary Office	Office Manager
Joyce Foster	Elementary Office	Attendance Secretary
Amber Younker	Elementary School	MTSS Associate
Lisa Bohnert	Elementary Special Education	Teacher Associate
Christine DeSimone	Elementary Special Education	Teacher Associate
Danielle Drewes	Elementary School	Teacher Associate
Sarah Hastings	Elementary Special Education	Teacher Associate
Heather Meisinger	Elementary Special Education	Teacher Associate
Sheila Stanford	Elementary Special Education	Teacher Associate
Rose Powers	Elementary School PAL	Teacher Associate
Deb Travis	Elementary School	Teacher Associate
Barb Wagner	Elementary School	Teacher Associate
Kristine Danet	Elementary Special Education	Teacher Associate
Karen Wheatley	Elementary Special Education	Teacher Associate
Itza DeJesus	Elementary Special Education	Teacher Associate

Plattsmouth Elementary School Calendar 2020-21

August 3-5	New Teachers Report
August 6, 7, 10, 11	All Teachers Report (Paras report August 6)
August 10	Open House (5:30 – 6:30 pm)
August 12	First Day of School (Kindergarten students 12:00 - 2:40 pm)
August 13	Kindergarten 8:20 - 12:00 pm
August 14	First Full Day of Kindergarten
August 25	PTO 6:30 pm (Zoom)
August 27	Boosterthon Kick-Off Assembly @ 2:20 pm
September 7	No School -- Labor Day
September 8-10	Boosterthon Fun Run during Specials @ MS Gym
September 11	No Students/Half Day Teacher Continuous Improvement -- Data Analysis Day
September 15	Title Parent Meeting 6:00 pm/PTO 6:30 pm (Zoom)
September 16	Picture Day
September 17	Books and Breakfast 7:30 – 8:15 am
October 13	PTO 6:30 pm (Zoom)
October 21-22	Parent-Teacher Conferences 4:30 - 7:30 pm (virtual)
October 22	No Students -- Teacher Continuous Improvement
October 23	No School for Students or Staff (Comp Day)
November 4	Picture Retakes
November 10	PTO 6:30 pm (Zoom)
November 19	2nd Grade and 4th grade Music Programs @ High School 6:30 pm and 7:30
November 25	No Students/Half Day Teacher Continuous Improvement
November 26-27	No School for Students or Staff
December 8	PTO 6:30 pm (Zoom)
December 10	1st Grade Music Program @ High School 6:30 pm
December 21 - January 1	No School -- Winter Break
January 4	No Students -- Teacher Continuous Improvement
January 12	PTO 6:30 pm (Zoom)
January 26	Math Night 5:30 – 6:30 pm (virtual)
February 9	PTO 6:30 pm (Zoom)
February 15	No Students -- Teacher Continuous Improvement
February 25	3rd Grade Music Program @ High School 6:30 pm
March 9	PTO 6:30 pm (Zoom)
March 10-11	Parent-Teacher Conferences 4:30 - 7:30 pm (virtual)
March 12	No Students -- Teacher Continuous Improvement
March 15-19	No Students -- Spring Break (March 20 is comp day)
April 2 & 5	No School for Students or Staff
April 6 - 16	Boosterthon
April 8	Kindergarten Music Program @ Middle School Gym 6:30 pm

April 13	PTO 6:30pm (Zoom)
April 22	Books and Bingo 5:00 pm
May 4	Kindergarten Field Day
May 5	Rain Date for Kindergarten Field Day
May 11	Grades 1-4 Field Day
May 11	PTO 6:30 pm (Zoom)
May 12	Rain Date for Grades 1-4 Field Day
May 20	End of 4th Quarter -- Half Day for Students
May 21	Teacher Continuous Improvement
May 24-28	Inclement Weather Makeup Days (if needed)
June 1	Summer School Begins

Policy 1200

Personnel - All Employees and Students

Anti-discrimination

A. Elimination of Discrimination.

B. Preventing Harassment and Discrimination of Employees and Students.

Reviewed: Mar. 12, 2007, Mar. 10, 2008, Mar. 9, 2009, Mar. 8, 2010, Mar. 14, 2011

Revised: Aug. 8, 2011

Reviewed: Dec. 12, 2011, Jan. 14, 2013, Jan. 13, 2014, Jan. 12, 2015

Revised: Aug. 10, 2015

Reviewed: Jan. 11, 2016, Jan. 9, 2017

Notice of Nondiscrimination, Anti-Harassment, Antidiscrimination

Policy 4003

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

MISSION STATEMENT PLATTSMOUTH COMMUNITY SCHOOLS

“working in partnership to ensure Academic achievement,
responsible Behavior, and Civic engagement”

WE BELIEVE

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

Goals and Objectives

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

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

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

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

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

**PLATTSMOUTH ELEMENTARY SCHOOL
DAILY SCHEDULE
2020-2021**

7:30 a.m.	Principal and Administrative Assistants arrive
7:45 a.m.	Teachers arrive
7:45 a.m.	Campus opens to students and students are allowed in classrooms
8:15 a.m.	Warning Bell
8:20 a.m.	Tardy bell
2:40 p.m.	Kindergarten, 1st Grade, and siblings dismissal
2:50 p.m.	Grades 2-4 dismissal
4:00 p.m.	Teachers' workday ends
4:00 p.m.	Administrative Assistants' workday ends

APPOINTMENTS AND QUICK ANSWERS

Appointments with the principal and parent-teacher discussions should be prearranged by telephoning the school secretaries at 402-296-4173. Parents can get quick answers about school by calling between 7:30-7:45 a.m., but for questions requiring detailed answers, please call after 9:00 a.m.

Mutual Respect

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

Complaint Procedures

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

Complaint procedure

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

Conditions Applicable to All Levels of Complaint Procedure

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

Section 1 Daily Schedule

Students in kindergarten have daily schedules that include:

- 90 minutes-Literacy Block
- 40 minutes-Science/Social Studies/Health/Civic Engagement
- 40 minutes-Math
- 30 minutes-Opportunity Block
- 15 minutes-Choice Centers

Students in first and second grades have daily schedules that include:

- 60 minutes -Writing
- 90 minutes-Literacy Block
- 45 minutes-Science/Social Studies/Health/Civic Engagement
- 90 minutes-Math
- 30 minutes-Opportunity Block

Students in third grade have daily schedules that include:

- 60 minutes -Writing
- 100 minutes-Literacy Block
- 30 minutes-Opportunity Block
- 90 minutes-Math
- 45 minutes-Science/Social Studies/Health/Civic Engagement

Students in fourth grade have daily schedules that include:

- 60 minutes -Writing
- 90 minutes-Literacy Block
- 30 minutes-Opportunity Block
- 90 minutes-Math
- 45 minutes-Science/Social Studies/Health/Civic Engagement

Specialists in music, physical education, library media, computer technology, and art also provide instruction for students on a regular schedule. Students attend two of these classes for twenty-five minutes each or one of these classes for fifty minutes every day. The rotation is shown in Appendix A.

Special schedules:

- | | |
|----------------|---------------|
| ▪ 4th Grade | 8:40 - 9:10 |
| ▪ 3rd Grade | 9:20 - 9:50 |
| ▪ Kindergarten | 10:00 - 10:30 |
| ▪ 1st Grade | 10:40 - 11:10 |
| ▪ 2nd Grade | 2:00 - 2:30 |

Lunch schedules:

- | | |
|----------------|---------------|
| ▪ 2nd Grade | 11:00 - 11:35 |
| ▪ 1st Grade | 11:20 - 11:55 |
| ▪ Kindergarten | 11:40 - 12:15 |
| ▪ 3rd Grade | 11:55 - 12:30 |
| ▪ 4th Grade | 12:10 - 12:45 |

Section 2 Severe Weather and School Cancellations

The Superintendent may close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations.

Decision to Close Schools

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

After School Starts

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

Parental Decisions

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

What Not To Do

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

Emergency Conditions

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

Section 3 Supervision Responsibility Before/After School

Arrival And Departure Times

The school day for students begins at 8:20. Students may begin entering the building at 7:45 to go to their classrooms. Students may be dropped off at the north doors of the school. Students in grades 3-4 will enter door 29, and students in grades K-2 will enter the main front doors.

There will be two breakfast stations, one at door 29 and one at the front door. Students will pick up their breakfast and go to their classrooms.

Campus opens at 7:45. Please plan your family schedule around these times. Do not drop off your child before 7:45, as there will be no supervision. If your child is dropped off too early, you may receive a note or a phone call from a staff member to remind you of the appropriate arrival time.

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

For the safety of students and staff all doors are locked at 8:30 a.m. except the north door (1). If your child arrives at school later than 8:30 he/she needs to go to the front doors to get into the building. He/she should then go to the office to obtain a tardy slip before going to their classroom.

Dismissal

Kindergarten and 1st grade students and their siblings are dismissed at 2:40. Grades 2-4 students are dismissed at 2:50. Bus students will be escorted to the bus ramp. Students who walk to the east and south of the school will be supervised by staff to the cross walk on 8th Avenue. If your child(ren) goes to POPS Place he/she will be released to that program. Other students (K-3) will exit through the North Doors (Door 1). Fourth grade students will exit through west doors (Door 29, 30, 31, 32, 33).

Students pick up locations will be assigned by grade level. Daycare vehicles will be allowed to park in a designated area. This area will be located curbside on the west side of the circle drive.

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

Parents must wait outside with appropriate physical distancing.

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

Signing A Child In And Out Of School

We request parents limit appointments for your child during school hours as much as possible. Parents should wait in their vehicle and call the office from the parking lot, and the child will be escorted to the vehicle. Once a child is checked out during the day, they cannot return to school or extended care until the next school day.

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

Emergency Closing Procedures

Parents are requested to provide an emergency contact telephone number to have on file in the event of an emergency closing or any other general or individual situation that requires the immediate presence of a parent/guardian. In the event that parents do not have such a number or cannot be contacted, it will be assumed that the parent has instructed their children concerning the procedure they are to follow should school be dismissed early. Realizing that the school might be unable to reach all parents, it is suggested that all children be advised as to what they are to do should they ever be dismissed early. It is recommended that parents give their children an alternate destination and that the building principal be made aware of this information. If conditions allow and supervision is available in the event of an early dismissal, the child will be held in school until the normal dismissal time. If the parent or guardian has not arrived to pick up the child by the normal dismissal time, law enforcement or child protective services may be contacted to ensure the safety of the child.

Visitors

Parents/Guardians are restricted from visiting the school to only NSAA-approved activities or those required by policy or law

Law enforcement and state agencies will visit with children outside when weather permits. Otherwise, they will meet in a designated area. The school office will be limited to only visitors with appointments who are wearing a mask. If a visitor is unable or chooses not to wear a mask, he/she should call the school upon arrival.

Office personnel will ask to see a form of ID, and visitors must wear a name tag. The principal, in consultation with the staff members involved, shall have the discretion to limit access when the principal and staff members determine access would interfere with the instructional process and/or student learning.

Smoke-Free Environment

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

Care of School Property

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

Fines are determined on books according to the following criteria

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

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

Searches of Lockers and Other Types of Searches

Student lockers, desks, computer equipment, and other such property are owned by the school.

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

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

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

Video Surveillance

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

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

Use of Telephone

Teachers are conducting classes from 8:20 - 3:00. If you need to talk to a teacher, you may call and leave a message. Teachers can be reached by phone during their planning time, lunchtime, and before and after school. Please do not ask to talk to a teacher during instructional time.

Bicycles/Skateboards/Heeleys

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

Student Valuables

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

Lost and Found

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

Accidents

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

Insurance

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

Bulletins and Announcements

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

Copyright and Fair Use Policy

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

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

a particular use of a copyrighted work is a permitted “fair use,” rather than an infringement of the copyright:

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

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

Attendance

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

Parent Responsibility to Report Absence

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

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

Extended Absence from School

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

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

Leaving during the School Day

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

Tardies

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

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

Absence Procedures

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

Make-up Work

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

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

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

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

Attendance is Required to Participate in Activities

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

Truancy

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

Reporting and Responding to Truant Behavior

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

Excessive Absenteeism

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

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

Reporting Habitual Truancy

Students who accumulate twenty (20) unexcused absences or the hourly equivalent per year shall be deemed to be habitually truant. If the student continues to be or becomes habitually truant, the principal shall serve a written notice to the person violating the Nebraska truancy laws (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that law. If within one week after the time the notice is given such person is still violating the school attendance laws or policies, the Principal shall file a report with the county attorney of the county in which such person resides.

Grading System

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

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

Promotion and Retention

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

Report Cards

Report cards are issued at the end of each quarter and mailed home for the 2nd and 4th quarters and distributed to parents/guardians for the 1st and 3rd quarters of school.

Parent-Teacher Conferences

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

Awards

•Perfect Attendance

Perfect attendance awards will be presented to any student who was not tardy or absent for the school year.

•President's Award for Educational Achievement

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

•President's Award for Educational Excellence

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

Special Education Services

What Does Special Education Mean?

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

Students Who May Benefit

A student verified as having autism, behavior disorders, deaf-blindness, developmental delay,

hearing impairments, mental handicaps, multiple disabilities, orthopedic impairments, other health impairments, specific learning disabilities, speech-language impairments, traumatic brain injury or visual impairments, who because of these impairments need special education and related services.

How are Students With Disabilities Identified?

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

Independent Evaluation

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

Reevaluation

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

Individual Education Program (IEP)

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

Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). To the maximum extent appropriate, students with disabilities are educated with students who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. Determination

of a student's educational placement will be made by the IEP team.

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

More Information

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

Special Education Policies

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

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

1. Free Appropriate Public Education

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

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

Section I.01

2. Full Educational Opportunity Goal

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

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

3. Child Find

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

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

4. Individualized Education Program (IEP)

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

(c) Legal Reference: 92 NAC 51-007

5. Least Restrictive Environment

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

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

6. Procedural Safeguards

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

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

7. Evaluation and Identification Procedures

Children with disabilities shall be evaluated and identified in accordance with 92 NAC 51-006. The District will respond to a request for an Independent Educational Evaluation without unnecessary delay. Locations of any evaluator shall be within a reasonable distance of the District. A reasonable distance means within 100 miles of the school building the child attends and within Nebraska. In the event this geographic area restriction would prevent a parent from obtaining an Independent Educational Evaluation, the location of the evaluator may be outside the specified geographic area but must be within Nebraska. The District will provide the parent(s) with a list of qualified agencies/evaluators within the geographic area. The evaluators are to have their rates approved by the Nebraska Department of Education to be authorized to conduct the evaluation.

(a) Legal Reference: 92 NAC 51-006

8. Confidentiality of Personally Identifiable Information

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

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

9. Transition of Children from Part C to Preschool Programs

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

(a) Legal Reference: 92 NAC 52-008

10. Children in Nonpublic Schools

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

Legal Reference: 92 NAC 51-012.08 and 015

11. Personnel Standards and Personnel Development

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

Legal Reference: 92 NAC 51-010

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

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

Article IV. Legal Reference: 92 NAC 51-004.05

13. Suspension and Expulsion Rates

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

Legal Reference: 92 NAC 51-004.06E

14. Access to Instructional Materials

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

1. Require the publisher to prepare and, on or before delivery of the print instructional materials, provide to the National Instructional Material Access Center, electronic files containing the contents of the print instructional materials using the National Instructional Materials Accessibility Standard, or
 2. Purchase instructional materials from the publisher that are produced in, or may be rendered in specialized formats.
- Legal Reference: 92 NAC 51-004.15

15. Over-Identification and Disproportionality

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

Legal Reference: 92 NAC 51-003.10; 006.02C

16. Prohibition on Mandatory Medication

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

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

17. Transportation

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

Legal Reference: 92 NAC 51-014.01 through 014.02

18. Surrogates

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

Legal Reference: 92 NAC 51-009.10

19. Early Intervention Services – Consent

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

Legal Reference: 92 NAC 52

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

Adopted: Aug. 8, 2011

Reviewed: Nov. 14, 2011, Nov. 12, 2012, Nov. 11, 2013, and Nov. 10, 2014

Revised: Aug. 10, 2015

Reviewed: Nov. 9, 2015, Nov. 14, 2016

School Social Workers/Mental Health Counselor

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

Health Services

Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100.4°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves.

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

COVID-19 Update

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

Guidelines for Administering Medication

Students may be required to take prescription medication during the school day. These medications shall be administered by the school nurse, or in the nurse's absence, by a person who has been trained in the administration of medication. Prescription medication will not be administered without written authorization from the parent and must be in the original container, properly labeled with the child's name, medication, dosage, time of administration and prescribing doctor. A written record of all medication administered will be kept. All medication records shall be kept confidential. Medication for diabetes, asthma or anaphylaxis may be self-administered by a student with signed consent from the doctor and parent on file in the nurse's office. The school **does not** provide pain relieving medications (Tylenol, Motrin, etc.) for headaches, toothaches, or cramps. When brought from home, these products must also be in an original container with written parental consent before they will be given. Under no circumstances will expired medications be administered.

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

provided to the school to a two-week supply.

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

Health Statute 79-3-002, 3-002

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

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

School Health Screenings/Physical Examinations

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

ATTACHMENT 1: DHHS MINIMUM REQUIRED ANNUAL SCHOOL HEALTH SCREENINGS

SCREENINGS SCREENING by	Age 3-5	K	1	2	3	4	5	6	7	8	9	10	11	12
Grade or Age Level	yrs													
For procedural guidelines and competencies for each screening, see DHHS School Health Guidelines for Nebraska Schools.														
HEARING: pure tone audiometry	annually	X	X	X	X	X			X					X
VISION: distance	annually	X	X	X	X	X			X					X

VISION: hyperopia (near vision)			X			X		
DENTAL: inspection of teeth	annually	X	X	X	X	X		X
WEIGHT/HEIGHT STATUS: body mass index percentile	annually	X	X	X	X	X		X
Physical Examination *		X					X	
By physician, physician assistant, or advanced practice registered nurse								
Visual Evaluation*		X						
By physician, physician assistant, advanced practice registered nurse, or optometrist.								
*or Transferring from out of state.								

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

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

Injuries/Accidents

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

Physical and Visual Examination

Evidence of a physical examination and a visual evaluation is required within six months prior to entrance into kindergarten and, in the case of transfer from out of state, to any other grade. A physical examination is also required prior to entrance into the seventh grade. The physical

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

Immunizations

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

Birth Certificate Requirements

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

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

Transportation Services

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

Drug-Free Schools

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

ACADEMICS

AdvancedEd District Accreditation

Plattsmouth Elementary is an AdvancedEd accredited school. Being accredited means that this

school meets high criteria for quality education for students.

Current school improvement goals are:

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

Parent Communication

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

Regular Programs

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

Special Programs

Multi-Tiered System of Support

As the district works in partnership with parents and community members to ensure students demonstrate academic achievement, responsible behavior, and civic engagement, students are expected to meet performance goals identified at the early childhood center, elementary school, middle school, and high school. Examples of performance goals at each building may include: arrive to class prepared for learning, use work time appropriately, complete assigned tasks on time, demonstrate respect for people and property, and follow staff directives. If a student does not respond appropriately to performance goal expectations, they may receive increasing levels of support. Students will be monitored to determine if they respond to interventions developed by the team.

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

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

High Ability Learners Program (HAL)

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

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

Title 1

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

Student Placement

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

Textbooks and Supplies

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

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

ACTIVITIES

Students are reminded that participation in activities is a privilege, which may be forfeited pursuant to the *Student Conduct Rule (Board Policy No. 5101)*.

Activity and Event Regulations

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

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

The Quick Guide to Buying and Bringing Snacks to School

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

Acceptable Snacks

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

Field Day

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

Practices/Rehearsals

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

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

Student Council

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

GENERAL GUIDELINES

Dress Code

A student's clothing should be appropriate and in good taste. Weather conditions should be considered when selecting the student's daily apparel. During the winter months, if a child wants to go outside for recess, long pants will be required. When the conditions are wet or snowy and recess is still held outside, students must wear boots and snow pants if they expect to play off the paved playground. Any clothing that interferes with the learning process will not be accepted and you may be called to bring appropriate clothing. Hats are not to be worn in the building, unless it is a specific hat day. Masks are required for students and staff.

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

Bathroom Behavior

Students will be taught appropriate behavior for using the bathrooms.

Change of Address/Phone Number

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

Distribution of Materials

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

Fire/Tornado /Crisis Drills

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

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

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

Food and Drink Regulations

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

Hall Rules

Students will be taught rules to help make the school orderly and safe. These are:

- Walk on the right
- Help keep our halls quiet
- Keep your hands to yourself
- Walk single file

Kindergarten Round up

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

Library

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

Lunch Room & Food Service Guidelines

Plattsmouth Community Schools offers breakfast and lunch every day with a focus on lots of choices and good nutrition. The school food service program is a pre-pay system. There must be

funds in your account for your child to make purchases. The district reserves the right to block any account that is delinquent. If a family account has a negative balance, your account may be inactivated and your student will not be able to make any purchases on the family account. An alternate meal may be provided to your child if your account is delinquent. We understand families may have emergency situations. We can work with you to set up payment arrangements for your account, if you contact us.

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

Student Lunches

The cost of a student lunch is \$2.95 and a breakfast is \$2.20. Students may bring lunches from home. They may purchase milk for \$.50 or bring a drink. They may not bring pop.

If you have any questions regarding your family meal account, please contact us at 402-296-3361 ext. #2800 - 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 contracts the operation of our food service program with OPAA Foods. 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 Rights1400 Independence Avenue, SW

Washington, D.C. 20250-9410(2)Fax: (202) 690-7442; or
(3)Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Lunch Rules

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

Make-Up

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

Money

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

Office Referral

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

Parent Involvement

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

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

Pets

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

P.T.O.

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

Recess

Children will have the opportunity to get exercise, fresh air, and socialize with friends at recess. If your child is well enough to attend school, she/he is well enough to participate in the elementary schedule. Exceptions will be made when a note from a doctor excuses a child from certain activities. **Please dress your child appropriately for the weather. Please make sure your child is dressed appropriately for outside activities when the weather becomes cold.** It is at the discretion of the principal whether the clothing a child is wearing is appropriate for the weather conditions. Students will not be sent outside if it is raining or the temperature and/or wind chill is below 10 degrees. When the temperature and/or wind chill is above 10 degrees recess will be outside. **When the conditions are wet or snowy and recess is still held outside, students must wear boots and snow pants if they expect to play off the paved playground.** Occasionally the presence of ice on all hard outdoor surfaces necessitates that students stay inside. **Students are asked to not bring toys or equipment from home to play with before and after school or during recess unless the building principal has granted permission.** Toys may be brought for classroom projects only (show and tell, writing assignments, etc.) and should be done so only with permission of the classroom teacher.

Resource Persons

Many times we call on parents and community members to share their occupations, talents, travels, and interests with students. Any parent is asked to become a part of our resource bank.

School Cancellation and Closing

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

School Closing Due to Health Conditions

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

School Property

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

Soiling and Wetting

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

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

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

3. The third time the student soils or wets their pants the school will provide a place for the students to clean themselves and change clothes. If the students cannot clean themselves the parents are expected to come and help their child clean up or take them home to clean up and return the student to school. A meeting with the parents of the student will be set and a plan will be established to address the issue.

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

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

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

Telephone

Teachers are conducting classes from 8:20 - 3:00. If you need to talk to a teacher, you may call and leave a message. Teachers can be reached by phone during their planning time, lunchtime, and before and after school. Please do not ask to talk to a teacher during instructional time.

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

Toys/Games

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

LEGAL NOTICES AND STUDENT RIGHTS

Anti-Bullying Policy

Discussed in [Board Policy 5415](#)

Child Find/Special Services

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

Discontinuance of Enrollment for Children Younger Than Six Years of Age

Discussed in [Board Policy 5002](#)

Freedom of Expression

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

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

Administration

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

Student Discipline & Early Childhood Student Discipline

Discussed in [Board Policy 5101](#).

Academic Integrity

Discussed in [Board Policy 5101](#).

Student Fees

Discussed in [Board Policy 5195](#).

Multicultural Policy

Discussed in [Board Policy 6370](#).

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

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

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

Notification of Rights Under FERPA

Discussed in [Board Policy 5202Z](#)

Student Privacy Protection Policy

Discussed in [Board Policy 5421](#)

Parental Involvement Policies

Discussed in [Board Policy 6400](#)

Title I Parental and Family Engagement Policy

Discussed in [Board Policy 6410](#)

Homeless Students Policy

Discussed in [Board Policy 5417](#)

Interviews Of Students By Outside Agencies

Discussed in [Board Policy 5413](#)

Community Use of School Facilities

Discussed in [Board Policy 1100](#)

Option Enrollment

Discussed in [Board Policy 5006](#)

Student Records

Discussed in [Board Policy 5202](#)

Identification of Learners with High Ability

Discussed in [Board Policy 5414](#)

Search and Seizure

Discussed in [Board Policy 5406](#)

Internet Safety and Acceptable Use Policy

Discussed in [Board Policy 6800](#)

Safe Pupil Transportation Plan

Discussed in [Board Policy 5306](#)

Fire Drills & Crisis Plans

Discussed in [Board Policy 6115](#)

Assessments -- Academic Content Standards

Discussed in [Board Policy 6212](#)

Reading Instruction and Improvement

Discussed in [Board Policy 6213](#)

Concussions

Discussed in [Board Policy 6284](#)

Return to Learn From Cancer

Discussed in [Board Policy 6286](#)

Tobacco Policy

Discussed in [Board Policy 1120](#)

Title I Parent and Family Engagement Policy

Discussed in [Board Policy 6410](#)

Title I Funds

Discussed in [Board Policy 3570](#)

Insufficient Funds

Discussed in [Board Policy 3580](#)

Board Minutes

Discussed in [Board Policy 9340](#)

Employee Conduct Regulations

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

Workplace Privacy Act

Discussed in [Board Policy 4027](#)

Option Enrollment

Discussed in [Board Policy 5006](#)

Student Discipline

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

Drug and Substance Use and Prevention

Discussed in [Board Policy 5104](#)

Internet Safety and Acceptable Use Policy

Discussed in [Board Policy 6800](#)

Self-Management of Asthma Anaphylaxis and Diabetes

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

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

2020-2021 STUDENT HANDBOOK: COVID SUPPLEMENT

The following rules and expectations will be effective during the 2020-2021 school year. These rules and expectations are intended to ensure the health and safety of all students, staff members, and the overall community. Because of the fluid nature of the current COVID-19 pandemic and the District's continued collaboration with health officials, these rules and expectations are subject to change at any time. The District will send parents and students written notification of any such changes. It is each family's responsibility to monitor for, understand, and adhere to any such changes, including those changes implemented on short notice. If a parent or student ever has any questions about the interpretation or implementation of these rules and expectations, the parent or student should promptly contact their building administrator.

1. **Masks.** Unless otherwise directed by the Superintendent, every student must wear an appropriate mask that is consistent with District and building return to school protocols while on school grounds and while in school vehicles, with exceptions for documented medical or religious reasons. Masks must be worn in a manner that covers the student's nose and mouth. A student may remove their mask only when a staff member gives the student permission consistent with the District and building return to school protocols. If a staff member provides specific mask directives to a student, the student shall comply with those directives.

Students are highly encouraged to follow health and safety best practices outside of the school setting, including frequent hand washing, masking, and social distancing.

2. **COVID-19 Symptoms.** A student who experiences, or has experienced within 24 hours, any of the following symptoms must notify their administrator prior to coming to school or prior to entering a school vehicle:

1. Fever or chills
2. Cough
3. Shortness of breath or difficulty breathing
4. Muscle or body aches
5. New loss of taste or smell
6. Sore throat
7. Nausea or vomiting
8. Diarrhea

The administrator will then evaluate the student's symptoms to determine if the student may report to school or will be given academic work to complete at home. Students who miss school due to potential COVID-19 exposure or symptoms will generally not be counted as an unexcused absence. However, if the administration determines that the student has violated other rules or has not been honest about his or her symptoms, the student's absence may be deemed unexcused and the student may face other consequences. A student's arrival on school grounds or in a school vehicle after the student or parent fails to promptly notify a building administrator of potential symptoms could result in student discipline.

A student who fails to report COVID-19 symptoms because the student wants to participate or compete in activities may face additional activity consequences.

3. Potential Exposure. Parents and students who have reason to suspect that the student may have been exposed to COVID-19 must promptly inform a building administrator. Potential exposure includes, but is not limited to, coming into close contact with a person who tested positive or is awaiting test results, a family member in the household who has tested positive or is awaiting test results, traveling to locations identified by the current DHM as requiring a quarantine, or receiving notification from a health official or medical professional of a potential exposure. Students who plan to travel outside of the community are encouraged to consult with a building administrator in advance to determine the potential consequences (such as mandatory quarantine) of such travel per the most recent DHM. Any student who has potentially been exposed to COVID-19 will not be allowed on school grounds or in a school vehicle until the District, in its sole and absolute discretion, determines that the student may safely return to school. A student's arrival on school grounds or in a school vehicle after the student or parent fails to promptly notify a building administrator of a potential exposure could result in student discipline.

4. Academic Work at Home. A student who has potentially been exposed to COVID-19 and is not allowed on school grounds will not face an academic penalty unless the administration determines that the student has otherwise violated school rules. Any COVID-19 related student absence will not be counted as an unexcused absence. During a student's COVID-19 related absence, the student is expected (to the extent that he or she is able) to work with his or her teachers to obtain and complete coursework and assignments. A teacher retains the discretion to grade student work during a student's COVID-19 related absence.

5. Activities. A student will not be permitted to participate in activities if the student has possible COVID-19 symptoms, has potentially been exposed to COVID-19 or would otherwise jeopardize the health and safety of other students or staff. The District, in its sole and absolute discretion, will determine when a student may return or participate in an activity. Any student who fails to promptly report COVID-19 symptoms, potential exposure, or otherwise takes action or inaction that could jeopardize the health and safety of other students or staff will be subject to discipline, including the removal from the activity for the remainder of the year.

6. Failure to be Honest. These rules and expectations are designed and will be implemented to ensure, to the extent practicable, the health and safety of all students and staff. The District will endeavor to balance the need to ensure the health and safety of school premises, while not intruding on a family's confidential medical information. With that in mind, students and families are expected to be honest with the District regarding a student's potential COVID-19 exposure or symptoms. If a parent is uncomfortable or unwilling to provide specific information to the District about a student's potential exposure or symptoms, the family need only inform a building administrator of the fact that there may have been a potential exposure or potential symptoms. A parent may, but will not be

required to, divulge any specific information about the potential exposure or symptoms, such as medical information. In any circumstance, if the District determines that a parent or student has not been honest or forthright with information or facts provided (or not provided) to the District about a potential exposure or potential symptoms, the District may exclude a student for a longer period of time (for health and safety reasons) or may impose disciplinary consequences, up to and including exclusion or expulsion from school.

7. Other Health and Safety Rules. At any time, a staff member may impose or require a student to undertake other health and safety requirements (such as frequent hand washing, masking, maintaining physical distancing, and the like). A student must follow such health and safety requirements or face discipline.

8. Assumption of the Risks. In the middle of the COVID-19 pandemic, the District has endeavored to reopen schools for the benefit of student learning and development. However, there is no guarantee that the school environment will be completely safe and free from COVID-19 or other related risks and hazards. Any parent who is uncomfortable with the risks associated with sending their student to school must promptly contact a building administrator to discuss alternative educational options. A parent who elects to send their student back to school does so understanding, assuming, and accepting the associated health and safety risks, including the possibility that the student may be exposed to and/or contract COVID-19.

FORMS FOR HEALTH RELATED ADMISSION REQUIREMENTS

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

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

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

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

Forms to submit objections are available from the school.

The following information is provided to assist a parent or guardian in receiving information regarding free or reduced-cost visual evaluations for low-income families who qualify: Information about free or reduced-cost visual evaluations may be obtained from the Nebraska Foundation for Children's Vision (NFCV), nechildrensvision.org, 1633 Normandy Court, Suite A, Lincoln, NE 68512—Fax 402-476-6547—Phone 402-474-7716. To identify a participating SEE TO LEARN doctor nearest you, call 1-800-960-3937. For assistance from VISION USA call 1-800-766-4466. In addition, Lions Clubs throughout Nebraska are committed to assisting disadvantaged families by sponsoring eye exams and eyewear. NOA member doctors will provide eye exams at no cost if no other resources are available.

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

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

This affidavit is submitted for the following child: _____.

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

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

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

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

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

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

Affiant

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

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

Notary Public

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

AFFIDAVIT

Refusal of Immunization of Student for Religious Reasons

State of Nebraska

ss.

County of

This Affidavit is being submitted on behalf of

(Name of Student) (Birthdate of Student)

If the student is of the age of majority:

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

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

If the student is a minor:

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

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

(Signature of Affiant)

SUBSCRIBED AND SWORN to before me this _____ day of _____

Notary Public

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

REFUSAL OF IMMUNIZATION

For Medical Reasons

As the physician of:

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

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

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

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

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

Comments _____

Signature of Physician Date

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

Documentation of Varicella (Chickenpox) Disease

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

This document is being submitted on behalf of:

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

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

had the varicella disease in _____ (year).

(Signature of parent/guardian/medical provider)

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

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

Child No. 1: _____
Child No. 2: _____

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

I hereby object in writing to the:

____ physical examination
____ visual evaluation
(check one or both)

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

Dated this ____ day of _____, 20__.

Parent or Guardian

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



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

School Name (if desired)

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

As a Parent/Guardian of - Student Name

Student ID#

School Name

Grade

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

Check which apply:

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

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

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

SIGN HERE

Signature of Parent/Guardian

Date

Comments: _____

FH-40 (44040) 6/07
(New Form)

Summary of the School Immunization Rules and Regulations For 2020-21 School Year

Student Age Group	Required Vaccines
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<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/t173.htm> (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)
Updated 2/2014

AFFIDAVIT
(For Child to Enroll Early in Kindergarten)

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

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

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

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

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

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

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

Parent or Guardian

STATE OF NEBRASKA)

) **ss.**

COUNTY OF _____)

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

Notary Public

Plattsmouth Community Schools

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

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

STUDENT'S AGREEMENT

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

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

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

Student's Name _____
Student's Signature _____ Date: _____

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

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

PARENT'S AGREEMENT

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

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

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

Student's Name _____
Parent's Signature _____ Date: _____

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

ASTHMA OR ANAPHYLAXIS MEDICAL MANAGEMENT PLAN

I. CONTACT AND PLAN INFORMATION

Student's Name: _____ Date of Birth: ____/____/____ (Month) (Day) (Year)
Health Condition: <input type="checkbox"/> Asthma <input type="checkbox"/> Anaphylaxis (For this Plan "Health Condition" means the condition(s) checked)
Mother/Guardian: _____
Section IV.01 Address: _____
Telephone: Home _____ Work _____ Cell _____
Father/Guardian: _____
Section IV.02 Address: _____
Telephone: Home _____ Work _____ Cell _____
Student's Doctor/Health Care Provider: _____
Section IV.03 Address: _____

Telephone: _____ Emergency Number: _____

Other Emergency Contacts: _____

Relationship: _____

Telephone: Home _____ Work _____ Cell _____

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

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

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

Parent/guardian signature: _____ Date: _____

Parent/guardian signature: _____ Date: _____

III. STUDENT AGREEMENT

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

Student signature: _____ Date: _____

IV. MEDICAL MANAGEMENT PLAN

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

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

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

1. Access to Prescription Asthma/Anaphylaxis Medication

May have medication in Student's possession at any time.

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

2. Self-Administration of Prescription Asthma/Anaphylaxis Medication

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

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

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

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

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

F. Student Asthma/Anaphylaxis Action Plan

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

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

- Albuterol inhaler (Proventil, Ventolin) 2 inhalations

<p><u>ASTHMA TREATMENT</u> Give or self-administer <i>quick relief medication</i> when Student experiences asthma symptoms such as, coughing, wheezing, or tight chest.</p>	<p>IF SCHOOL STAFF INVOLVED-- CLOSELY OBSERVE STUDENT AFTER QUICK RELIEF ASTHMA MEDICATION IS ADMINISTERED</p>
--	---

Quick relief medication:

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

If after 10 minutes:

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

ANAPHYLAXIS TREATMENT

Give or self-administer *epinephrine* when Student experiences allergy symptoms, such as hives, difficulty breathing (chest or neck “sucking in”), lips or fingernails turning blue, or trouble talking (shortness of breath).

- The Student has severe allergies to the following: _____
- Epinephrine injection (please specify):
 - EpiPen 0.3 mg Twinject 0.3 mg
 - EpiPen Jr. 0.15 mg Twinject 0.15 mg
- May carry and self-administer epinephrine injection per Part IV(B) Medical Management Plan.

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

- ***CALL 911 and closely observe the student.***
- Notify parent/guardian immediately.
- Even if student improves, the student should be observed for recurrent symptoms of anaphylaxis in an emergency medical facility.
- ***If student does not improve or continues to worsen, INITIATE Nebraska’s schools Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions Protocol (Anaphylaxis).***

Possible adverse reactions to be reported to physician _____

Special instructions _____

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

Physician signature: _____

Date: _____

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

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

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

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

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

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

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

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

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

Sharing Plan: It is agreed that this Asthma or Anaphylaxis Medical Management Plan may be shared with school officials and agents who have a need to be aware of it; that those who have the need to be aware of it include student health staff and also include staff responsible for student discipline (e.g.

staff need to know that the Student is authorized to have the medication on the Student's person so the Student is not reported for a violation of the school's drug policies). The school officials who may be informed of the Plan thus include: administration, school nurse, school office staff, teachers and any paraeducators or specialists who provide services to the Student, and the coaches and sponsors of extracurricular activities in which the Student participates.

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

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

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

School Nurse or designee signature: _____

Date: _____

Asthma/Allergy Self-Management Log

Student Name _____

Student Date of Birth _____

Date Started	Medication	Dosage	Time	Frequency	Physician	Phone #

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

Parents/Guardian _____ Phone _____
Teacher _____ Grade _____

Plattsmouth Community Middle School Parent/Student Handbook

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.

NCA/AdvancEd Accreditation

North Central Association Accreditation – Plattsmouth Middle School was first accredited by the North Central Association in 1981. NCA is a non-governmental, voluntary organization that accredits public and private, Department of Defense and Native American schools. To earn accreditation, schools must meet rigorous quality standards, be evaluated by an outside group of professionals, and implement a school improvement plan focused on increasing student performance.

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

Ken Winters, President	Cory Wehrbein
Matt Glup, Vice President	Max Muller
Karen Parsons, Secretary	Bob Fuller
Steve Barr, Treasurer	Shane Jensen
Tony Foster	

PLATTSMOUTH SCHOOLS ADMINISTRATIVE STAFF

Superintendent/Special Education Director – Dr. Richard Hasty
Director of Instructional Services – Dr. Cheryl Larson
Early Childhood-Head Start Director/Assistant Director of Special Education – Pam Dobrovolny
Systems Administrator– Zach Schroeder
Technology Support/Integrations Specialist- Marci Haight
Business/Human Resources Manager – Tonda Haith
Office/Data Manager- Barb Baker
Business Service Assistant- Rhonda Salazar
Administrative Assistant- LeeAnn Stander

MIDDLE SCHOOL ADMINISTRATIVE STAFF

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

MIDDLE SCHOOL SUPPORT STAFF

Mr. Byron Petry - Guidance Counselor
Mrs. Katie Graves - School Nurse
Ms. Tami Hakius – Office Manager
Mrs. Raylene Frazier – Administrative Assistant
Mrs. Sara Barada – School Social Worker

PLATTSMOUTH COMMUNITY MIDDLE SCHOOL STAFF

Mrs. Ann Albers - 5th Grade Science/Social Studies
Mrs. Colleen Ksiazek – 5th Grade Resource
Mrs. Leigh La Rosa - 5th Grade Math/Social Studies
Mrs. Staci McDonnell- 5th Grade Language Arts/Reading
Mrs. Sharon Poindexter- 5th Grade Language Arts/Reading/Math

Mrs. Jennifer Groh - 6th Grade Language Arts/Reading
Mrs. Julie Little - 6th Grade Language Arts/Reading
Mr. Chase Lofing- 6th Grade Math
Mrs. Kimberly Ryerson - 6th Grade Resource
Mrs. Robin Steinke - 6th Grade Science
Mr. Phil Warrick - 6th Grade Social Studies

Mrs. Kasey Barr - 7th Grade Reading/Language Arts
Mr. Zach Biere- 7th Grade World History
Mr. Joel Dix -7th Grade Language Arts/Reading
Mrs. Dee Hellbusch - 7th Grade Biology
Mrs. Sherri Johnson- 7th Grade Computers
Mr. Larry Kress- 7th Grade Math
Ms. Pam Osthus- 7th Grade Resource

Ms. Robin Christiansen- 8th Grade Language Arts/Reading
Mr. David Dukes - 8th Grade Resource
Mrs. Brenda Frahm – 8th Grade Family & Consumer Sci/Personal Wellness
Mrs. Heather Irish - 8th Grade Reading
Ms. Michelle Knight - 8th Grade American History
Mr. Matthew Timm- 8th Grade PreAlgebra/Algebra
Ms. Katie Zimmerer - 8th Grade Earth Science

Mrs. Mandi Crick – Vocal Music
Ms. Elizabeth Glynn- Instrumental Music
Mr. Kyle Graves - HAL Facilitator
Ms. Kelli Henry – Read 180
Mrs. Brenda Jessen- Art
Mr. Mike Knust - Industrial Technology
Mrs. Marla Smith – Girls Physical Education
Mr. Troy Steele - Boys Physical Education
Mrs. Tallie VanWesten - Library/Media Center

Mrs. Mandy Creekmore – Teacher Associate
Mrs. Julie Graham – Teacher Associate
Mr. Jerry Hodge – Teacher Associate
Mrs. Shelley Quade – Teacher Associate
Mrs. Donna Shrimpton - Teacher Associate
Mrs. Nita Spencer – Teacher Associate

District Calendar

CLASS SCHEDULES FOR 2020-21
BLOCK SCHEDULE
Subject to change due to COVID-19

8TH GRADE

Block 1	8:15 a.m. - 9:34 a.m.	Exploratories 8:15-8:53, 8:56-9:34
Block 2	9:38 a.m. - 10:57 a.m.	Core Class
Lunch	10:59 a.m. - 11:29 a.m.	Lunch
Block 3	11:33 a.m. - 12:52 p.m.	Core Class
Block 4	12:56 p.m. - 2:15 p.m.	Core Class
Flex Time	2:19 p.m. - 3:00 p.m.	SH, Enrichment

7TH GRADE

Block 1	8:15 a.m. - 9:34 a.m.	Core Class
Block 2	9:38 a.m. - 10:57 a.m.	Exploratories 9:38-10:16, 10:19-10:57
Lunch	10:59 a.m. - 11:29 a.m.	Lunch
Block 3	11:33 a.m. - 12:52 p.m.	Core Class
Block 4	12:56 p.m. - 2:15 p.m.	Core Class
Flex Time	2:19 p.m. - 3:00 p.m.	SH, Enrichment

6TH GRADE

Block 1	8:15 a.m. - 9:34 a.m.	Core Class
Block 2	9:38 a.m. - 10:57 a.m.	Core Class
Block 3	11:01 a.m. - 11:48 p.m.	Core Class
Lunch	11:50 p.m. - 12:20 p.m.	Lunch
Block 3	12:24 p.m. - 12:52 p.m.	Core Class
Block 4	12:56 p.m. - 2:15 p.m.	Exploratories 12:56-1:34, 1:37-2:15
Flex Time	2:19 p.m. - 3:00 p.m.	SH, Enrichment

5th GRADE

Block 1	8:15 a.m. - 9:34 a.m.	Core Class
Block 2	9:38 a.m. - 10:57 a.m.	Core Class
Period 5	11:01 a.m. - 11:48 p.m.	Exploratories 11:01-11:48
	11:50 p.m. - 12:20 p.m.	Lunch
Period 6	12:23 p.m. - 12:52 p.m.	Recess

Block 3 **12:56 p.m. - 2:15 p.m.** **Core Class**
Period 9 **2:19 p.m. - 3:00 p.m.** **Study Hall**

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 grounds 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.

Lunch Schedule-Subject to change due to COVID-19

5th Grade	12:05-12:35
6th Grade	12:05-12:35
7th Grade	11:11-11:41
8th Grade	11:11-11:41

Cafeteria Rules

Food is confined to the cafeteria area and may not be taken to other parts of the building or the bleachers. 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 8:05 a.m. in the mornings.

Meal Costs

Student Breakfast- \$2.10 Full price \$.30 Reduced

Student Lunch- \$2.85 Full price \$.40 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 any time thru Infinite Campus. We encourage parents to enroll in the online payment system through Infinite Campus. All foodservice payments made online post directly to your family account. Debit and credit card payments can be made at the District Central Office or by phone 402-296-3361. Cash payments can be made at your child's school. We do not accept checks.

If you have any questions regarding your family meal account, please contact us. 402-296-3361 ext. #2800 - 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 contracts the operation of our food service program with OPAA Foods. 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.

Anti-Bullying Policy 5415

One of the missions of the District is to provide a physically safe and emotionally secure environment for students and staff. The school district shall review the anti-bullying policy annually. See www.pcsd.org for more information on Board Policy 5415.

Student Cell Phones

Student cell phones need to be put in their own back packs at the beginning of the day. Students can not get their cell phone out of their backpacks until the end of the day. Teachers can request students to use their cell phones for instructional engagement purposes. Cell phones are not to be out of the student's backpack in the hallways, at specials, breakfast or lunch.

Bicycles

Bicycles are to be parked immediately upon arrival on school grounds in the provided racks. Students are advised to secure their bicycles with a lockable device. **PCMS is not responsible for stolen or damaged bicycles.**

Book Bags/Backpacks

Due to COVID-19 students will not be using lockers. Students will carry their back pack with them at all times.

Bulletins and Announcements

The daily bulletin will be read to students each day. Any items that need to be in the bulletin must be in the office before 7:30 a.m. Announcements/ messages will take place at the end of the day. Parents are encouraged to call before 2:30 p.m. in order to ensure their message gets delivered.

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.

Changing/Dropping Classes

The policy for changing and/or dropping exploratory classes is as follows. Students enrolled in exploratory classes that are only a semester in length cannot add or drop those classes after the fifth day of the semester in which they are enrolled in the course. The only exception to these guidelines will be when the parent/guardian, child, teacher of the course and the principal meet to conference about the situation

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.**

Drug Free Schools

PCMS is a Drug Free School and as such receives money from the Federal Government to ensure the delivery of curriculum targeting a drug free education. Upon receipt of written notification from the parents or legal guardians of a student, PCMS shall withdraw such student from any program or activity funded under this program.

Field Trips

Field trips are encouraged and organized for the enrichment opportunities of our students. These are learning situations related to classroom instruction that take place outside of the school setting. Students must have a permission slip signed by a parent before participating in a field trip. We will not have field trips due to COVID-19.

Fire/Tornado/Security Drills

Fire and Tornado drills are required by law at regular intervals and are an important safety precaution. Teachers in each classroom will give instructions for these drills. The instructions will be posted in each classroom and students should familiarize themselves with these. The fire alarm is a signal for all students and teachers to make a quick, quiet, and orderly exit from the building. Students should remain with their class group, moving at least 100 feet from the building, and are not to reenter the building until directed to do so. Tornado drills will be signaled by a siren tone via the intercom.

Students should follow the tornado drill instructions in moving into the hallways. An intercom announcement will instruct students to return to class. Security drills will be held during the school year.

Freedom of Expression

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

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

Guidance

As an integral part of the total educational program, guidance and counseling services are concerned with the study, understanding, and adjustment of every student attending PCMS. The Guidance Department is organized for the purpose of helping each student adjust to the present environment, to enjoy all educational opportunities and to aid students in becoming self-directed individuals.

The services, offered in the Guidance Department include:

- Individual and group counseling
- Educational and occupational planning
- Testing and student assessment
- College and job placement/awareness
- Parent and staff referrals
- Referral follow-up and evaluation
- Student registration and scheduling

High Five's

1. Be respectful
2. Be responsible
3. Be there/Be ready

4. Follow instructions
5. Keep hands/feet to self

Infinite Campus

Infinite Campus is the student information management system used by Plattsmouth Community Schools. It allows parents and students to access information about grades and attendance through the Internet via a login name and password. Contact the school office to obtain your student's login and password. Parents and students are encouraged to use this information to continuously monitor student progress. Computers are available at all schools or at local libraries.

Insurance

Plattsmouth Community Schools does not provide insurance to any students. Insurance is available, however, for purchase at the students' expense. Forms are available at the administration office.

Library

Teachers and students can contact the librarian to search for books.

Lost and Found

All articles that are found should be taken to the main office. If you misplace books or personal possessions, check with the school secretaries to determine if the lost items have been turned in. **The lost and found storage area will be cleared at the end of each mester.**

Money and Valuables

You are advised to bring no cash or any other valuable item with you to school unless it's absolutely necessary. If such an occasion arises, the safe in the office is available for securing your property and/or cash. **PCMS is not responsible for lost or stolen items.**

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.

Safety Glasses

Safety glasses are required in some of the classes at PCMS. Failure to wear eye protection could result in injuries or loss of eyesight.

School Cancellation and Closing

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

School Closing Due to Health Conditions

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

School Property

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

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.

Student Visitors

Due to COVID-19, visitors are not allowed in the building unless a call is made ahead of time with administration.

Telephone

Teachers are conducting classes from 8:10 a.m. - 3:00 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 child(ren) know their after school plans before they come to school.**

ACADEMICS

Grading Scale (6th-8th grade)

A = 100 - 90%
B = 89 - 80%
C = 79 - 70%
D = 69 - 60%
F = Below 60%
I = Incomplete

(5th grade)

A (Advanced) = 100- 90%
P+ (Proficient Plus) = 89- 80%
P (Proficient) = 79-70%
B (Beginning) = 69- 60%

Promotion and Retention

The administration and staff of PCMS will determine the promotion and retention of all students at PCMS in accordance with Board Policy 5201. Parents who wish to discuss the retention of a student must contact the Principal.

Parent/Teacher Conferences

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

Plagiarism

Copying someone else's homework, copying someone else's computer disk, copying from another student's quizzes, tests, or exams, or plagiarism of published works is a serious infraction. If a student is caught cheating or plagiarizing, the teacher shall document the incident. This documentation will be submitted to the administration and parents will be contacted. The consequences for cheating or plagiarism will depend upon the severity involved and the number of times the student has demonstrated this behavior.

Progress Reports

Academic Progress Reports will be sent home approximately every three weeks. These reports will denote academic progress to date in each of the student's classes.

Report Cards

Report cards are issued at the end of each mester. The year will consist of five mesters, which will consist of approximately 35 school days. Your student's grades can be viewed at any time via your Infinite Campus portal.

Student Support System Purpose and Goals

The Plattsmouth Student Support System is designed to promote the ongoing development of students so the school district mission can be fulfilled for all students. Three goals will be achieved through implementation of The Plattsmouth Student Support System:

1. **Outcomes** – Students will master academic and behavior performance goals with appropriate levels of support.

BIG FIVE GOALS

<u>Academic</u>	<u>Behavior</u>
Arrive to class prepared for learning.	Demonstrate respect for people and property.
Use work time appropriately.	Respond appropriately to staff directives.
Complete assigned tasks on time.	

2. **Quality** – The efficiency of the Student Support System will improve continuously through design-based data gathering, objective and subjective data analysis, intervention plan development, plan implementation, and sustained monitoring.
3. **Assurance** – The school district will demonstrate accountability to local, state and federal governing bodies by assuring that “no child is left behind.”

The Student Support System will utilize several levels of support

- Level 1: Student, teacher(s), and parents
- Level 2: Student, teacher(s), parents, Level 2 coordinator, and possibly an administrator
- Level 3: Student, teacher(s), parents, building administrator, and school psychologist
- Level 4: Student, teacher(s), parents, building administrator, school psychologist, and District administrator

Interventions and Procedures

Interventions and procedures can include:

- Conferences that may or may not include the student, parent, teachers, counselors and administration.
- Detentions
- After school study hall
- Study Hall
- Guided Study Hall

Extra Curricular Activities Eligibility: Any student who has been placed in mandatory after school study hall through the Student Support System will not be eligible to participate in any extracurricular activities.

Teacher Assistance (Extra Help)

Students who require additional time to adequately master assigned work may arrange such sessions with their teachers. In some cases, teachers may request students to report outside of class time for sessions of supervised study.

Textbooks and Supplies

Textbooks are provided to students as a benefit from Plattsmouth Community Schools. Students are responsible for the condition of these books. If a textbook is not returned in good condition or is lost, the student will be assessed a fine. All fines will be due immediately and payable to Plattsmouth Community Middle School. Students are asked to provide materials such as notebooks, paper, pencils, pens, and books or special supplies needed for specific classes. If a student cannot provide these materials they can request a waiver application by contacting the principal or superintendent.

Transferring Students

Any student leaving the middle school permanently must obtain a checkout form from the guidance office. This sheet will be signed by each of the student's teachers when all books and materials have been returned. It will also indicate that all fines and assessments have been paid. The checkout form is to be returned to the guidance office prior to leaving the building.

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.

Tardiness

Classroom instruction will begin when the bell rings. Teachers will assign before or after school detentions for unexcused tardies beginning with the third tardy. Students who are more than fifteen minutes late to class will be considered absent. Teachers may refer students to the principal if the problem persists.

Unexcused Absence

Students with unexcused absences may be assigned detentions or other consequences.

Board Policy 5008 (Can be viewed at www.pcsd.org)

Regular and punctual student attendance is required. The Board's policies require such attendance, the administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage such regular and punctual student attendance. The Principal and teachers are required to maintain an accurate record of student attendance. If you have any questions regarding your child's attendance, please contact the middle school office.

ACTIVITIES

Student Activities

Student activities play an important role at PCMS. Activities may look different this year due to COVID-19. In order to promote student participation, the following activities are sponsored by the school district:

Band
Jazz Band
Vocal Music
Destination Imagination
Student Council
Art Club

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:

<u>Boys</u>	<u>Girls</u>
Basketball	Basketball
Football	Track
Track	Volleyball
Wrestling	

INTERSCHOLASTIC ATHLETICS AND ACTIVITIES PARTICIPATION GUIDELINES

Introduction - The purpose of these guidelines is to share important knowledge and to explain the Plattsmouth Community Schools (PCS) rules and regulations that student athletes must follow in order to participate in athletics. The Athletic Department is proud of the students and coaches who have made this athletic program a success; therefore, it expects all PCS student athletes to conduct themselves in a manner designed to ensure continuing success.

Our philosophy is to provide extracurricular experiences that will help students develop physically, mentally and socially. We believe that the middle school program should emphasize student participation over sports competition. In the ninth grade, the emphasis

begins to shift as we prepare our athletes for varsity competition. In high school the transition is complete, and sports competition is emphasized over student participation. At no time, however, does the athletic program supersede the educational curriculum.

Team Selection and Playing Time

Team selection and playing time is based on a variety of factors and is to be determined by the school officials in charge of the activity.

Eligibility - All boys and girls may try out for any of the PCS interscholastic team/s available to them, provided they meet the requirements established by Plattsmouth Community School District, and they agree to follow the “Student Behavior Guidelines” (Student/Parent Handbook) and the “Requirements for Participation” enumerated in this guide. To remain eligible to participate, student athletes must, at all times, abide by these requirements and guidelines.

Requirements for Participation

1. **Academic Eligibility**- Students must maintain passing grades in their classes. Students will be declared academically ineligible if they are placed in a mandatory after school program.
 2. **“Good Standing” with the school** - Students may not participate who are:
 - a) On suspension (in or out of school)
 - b) In the alternative setting
 - c) In compliance with the “Office Referral” criteria.
 3. **Office Referral Criteria** - The following are the consequences for receiving an office referral for behavioral reasons during the season of each sport in which the student participates:
 - a) First behavioral referral - student will miss practice/activity
 - b) Second behavioral referral - student will not participate in next game/match/next activity
 - c) Third behavioral referral - student will be dismissed from the team/club/activity
 4. **Sportsmanship** - Student athletes must:
 - a) Consider all opponents as guests of PCS and treat them with courtesy.
 - b) Accept all decisions made by officials without question.
 - c) Avoid use of abusive or profane language.
 - d) Applaud good sportsmanship and performance of teammates and opponents.
 - e) Strive for victory through fair play, following all rules of the game.
 - f) Love competition for its own sake--in victory and in defeat.
 - g) Win without boasting and lose without excuses!
-
1. **Attendance Eligibility** - In order to be eligible for an activity, athletic event, practice, or rehearsal, which is not part of an academic requirement, the student must be in school attendance at least a half-day to participate in extracurricular

activities. (Noon would be the cut off time.) There may be special cases where an absence not due to illness is unavoidable. In such cases, an exception may be made by the administration. If a student is placed on in/out of school suspension the day of an activity, they will not be allowed to participate in the activity.

2. Physical Examinations - Each year a complete physical exam is required of all student athletes before they may participate in any phase of the interscholastic athletic programs at PCS. The PCS dictates that the exam takes place after May 1st to ensure eligibility for the following school year. Students must obtain a physical exam card from the activities director's office. The completed card shall be returned to the activities director's office before athletes will be issued equipment or be allowed to practice.
3. "Permit to Participate" Card - Athletes will not be allowed to participate without a clearance form from the AD's office. Athletes will be given clearance after filing with the activities office the following two forms:
 - a) completed physical exam form
 - b) completed parent consent form
 - c) payment of \$50 participation fee or approved student fee waiver.
4. Attendance at Practice - All practice start times will be designated by the individual coach and Athletic Director. Athletes must be dressed and on the field or playing court at the time set by the coach. Athletes unable to attend practice must contact the coach before the practice begins.
5. Trips - Team members travel to and from away events as a unit. Exceptions to this rule must be approved by parents and the coach. Such parental requests must be in writing. Athletes will not be allowed to travel with anyone except their parents or the parents of another student without prior permission through the completion of the "Alternate Transportation Form."
6. Signs, Banners, etc. - Streamers, signs, banners, etc, may not be paraded at any athletic event sponsored by PCMS. Such items may be posted prior to an event if they are in good taste. Mechanical noisemakers, confetti, or other nuisance items are prohibited.
7. Building Use - Athletes are not allowed in the building without a coach or a faculty sponsor.
8. Removal or Change from Athletic Teams - Any athlete removed from a PCS team for any reason will not be allowed to participate on any other PCS team during the season in progress.

9. Coaches' Rules - All rules and regulations adopted by the coach and/or sponsor of an athletic activity must be followed, provided that the participants have been notified of such rules and regulations in writing.

10. Student Conduct Rule (Board Policy No. 5101 and 5103) - Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for their lifetimes. Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral or unhealthy. Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures.

Penalties for Student Athlete Misconduct - Generally, the administration and coaches/sponsors will impose penalties for violations of #1-13 in some situations, a coach/sponsor may elect to involve the Activities Disciplinary Committee (ADC). The ADC will impose penalties for violations of #14 and #15. The Committee may also be involved in the imposition of penalties for violations of #1-13 at the request of a coach/sponsor. The ADC is the first avenue of appeal for athletes who have been disciplined by a coach/sponsor.

Activities Disciplinary Committee - Members: the student athlete's head coach/sponsor, the activities director, and the building principal.

Due Process - Prior to the imposition of any disciplinary penalty for athlete misconduct, the ADC will abide by the following procedures:

1. A reasonable investigation will be made of the facts and circumstances of the alleged violation.
2. A penalty may be imposed if;
 - a. a staff member or administrator of PCS sees the athlete commit the act of misconduct,
 - b. if the athlete admits committing the act,
 - c. if after a reasonable investigation, the coach/sponsor and/or ADC concludes that the athlete has committed the act,

 - d. if the athlete is arrested for committing the act and a reasonable investigation by the ADC concludes that the athlete has committed the act, or if the athlete is criminally convicted of the act.
3. The athlete will be notified of the charges against him/her and provided with an explanation of the evidence.
4. The athlete will be afforded an opportunity to explain his/her version of the facts.

5. The student athlete and/or parents may request a conference with the coach/sponsor and/or ADC to discuss the matter and any proposed penalty.
6. Any decisions made by the ADC will be put in writing and mailed to the student athlete and his/her parents within twenty-four hours.
7. The athlete and/or parents may request that the Superintendent of Schools review the imposition of the penalty to determine if it was fairly imposed under the circumstances.

Suspension from School - Students suspended (in-school or out of school) for disciplinary reasons may not participate in any extracurricular activities during the period of suspension. In addition, Requirement for Participation #3 applies.

Activities on Sunday/Wednesday Nights - The PCS allows no Middle School contests on Sundays. Additionally, PCMS will schedule no activities on Wednesday nights.

Stormy Weather Procedures - PCS coaches, sponsors, and staff members are directly responsible for all students under their supervision at any PCS activity. When severe weather strikes with little or no warning, these individuals directly in charge of the activities must determine, in their best judgment, what action/s are in the students' best interest.

At away events, when severe weather becomes a concern, coaches/sponsors along with the bus drivers will determine the best course of action to take, keeping in mind the safety of the students.

Coaches/sponsors should make every effort to keep school officials informed of any changes or deviations from the normal routine of events if weather dictates that such action be taken.

Code of Ethics for Spectators

Education values are inherent in athletics/activities. If the full benefit of athletics/activities as an educational tool is to be utilized, schools must immediately concern themselves with spectator sportsmanship.

The playing of the game should be regarded by the spectators as an art and should be appreciated and enjoyed as such. Respect for our players, coaches, and officials regardless of their own team loyalty is essential for raising the standards of good sportsmanship.

Ethical Considerations for the Spectators:

1. Recognize the official as a person of integrity and qualification and respect the decisions accordingly.

2. Refrain from creating disturbances that would be detrimental to the flow of the game and/or to the safety of the participants involved.
3. Refrain from harassment, profane language or ostentatious behavior with respect to players and coaches.
4. Become familiar with the rules of the game in order to enjoy it more and to understand the decisions made by the officials.
5. Exhibit team loyalties and support without negative action toward opponents or officials of the game.

Activities

Interscholastic activities are an extension of academic classes at PCMS. Therefore, in order to be eligible to represent PCMS in interscholastic activities competition, a student must meet and abide by all applicable Plattsmouth Community Schools' policies, rules, and regulations as an academic student of PCMS. In addition, if the activities are PCS sanctioned, the student must abide by the eligibility rules of the Nebraska School Activities Association (PCS). All students must complete the PCMS Parent Consent Form before participating in any activities outside the regular classroom.

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.

Activity Tickets

An activity ticket will enable a PCMS student to gain admission to all PCMS sponsored sports activities for the school year. Students without activity tickets will be charged the regular admission fee. Middle School students may purchase an activity ticket for High School events.

Interscholastic Athletics Eligibility

In order to be eligible to represent PCMS in interscholastic athletic competition, a student must meet and abide by the eligibility rules of the Plattsmouth Community Schools (PCS) and all applicable Plattsmouth Community Schools policies, rules, and regulations.

Interscholastic Athletics

Participation Guidelines distributed to all parents and athletes with the PCMS Physical and Parent Consent Forms that must be completed, signed, and turned in to the athletic director before the athlete may participate in any athletic practices or contests.

Practices/Rehearsals

The school, in cooperation with the local churches and the community, will avoid scheduling activities on Wednesday evenings or Sundays. Exceptions to this will only be made by prior approval of the superintendent of schools. If school is dismissed early due to inclement weather, all scheduled practices and activities may be canceled for that day.

Travel

The PCS provides transportation to and from athletic events and activity contests. Participants are required to travel on school-provided transportation. Exceptions are made only when prior arrangements have been made by the student's parent using the procedures established by the athletic director.

STUDENTS

5006 Option Enrollment

For a student to attend Plattsburgh Community Schools as an option enrollment student, the student's parent or legal guardian shall submit an application to the Board of Education of the Plattsburgh Community School District during the application period (i.e., between September 1 and March 15 for enrollment during the following and subsequent school years). The Plattsburgh Community School District shall on or before April 1st: (1) provide the resident School District with the name of the applicant and (2) notify, in writing, the parent or legal guardian of the student, the resident School District, and the State Department of Education whether the application is accepted or rejected. **See Board policy 5006 at www.pcsd.org for more information on Option Enrollment.**

Child Find/Special Services

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

Student Privacy—Protection of Pupil Rights Amendment (PPRA)

Protection of pupil rights:

- A. Inspection of instructional materials by parents or guardians. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any applicable program shall be available for inspection by the parents or guardians of the children.

- B. Limits on survey, analysis, or evaluations. No student shall be required, as part of any applicable program, to submit to a survey, analysis, or evaluation that reveals information concerning:
1. political affiliations or beliefs of the student or the student's parent;
 2. mental or psychological problems of the student or the student's family;
 3. sex behavior or attitudes;
 4. illegal, anti-social, self-incriminating, or demeaning behavior;
 5. critical appraisals of other individuals with whom respondents have close family relationships;
 6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 7. practices, affiliations, or beliefs of the student or student's parent; or
 8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent.

Health Statute 79-3-002, 3-002

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

Chicken Pox	Conjunctivitis (Pink Eye)
Coryza (Common Cold)	Diphtheria
Erythema Infectiosum (5 th Disease)	German Measles (Rubella)
Hepatitis A, B, or C	Hemophilias Meningitis
Impetigo	Measles
Meningococcal Meningitis	Mumps
Pediculosis (Head/body lice)	Ringworm
Scabies	Scarlet Fever
Tuberculosis	Scarlatina
Strep Throat	Whooping Cough (Pertussis)
Influenza	COVID-19

Immunizations

A written record of a student's immunization record must be kept on file in the office of the school nurse. State Law requires that before entering the classroom, a child must have proof of receiving all mandated immunizations. Exemptions or temporary waivers from the immunization requirements will be allowed only for medical, military or religious reasons. Unimmunized students may be excluded from school in the event of a disease outbreak. Immunization requirements for all students enrolled Pre-K-12 per Nebraska School Rules and Regulations are:

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	----- or Transferring from out-of-state -----											
Visual Evaluation <i>By physician, physician assistant, advanced practice registered nurse, or optometrist.</i>		X	----- or Transferring from out-of-state -----											
Additional Indications for Screening:		Notes:												
<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. 		<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. 												

Guidelines for Administering Medication

If a student is required to take medication during the school day, the following shall apply:

All prescription medications must be brought to the nurse's office by an adult. No medications (prescription or over-the-counter) will be sent home with a student. Medications will be administered by the school nurse or school personnel, who have been trained in the administration of medication. Medications will NOT be given until a "Permission to Administer Medication" Form, signed by the parent/guardian, is on file in the health office. Each prescription medication must be in the original container, properly labeled with the child's name, medication, dosage, time of administration and prescribing doctor. Repackaged medication will not be accepted.

All controlled substances prescribed for ADHD, pain management, etc. will be counted and signed for by the parent and school nurse/health aide upon delivery to the school.

Medication for diabetes, asthma or anaphylaxis may be self-administered by a student with signed consent from the doctor and parent/guardian. The nurse will then determine if the student is competent to self-administer in the school setting.

The school does not provide over-the-counter medications for pain (Tylenol, Motrin, etc.) or colds/allergies (Benadryl, Robitussin, etc.) Parents may provide small bottles of these medications to be kept at school for their student if permission forms are on file. These products must also be in the original container. The school nurse will not administer more than the recommended dose of over-the-counter medications without a Dr.'s prescription. The school nurse may limit medications to those set forth in the Physician's Desk Reference. (PDR). Under no circumstances will expired medications be administered. A written record of all medication administered will be kept. All medication records shall be kept confidential. Emergency protocol for medication-related reactions will be in place.

Revised 5-21-14

The following rules and expectations will be effective during the 2020-2021 school year. These rules and expectations are intended to ensure the health and safety of all students, staff members, and the overall community. Because of the fluid nature of the current COVID-19 pandemic and the District's continued collaboration with health officials, these rules and expectations are subject to change at any time. The District will send parents and students written notification of any such changes. It is each family's responsibility to monitor for, understand, and adhere to any such changes, including those changes implemented on short notice. If a parent or student ever has any questions about the interpretation or implementation of these rules and expectations, the parent or student should promptly contact their building administrator.

1. Masks. Unless otherwise directed by the Superintendent, every student must wear an appropriate mask that is consistent with District and building return to school protocols while on school grounds and while in school vehicles, with exceptions for documented medical or religious reasons. Masks must be worn in a manner that covers the student's nose and mouth. A student may remove their mask only when a staff member gives the student permission consistent with the District and building return to school protocols. If a staff member provides specific mask directives to a student, the student shall comply with those directives.

Students are highly encouraged to follow health and safety best practices outside of the school setting, including frequent hand washing, masking, and social distancing.

2. COVID-19 Symptoms. A student who experiences, or has experienced within 24 hours, any of the following symptoms must notify their administrator prior to coming to school or prior to entering a school vehicle:

1. Fever or chills
2. Cough
3. Shortness of breath or difficulty breathing
4. Muscle or body aches
5. New loss of taste or smell
6. Sore throat
7. Nausea or vomiting
8. Diarrhea

The administrator will then evaluate the student's symptoms to determine if the student may report to school or will be given academic work to complete at home. Students who miss school due to potential COVID-19 exposure or symptoms will generally not be counted as an unexcused absence. However, if the administration determines that the student has violated other rules or has not been honest about his or her symptoms, the student's absence may be deemed unexcused and the student may face other

consequences. A student's arrival on school grounds or in a school vehicle after the student or parent fails to promptly notify a building administrator of potential symptoms could result in student discipline.

A student who fails to report COVID-19 symptoms because the student wants to participate or compete in activities may face additional activity consequences.

3. Potential Exposure. Parents and students who have reason to suspect that the student may have been exposed to COVID-19 must promptly inform a building administrator. Potential exposure includes, but is not limited to, coming into close contact with a person who tested positive or is awaiting test results, a family member in the household who has tested positive or is awaiting test results, traveling to locations identified by the current DHM as requiring a quarantine, or receiving notification from a health official or medical professional of a potential exposure. Students who plan to travel outside of the community are encouraged to consult with a building administrator in advance to determine the potential consequences (such as mandatory quarantine) of such travel per the most recent DHM. Any student who has potentially been exposed to COVID-19 will not be allowed on school grounds or in a school vehicle until the District, in its sole and absolute discretion, determines that the student may safely return to school. A student's arrival on school grounds or in a school vehicle after the student or parent fails to promptly notify a building administrator of a potential exposure could result in student discipline.

4. Academic Work at Home. A student who has potentially been exposed to COVID-19 and is not allowed on school grounds will not face an academic penalty unless the administration determines that the student has otherwise violated school rules. Any COVID-19 related student absence will not be counted as an unexcused absence. During a student's COVID-19 related absence, the student is expected (to the extent that he or she is able) to work with his or her teachers to obtain and complete coursework and assignments. A teacher retains the discretion to grade student work during a student's COVID-19 related absence.

5. Activities. A student will not be permitted to participate in activities if the student has possible COVID-19 symptoms, has potentially been exposed to COVID-19 or would otherwise jeopardize the health and safety of other students or staff. The District, in its sole and absolute discretion, will determine when a student may return or participate in an activity. Any student who fails to promptly report COVID-19 symptoms, potential exposure, or otherwise takes action or inaction that could jeopardize the health and safety of other students or staff will be subject to discipline, including the removal from the activity for the remainder of the year.

6. Failure to be Honest. These rules and expectations are designed and will be implemented to ensure, to the extent practicable, the health and safety of all students and staff. The District will endeavor to balance the need to ensure the health and safety of school premises, while not intruding on a family's confidential medical information. With that in mind, students and families are expected to be honest with the District regarding a

student's potential COVID-19 exposure or symptoms. If a parent is uncomfortable or unwilling to provide specific information to the District about a student's potential exposure or symptoms, the family need only inform a building administrator of the fact that there may have been a potential exposure or potential symptoms. A parent may, but will not be required to, divulge any specific information about the potential exposure or symptoms, such as medical information. In any circumstance, if the District determines that a parent or student has not been honest or forthright with information or facts provided (or not provided) to the District about a potential exposure or potential symptoms, the District may exclude a student for a longer period of time (for health and safety reasons) or may impose disciplinary consequences, up to and including exclusion or expulsion from school.

7. Other Health and Safety Rules. At any time, a staff member may impose or require a student to undertake other health and safety requirements (such as frequent hand washing, masking, maintaining physical distancing, and the like). A student must follow such health and safety requirements or face discipline.

8. Assumption of the Risks. In the middle of the COVID-19 pandemic, the District has endeavored to reopen schools for the benefit of student learning and development. However, there is no guarantee that the school environment will be completely safe and free from COVID-19 or other related risks and hazards. Any parent who is uncomfortable with the risks associated with sending their student to school must promptly contact a building administrator to discuss alternative educational options. A parent who elects to send their student back to school does so understanding, assuming, and accepting the associated health and safety risks, including the possibility that the student may be exposed to and/or contract COVID-19.

Face Coverings

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

Instruction

Student Self-Management of Asthma, Anaphylaxis, and/or Diabetes

Students with asthma, anaphylaxis or diabetes will be permitted to self-manage such medical conditions upon:

- (1) written request of the student's parent or guardian;
- (2) authorization of the student's physician or, for asthma and anaphylaxis, a health care professional who prescribed the medication for treatment of the student's condition;
- (3) receipt of a signed no liability statement from the parent or guardian; and
- (4) development of an asthma or anaphylaxis or a diabetes medical management plan for the student.

Students with such a medical management plan may possess the necessary medication to manage their medical condition upon the conditions established in the plan and not be subject to discipline for such possession. Provided that, if the student uses or allows the medication to be used for any reason other than as prescribed or as provided in the plan or possesses the medication other than as provided in the plan the student shall be subject to discipline in accordance with the student conduct and drug-free school policies. Please see your school nurse for more information.

Article 6

INSTRUCTION

Policy No. 6286

Instruction

Activities

Return to Learn From Cancer

The Superintendent or designee shall make available training on how to recognize that students who have been treated for pediatric cancer and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff.

A 504 team meeting will be held, as appropriate, to develop individual return to learn accommodations and modifications.

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.

Parent Involvement

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

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

Search and Seizure (Board Policy No. 5406)

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

The following rules shall apply to the search and the seizure of items in a student's possession or control:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or rule violation.

2. Illegal items or other items reasonably determined to be a threat to the safety of others, a threat to educational purposes, or a prohibited nuisance item may be seized by school officials. Any firearm shall be confiscated and delivered to law enforcement as soon as practical.
3. Items which are used to disrupt or interfere with the educational process may be removed from student possession.

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 prevail.

The administration may by regulation establish specific attire that is and is not permitted. The following do not constitute acceptable school attire:

1. Student appearance should be of high enough standard as to contribute to the general learning environment.
2. Students must recognize that brief and revealing clothing are not appropriate apparel in school. The following guidelines on brief clothing are examples and do not cover all situations. Students shall not wear halter tops, tube tops,
 3. spaghetti strap tops, one strap or strapless garments; garments that are "see-through," cut low, or expose one's midriff and/or bust-line are not acceptable; garments that are extremely tight-fitting or sexually suggestive. Sleeveless garments must fit closely under the arms. Short shorts, short skirts, and short dresses are not allowed. Undergarments must not be visible at any time.
 4. Students shall not wear pants, jeans, or shorts that, when fastened, sag or fit below the waist. All pants must fit around the waist and be properly fastened.

Overalls and suspenders are to be worn in the manner intended, over the shoulders and fastened.

5. Students shall not wear head covering/headgear (caps, hats, sweatbands, bandanas) in the district buildings except for a medical or religious purpose.
6. Students shall not wear clothing items that contain messages that are vulgar, offensive, obscene, or libelous; that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability'; that promote tobacco, alcohol or drug use or violence; that are sexually suggestive; that promote gang-related activities; or that are otherwise contrary to the school's educational mission.
7. Students shall not wear items such as chains, "wild ones" contact lens, other items that may cause maintenance problems or disruption; hairstyles or make-up that may cause disruption; clothing that disrupts the educational environment.

The school dress code will be in effect during school hours and school activities unless students are given permission by the principal to wear something different. The final decision regarding attire and grooming will be made by the Principal or Superintendent. On first offense of a dress code, a student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes, unless given permission by their parent/guardian and the Principal. Continual violations of the dress code will result in disciplinary actions (suspension or expulsion).

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 the 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 levels 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.**

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

Plattsmouth Community School District Board of Education

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.

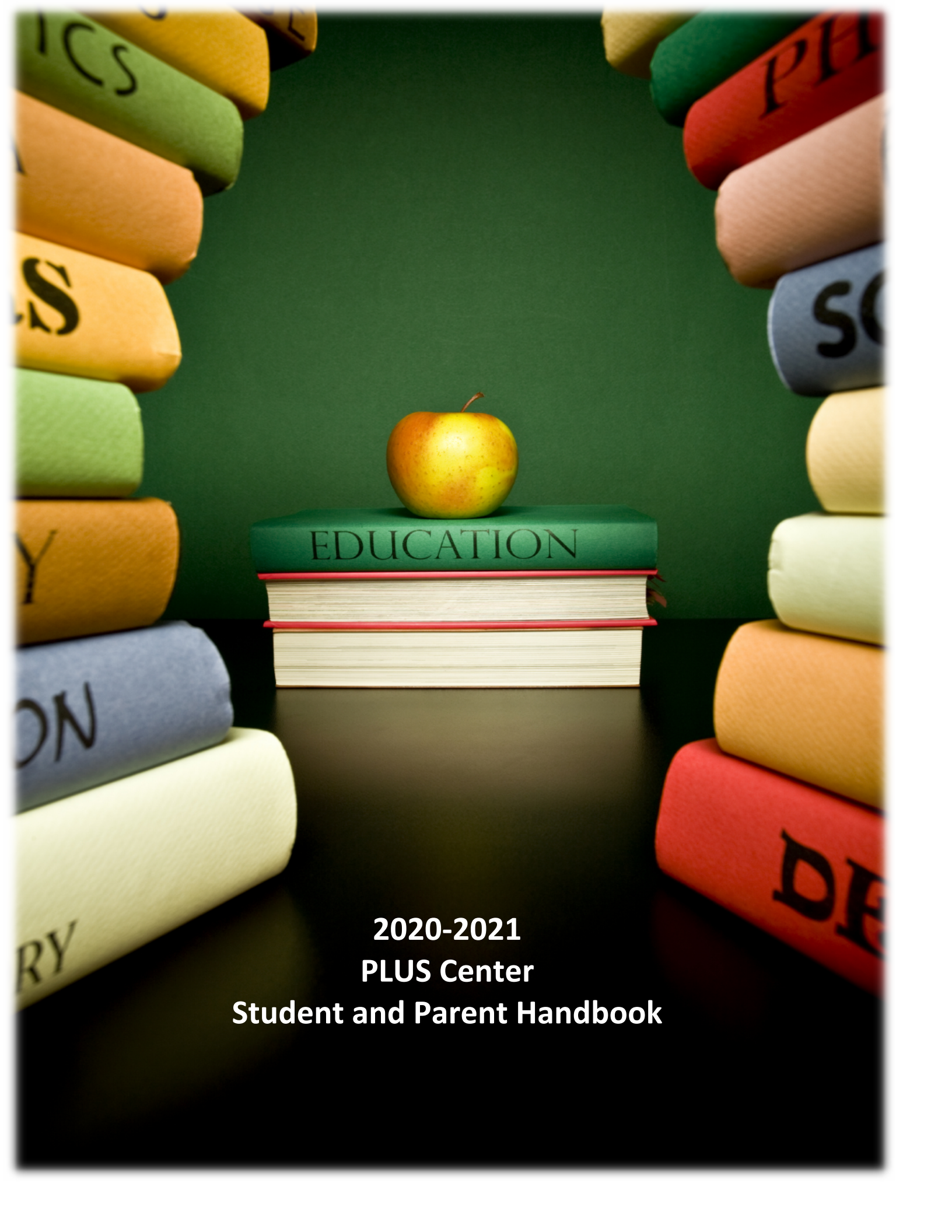
So when should a Board member be contacted and what can they do?

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.



**2020-2021
PLUS Center
Student and Parent Handbook**

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Plattsmouth Community Schools

2020-2021 Calendar

30-minute daily early dismissal; principals will disseminate dismissal times

AUGUST 2020						
S	M	T	W	T	F	S
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2	3	4	5	6	7	8
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30	31					

SEPTEMBER 2020						
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OCTOBER 2020						
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DECEMBER 2020						
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August

- 3-5 PD New Teachers
- 6-11 PD All Staff/No Students
- 12 First Day of School 1st-9th; PM Kind.
- 13 First Day of School for AM Kind., 10th-12th
- 12-17 Early Childhood Home Visits
- 18 First Day for Early Childhood

September

- 7 No School - Staff & Students
- 11 No School - Half Day Teacher PD
- 23 P/T Conferences: MS 4:30 PM-7:30 PM, HS 5-8 PM

October

- 14 End of 1st Qtr.=44 student days
- 21 P/T Conferences: ES/MS 4:30 PM-7:30 PM, HS 5-8 PM
- 22 PD All Teachers/No Students
- 22 P/T Conferences: ES 4:30 PM-7:30 PM
- 23 No School for Staff & Students- Teacher Comp. Day

November

- 4 EC P-T Home Visits: 4:30 PM-7:30 PM
- 5 EC P-T Home Visits: 8 AM-7:30 PM, No classes
- 6 EC P-T Home Visits: 8 AM-4 PM, No classes
- 25 Half Day - Teacher Professional Development
- 26-27 No School for Staff & Students

December

- 18 End of 2nd qtr.=42 student days, End of 1st semester
Student days=86, Teacher days=93(Oct. 16 is a comp. day)
- 21-31 No School- Staff & Students

January

- 1 No School - Staff & Students
- 4 PD - All Teachers - No Students
- 5 First Day of Second Semester

February

- 10 P/T Conferences: MS 4:30 PM-7:30 PM, /HS 5-8 PM
- 15 PD - All Teachers - No Students
- 24 & 25 P-T Conferences: EC 4:30 PM-7:30 PM
- 26 P-T Conferences: EC All Day, No classes

March

- 10 P/T Conferences: ES/MS 4:30 PM-7:30 PM, HS 5-8 PM
- 11 P/T Conferences: ES 4:30 PM-7:30 PM
- 11 End of 3rd Qtr.=47 student days
- 12 No Students - PD - All Teachers
- 15-19 No School-Spring Break (3/19 is a Teacher Comp. Day)

April

- 2 & 5 No School - Staff & Students

May

- 5 & 6 PT Conferences: EC 4:30 PM-7:30 PM

JANUARY 2021						
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FEBRUARY 2021						
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MARCH 2021						
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APRIL 2021						
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MAY 2021						
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23	24	25	26	27	28	29
30	31					

- 13 P-T Conf. : EC 8 AM-4 PM, No classes
- 14 High School Graduation

- 10 EC Comp. Day, No classes
- 20 Half Day - End of 4th Qtr.=41.5 student days, End of 2nd Semester=88.5 student days
- 21 PD - All Teachers - No Students, Teacher days=94 (Mar. 19 is a comp. day)
- 24-28 Inclement weather make-up days, PD

	Professional Development (PD)- New Teachers
	Professional Development (PD)-All Teachers-No Students
	Half Day - Students
	Half Day - Teacher Professional Development
	Parent/Teacher Conferences
	No School for Staff & Students
	Inclement weather make-up days, PD

The first five inclement weather days or other unanticipated school closings will be made up as teacher professional development days during May 24-28. If there are more than five inclement weather days or unanticipated school closings, the Board will revisit the calendar.

Philosophy / Purpose of the PLUS Center

The PLUS 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

- a. Provide a safe alternative educational setting for students with specific behavioral Individual Education Plan (IEP) goals in grades K-12 that maintains their dignity and addresses their needs.
- b. Develop alternative curricular and instructional strategies to assist the student reach grade level standards.
- c. Develop behavioral competencies to enable the student to become a successful contributor to his/her local school community.
- d. Provide student leadership opportunities by accessing activities within our local community.
- e. 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

Richard Cusick	- 7-12 Teacher	402-306-2712
Tim Winters	- K-6 Teacher	402-306-2716
Tiffany McCarthy	- Paraeducator	402-306-2712
Jackie Carnes	-Paraeducator	402-306-2712
Ashley Clark	-Paraeducator	402-306-2716
Dr. Richard Hasty	-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 will 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 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 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

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. Please notify the Mid States bus company 402-296-0669 when your child's transportation has been altered for the day. If applicable, Mid States office needs notification from you if you do not plan to use their prearranged transportation.

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:

- a. A respect for others regardless of race, religion, sex, creed, age, personal well-being, or economic status be demonstrated at all times.
- b. Language of any kind, which is disparaging or demeaning to others, shall not be tolerated, such as racial, religious or sexual epithets.
- c. 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/guardians 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

1. medications as directed by a physician. In the event that your student experiences a life-threatening asthma attack of 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. 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:

- a. Sit in your seat quietly.
- b. Participate in class (group) discussions.
- c. Ask for help.
- d. Make corrections quietly without argument or complaint.
- e. Find a quiet activity to work on if you have finished and corrected your work.
- f. Respect others. This includes no verbal or physical abuse and stealing.
- g. 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.

Cellular Telephones and Pagers

Cellular telephones and pagers 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 cellular telephones or pagers 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.

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)

Reference Policy No. 5308

Drug Testing for Students in Extracurricular Activities

Consent to Test Form

I understand fully that my performance as a student and the reputation of my school are dependent, in part, on my conduct as an individual. I hereby agree to accept and abide by the standards, rules and regulations set forth by the Board of Education of Plattsmouth Community Schools, the administration, and the coaches and sponsors for the activities in which I participate.

I consent to and authorize Plattsmouth Community Schools to conduct a drug and alcohol test if my number is drawn from the random pool. I also authorize the release of information concerning the results of such tests to designated District personnel.

I understand that this form remains in effect until the submission of an Activity Drop Form or graduation and/or withdrawal from the District.

_____ Student Name (print)	_____ Parent or Guardian Name (print)
_____ Student Signature	_____ Parent or Guardian Signature
_____ Date	_____ Date

I plan to participate in one or more of the following school sponsored competitive extracurricular activities:

_____ I am volunteering to be placed in the testing pool.

Activity Drop Form

I, _____ wish to withdraw from

I will submit this form to the Activities Director. My name will be withdrawn from the testing pool on the date this is received by the Activities Director.

Completing this form will pertain to all school sponsored competitive extracurricular competitive extracurricular activities. I understand, by withdrawing, I can no longer participate in any school sponsored competitive extracurricular activities, and I may not receive recognition as a member of these activities or athletic programs. I may re-enter the testing pool after a period of one (1) calendar year by filling out a new Consent to Test form.

I UNDERSTAND THAT I HAVE 15 DAYS TO RECONSIDER THE DECISION AND RE-ENTER THE POOL.

_____ Student Name (print)	_____ Parent or Guardian Name (print)
_____ Student Signature	_____ Parent or Guardian Signature
_____ Date	_____ Date

Activities Director

Date of Receipt

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:

- 3)** Contact local law enforcement agency
- 4)** Contact parents/guardians
- 5)** 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 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.

1. The student will be asked to go 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.
2. 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.

3. Once the student has successfully problem solved, he/she will be allowed to return to the safety seat and review the problem.
4. 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.
5. 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.

6. The student will be asked to go to the Time-Out Room with the door open.
7. The student will be required to sit quietly in the Time-Out Room with door open until adult staff problem solves with him/her.
8. 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.
9. If a student is having difficulty in the Time-Out Room with 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.

10. 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.

11. The student is observed the entire time through a camera system.

12. He/she will be asked to remove their socks and shoes, belt, jewelry, and empty his/her pockets.

13. If the student refuses, physical restraint may be used to remove these items.

14. He/she will spend time in the isolation room until he is calm for at least 10 continuous minutes.

15. 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.

16. Student moves to 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 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 districts 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.

2020-2021 STUDENT HANDBOOK: COVID SUPPLEMENT

The following rules and expectations will be effective during the 2020-2021 school year. These rules and expectations are intended to ensure the health and safety of all students, staff members, and the overall community. Because of the fluid nature of the current COVID-19 pandemic and the District's continued collaboration with health officials, these rules and expectations are subject to change at any time. The District will send parents and students written notification of any such changes. It is each family's responsibility to monitor for, understand, and adhere to any such changes, including those changes implemented on short notice. If a parent or student ever has any questions about the interpretation or implementation of these rules and expectations, the parent or student should promptly contact their building administrator.

1. Masks. Unless otherwise directed by the Superintendent, every student must wear an appropriate mask that is consistent with District and building return to school protocols while on school grounds and while in school vehicles, with exceptions for documented medical or religious reasons. Masks must be worn in a manner that covers the student's nose and mouth. A student may remove their mask only when a staff member gives the student permission consistent with the District and building return to school protocols. If a staff member provides specific mask directives to a student, the student shall comply with those directives.

Students are highly encouraged to follow health and safety best practices outside of the school setting, including frequent hand washing, masking, and social distancing.

2. COVID-19 Symptoms. A student who experiences, or has experienced within 24 hours, any of the following symptoms must notify their administrator prior to coming to school or prior to entering a school vehicle:

1. Fever or chills
2. Cough
3. Shortness of breath or difficulty breathing
4. Muscle or body aches
5. New loss of taste or smell
6. Sore throat
7. Nausea or vomiting
8. Diarrhea

The administrator will then evaluate the student's symptoms to determine if the student may report to school or will be given academic work to complete at home. Students who miss school due to potential COVID-19 exposure or symptoms will generally not be counted as an unexcused absence. However, if the administration determines that the student has violated other rules or has not been honest about his or her symptoms, the student's absence may be deemed unexcused and the student may face other consequences. A student's arrival on school grounds or in a school vehicle after the student or parent fails to promptly notify a building administrator of potential symptoms could result in student discipline.

A student who fails to report COVID-19 symptoms because the student wants to participate or compete in activities may face additional activity consequences.

3. Potential Exposure. Parents and students who have reason to suspect that the student may have been exposed to COVID-19 must promptly inform a building administrator. Potential exposure includes, but is not limited to,

coming into close contact with a person who tested positive or is awaiting test results, a family member in the household who has tested positive or is awaiting test results, traveling to locations identified by the current DHM as requiring a quarantine, or receiving notification from a health official or medical professional of a potential exposure. Students who plan to travel outside of the community are encouraged to consult with a building administrator in advance to determine the potential consequences (such as mandatory quarantine) of such travel per the most recent DHM. Any student who has potentially been exposed to COVID-19 will not be allowed on school grounds or in a school vehicle until the District, in its sole and absolute discretion, determines that the student may safely return to school. A student's arrival on school grounds or in a school vehicle after the student or parent fails to promptly notify a building administrator of a potential exposure could result in student discipline.

4. Academic Work at Home. A student who has potentially been exposed to COVID-19 and is not allowed on school grounds will not face an academic penalty unless the administration determines that the student has otherwise violated school rules. Any COVID-19 related student absence will not be counted as an unexcused absence. During a student's COVID-19 related absence, the student is expected (to the extent that he or she is able) to work with his or her teachers to obtain and complete coursework and assignments. A teacher retains the discretion to grade student work during a student's COVID-19 related absence.

5. Activities. A student will not be permitted to participate in activities if the student has possible COVID-19 symptoms, has potentially been exposed to COVID-19 or would otherwise jeopardize the health and safety of other students or staff. The District, in its sole and absolute discretion, will determine when a student may return or participate in an activity. Any student who fails to promptly report COVID-19 symptoms, potential exposure, or otherwise takes action or inaction that could jeopardize the health and safety of other students or staff will be subject to discipline, including the removal from the activity for the remainder of the year.

6. Failure to be Honest. These rules and expectations are designed and will be implemented to ensure, to the extent practicable, the health and safety of all students and staff. The District will endeavor to balance the need to ensure the health and safety of school premises, while not intruding on a family's confidential medical information. With that in mind, students and families are expected to be honest with the District regarding a student's potential COVID-19 exposure or symptoms. If a parent is uncomfortable or unwilling to provide specific information to the District about a student's potential exposure or symptoms, the family need only inform a building administrator of the fact that there may have been a potential exposure or potential symptoms. A parent may, but will not be required to, divulge any specific information about the potential exposure or symptoms, such as medical information. In any circumstance, if the District determines that a parent or student has not been honest or forthright with information or facts provided (or not provided) to the District about a potential exposure or potential symptoms, the District may exclude a student for a longer period of time (for health and safety reasons) or may impose disciplinary consequences, up to and including exclusion or expulsion from school.

7. Other Health and Safety Rules. At any time, a staff member may impose or require a student to undertake other health and safety requirements (such as frequent hand washing, masking, maintaining physical distancing, and the like). A student must follow such health and safety requirements or face discipline.

8. Assumption of the Risks. In the middle of the COVID-19 pandemic, the District has endeavored to reopen schools for the benefit of student learning and development. However, there is no guarantee that the school environment will be completely safe and free from COVID-19 or other related risks and hazards. Any parent who is uncomfortable with the risks associated with sending their student to school must promptly contact a building administrator to discuss alternative educational options. A parent who elects to send their student back to school does so understanding, assuming, and accepting the associated health and safety risks, including the possibility that the student may be exposed to and/or contract COVID-19.

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 principals 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

**PLUS Center
Checklist for New Students**

Student's Name: _____

1. Ne

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Folde

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2. Cl

ass

Roste

r

3. Lunch Payment

4. Lunch Application Sent to Rhonda Salazar, and Copy I File

5. Copy of Enrollment Card to: Secretary, Counselor, Nurse

6. If needed, Billing Sheet to Tonda Haith

7. Infinitecampus-changes

8. Infinite campus -Student Schedule

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

Plattsmouth Community School District

Receipt of Notification and Understanding of PLUS Handbook Rules and Procedures

I have received a 2020-2021 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

Please return this signature page to the PLUS Center along with other signature items.

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 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 1st Dose _____ Date of Last Dose _____

Reason for receiving medication: _____

I have reviewed and approve of this medication permit:

School Year _____ Parent/Guardian Signature _____ Phone _____ Date _____

Adapted from Board Policy Code #5072E2

PLATTSMOUTH COMMUNITY SCHOOLS STUDENT HEALTH HISTORY
TO BE COMPLETED BY PARENT

STUDENT _____ MALE ___ FEMALE ___ BIRTH DATE _____ AGE _____ GRADE _____

PARENT/GUARDIAN SIGNATURE _____

DOCTOR _____

DENTIST _____

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

Allergies

- Seasonal hay fever
- Foods _____
- Drugs _____
- Fumes—
- Insect/bee stings
- Has bee sting kit
- Animals
- Other _____

Heart problems*

- Munnur*
- Congenital defects*
- Other _____

Respiratory problems

- asthma/RAD*
- Uses inhaler
- Frequent sore throat/colds
- Sinusitis
- Other _____

Stomach/Intestinal problems

- Gastric Reflux/Heartburn
- Constipation
- Other _____

Nutritional/Metabolic problems

- Anorexia/Bulimia*
- Over/Underweight
- Special diet _____
- Other _____

Endocrine disorders

- Diabetes since when" _____
- Hypoglycemia
- Thyroid problems
- Other _____

Blood disorders

- Anemia*
- Hemophilia*
- Leukemia*
- Frequent nosebleeds
- Other _____

Orthopedic problems

- Scoliosis*
- Osgood-Schlatters
- Other _____

Neuromuscular disorders

- Dizzy/fainting spells*
- Convulsions/seizures*
- Frequent headaches
- Migraine headaches
- ADD/ADHD
- Treated with medication
- Other _____

GU conditions

- Incontinence*
- Kidney/bladder infections
- Severe menstrual pain
- Other _____

Eye disorders

- blind-Right/Left/Both eyes
- Glasses/Contacts
- Eye surgeries
- Other _____

Hearing disorders

- Hearing loss-Right/Left/Both ears*
- Frequent ear infections

Tubes in ears

Other _____

Congenital conditions

- Cleft palate/hair/lip
- Down's syndrome
- Growth disturbances*
- Other _____

Other conditions

- Development delay
- Learning disability
- Skin problems/eczema
- Bums-severe
- Dental/Orthodontic problems
- Cancer*

Speech problems

- Fractures _____
- Surgeries _____
- Serious injuries _____
- Other _____

Communicable diseases/Dates

- Chicken pox _____
- Strep throat _____
- Scarlet fever _____
- Mononucleosis* _____

- Tuberculosis* _____
- Other _____

Birth Weight _____

Birth problems* _____

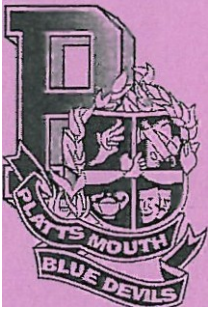
Does any close relative have a history of:

- Anemia _____
- Asthma _____
- Cancer _____
- Diabetes _____
- Epilepsy _____
- Heart Disease _____
- High/Low Blood Pressure _____
- Scoliosis _____

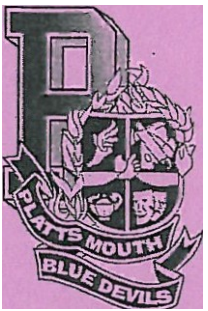
Please use this space to further explain any starred* categories that have been checked or other information that would be helpful.

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

How is health care 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 Name	Grade	20__ Anticipated Year of Graduation
Parent/Guardian Signature		Date

STUDENT FEES POLICY 5195

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 2020-2021 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 extracurricular activities for the 2020-2021 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 provided 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 8th day of June 2020, 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

Revised: June 12, 2017, April 8, 2019, June 8, 2020

**Appendix "1" to 2020-2021 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 2020-2021 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 2020-2021 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 \$5.00 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-\$3.75 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 \$25.00 per semester or \$50 per year for use of school owned instrument. <u>White shirt and black pants.</u>
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, Industrial 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-\$3.75 *Prices are maximums based on one meal per day, will vary depending on the number of meals or items
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	Yearbooks are published and made available for purchase every year. Cost is generally about MS \$25 HS-65-105
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: \$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. Activity Pass	Participation in extracurricular activities.	Grades 7-8: \$50 maximum. Fee does not include HS activity pass. Grades 9-12: \$85 maximum for all NSAA activities, band and vocal. To cover entry fees and admission to activities as a
2. Admission	Spectator fees for admission to events	\$6.00 per event maximum. 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.
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.	<p>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:</p> <table border="1" data-bbox="938 636 1464 1409"> <tr> <td data-bbox="938 636 1206 674">Basketball</td> <td data-bbox="1206 636 1464 674">No additional</td> </tr> <tr> <td data-bbox="938 674 1206 711">Cross country</td> <td data-bbox="1206 674 1464 711">No additional</td> </tr> <tr> <td data-bbox="938 711 1206 774">Football</td> <td data-bbox="1206 711 1464 774">Mouthpiece</td> </tr> <tr> <td data-bbox="938 774 1206 852">Golf</td> <td data-bbox="1206 774 1464 852">Golf bag & clubs</td> </tr> <tr> <td data-bbox="938 852 1206 930">Softball</td> <td data-bbox="1206 852 1464 930">Softball glove</td> </tr> <tr> <td data-bbox="938 930 1206 1041">Speech/Debate</td> <td data-bbox="1206 930 1464 1041">Dress attire; copies of research</td> </tr> <tr> <td data-bbox="938 1041 1206 1079">Track</td> <td data-bbox="1206 1041 1464 1079">No additional</td> </tr> <tr> <td data-bbox="938 1079 1206 1152">Volleyball</td> <td data-bbox="1206 1079 1464 1152">Volleyball knee pads</td> </tr> <tr> <td data-bbox="938 1152 1206 1226">Wrestling</td> <td data-bbox="1206 1152 1464 1226">Wrestling head gear</td> </tr> <tr> <td data-bbox="938 1226 1206 1409">Cheerleading, Dance, & Flag Team Squads</td> <td data-bbox="1206 1226 1464 1409">Shoes, approved uniforms (top & skirt; jacket), poms and other accessories</td> </tr> </table>	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
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. Instrument Rental Fee is \$25.00 per semester or \$50 per year for use of school owned instrument. Uniforms for the marching band will be supplied by the school; students may be required to pay a refundable band uniform rental fee of up to \$50.00. For High School Band Students a \$15.00 uniform cleaning fee is
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.
JAFROTC	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	\$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>
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Reviewed: Apr. 8, 2013, July 8, 2013, July 14, 2014, Apr. 13, 2015

Revised: Apr. 11, 2016, June 2017, June 25, 2018, June 10, 2019

Revised: June 8, 2020



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:

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

4. Response to Concussions.

1. 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.
2. 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 health care professional, (ii) has received written and signed clearance to resume participation in athletic activities from the licensed health care 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 health care 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 health care professional. The school is not required to determine or verify the individual's qualifications.

3. 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.
4. 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.

5. 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.

6. 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

Free & Reduced Price School Meals Family Application – complete one application per household Attachment C: 2016-17

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	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 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.	2. Gross Income (before taxes) and How Often it was Received					
	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

Part 4: Adult Signature and Contact Information – An adult household member must sign the application.

"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."

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: – and – **Check one or more Racial Identities:**

Hispanic or Latino Asian Black or African American Native Hawaiian or other Pacific Islander
 Not Hispanic or Latino White 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: _____

Total Income: _____ per _____

Free Reduced Denied
 Income Reason for denial:
 Categorically eligible: Income too high
 SNAP/TANF/FDPIR Incomplete application
 Foster Child

Signature of Determining Official: _____ Date Approved: _____

FOR THE VERIFICATION PROCESS ONLY:			Date Withdrawn From School:
Signature of Confirming Official: _____	Date Confirmed: _____		
Signature of Verifying Official: _____	Date Verified: _____		

Lunch Room & Food Service Guidelines

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

We strive to assist parents with their efforts to maintain a positive account balance by providing notice of a low balance. Food service staff will give verbal reminders to students. Please sign up for low balance notices via email 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 contracts the operation of our food service program with OPAA Foods. 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 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.

**PLATTSMOUTH
HIGH SCHOOL
STUDENT/
PARENT
HANDBOOK**



2020 - 2021

Plattsmouth High School
1916 East Highway 34
Plattsmouth, NE 68048
402-296-3322

PLATTSMOUTH HIGH SCHOOL WELCOMES YOU

The administration, faculty, and staff welcome you to Plattsmouth High School. As you become involved in your classes and extracurricular activities, you will find that there will be many opportunities for you to achieve excellence. Your time at PHS should be spent in preparation for your career choices after graduation. The success you achieve at Plattsmouth High School will depend upon your effort, the support of your parents/guardians, and the cooperative efforts of the PHS faculty and administration.

Plattsmouth High School is a nationally recognized model academy school. Academies are based on our students' current learning interests and career goals. Students will benefit from this academy model in many important ways. From the start, students gain a sense of belonging as they are grouped together in small learning communities within our larger school. This allows students to become engaged immediately with our integrated applied content and feel supported by a core group of teachers as well as classmates with similar learning interests.

Moreover, these academies offer our students various opportunities to participate in designed programs of study, receive industry certifications and real world experiences through job shadowing, and internships, along with business mentorships and partnerships in related fields. These experiences are invaluable to our students and help them realize the importance and relevance of their education.

PLATTSMOUTH HIGH SCHOOL MISSION STATEMENT

The mission of Plattsmouth High School is to challenge all students to reach their full potential, to become lifelong learners, responsible citizens, and productive members of society.

Plattsmouth students and staff will be **P**ositive, **R**espectful, **I**ntentional, **D**etermined, and **E**ngaged. This is what we refer to as Plattsmouth **PRIDE**:

Positive - mentor, encourage, praise, inspire and lead with optimism and positivity

Respectful - value ourselves, each other, and our role in the community

Intentional - purposeful and genuine in our interactions

Determined - will not allow failure to overtake us or our teammates

Engaged - positively and actively involved in a united community

By identifying our core values and announcing them to our community, we are saying to all of our team members that we are accountable to these behaviors and will do our best to adhere to them.

AdvancED ACCREDITATION

Plattsmouth High School was first accredited by the North Central Association in 1914. In 2016, Plattsmouth Community Schools applied for district AdvancED accreditation. AdvancED is a non-governmental, voluntary organization that accredits public and private, Department of Defense and Native American schools. To earn accreditation, schools must meet rigorous quality standards, be evaluated by an outside group of professionals, and implement a school improvement plan focused on increasing student performance.

PLATTSMOUTH COMMUNITY SCHOOLS BOARD OF EDUCATION

Ken Winters, President

Matt Glup, Vice President

Karen Parsons, Secretary

Steve Barr

Tony Foster

Bob Fuller

Shane Jensen

Max Mueller

Cory Wehrbein

PLATTSMOUTH COMMUNITY SCHOOL DISTRICT ADMINISTRATORS

Dr. Richard E. Hasty, Superintendent/Director of Special Education

Dr. Cherie Larson, Director of Instructional Services

Tonda Haith, Business Manager

Barb Baker, Data Manager

PLATTSMOUTH HIGH SCHOOL ADMINISTRATION

Todd Halvorsen, Principal

Kim Caniglia, Assistant Principal

Keith Maly, Athletics/Activities Director

INTENT OF HANDBOOK

This handbook is intended to be used by students, parents and staff as a guide to the expectations, procedures, and general information about Plattsmouth High School. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource in assisting their child meet the expectations.

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

PROCEDURES AND REGULATIONS SUBJECT TO CHANGE

The information contained is current and in effect at the time of printing; therefore, the procedures and regulations set forth in the handbook may be altered or revised as dictated by necessity. Changes will be announced and published on the high school website. Some of our procedures and regulations may be altered as we work within the framework of our building, with new staff members, parent response, student input, as well as new Board of Education policies, and as state and federal laws change. The student handbook does not form a contract; the school reserves the right to change or modify the handbook whenever necessary. The Board policies upon which this handbook relies can be found at www.pcsd.org.

- Policies
 - 1000 Community Relations
 - 2000 Administration
 - 3000 Business Operations
 - 4000 Personnel
 - 5000 Students
 - 6000 Instruction
 - 7000 New Construction
 - 8000 Internal Board Policies
 - 9000 Bylaws of the Board

PLATTSMOUTH HIGH SCHOOL STAFF

Administrative Assistants

Jeannie Hardy, Office
Michelle Quinn, Attendance
Cindy Fuller, Guidance

Academy Leader

Steve Owens

AFJROTC

Col. Ernie DeSimone ***
Msgt Bruce Price***

Business

Tyson Schroeder*
Jana Shuey**

English/Foreign Language

Laura Phillips (Dept. Chair)***
Kyle Graves*
Ardeana Mrasek*
Monica Olsen**
Eileen Rodriguez***
Janel Schweitzer***
Terri Wehrbein

Family & Consumer Science

Carmen Hall**
Brynn Jobman**

Fine Arts

Meri Sedlak (Dept. Chair)*
Chris Work **
Tyler Orvis**
Tina Harvey**

Guidance Counselors

Sabrina Ayala (Dept. Chair)***
Jim Knierim*

Industrial Technology

Marc Fugleberg*
Billy Granneman*
Ethan Scholting*

Library/Media

Christine Knust**

Math

Sarah Siedlik (Dept. Chair)**
Rick Titus***
Todd Nott*
Trey Cossel***
Nicole Springer*

Nurse

Amy Anderson***

Para Professionals

Missy Haswell
Deanna Rader
Sheila Nelson
Dakota Hintz
Kristen Johnson
Joey Layne

Physical Education

Bob Dzuris***
Kevin Tilson**
Chris Wiseman*

Science

Deeny Nielsen (Dept. Chair)***
Ashley Classen**
Thomas Howard***
Jim Olsen*
Megan Poppen*

Social Studies

Jaima Negrete (Dept. Chair)**
Dan Oatman***
Brett Shuler*
Cheyenne McClain***

Social Worker

Keryl Mines**

Special Education

Charlotte Urbauer (Dept.
Chair)**
Corinne Schwenk*
Jamie Wood**
Barb Morehead***
Curtis Larsen*

Academy Assignments

*ATEAM
**BEACH
***STEAM

PLATTSMOUTH HIGH SCHOOL BUILDING HOURS AND BELL SCHEDULE

The school building is open from 7:30am until 3:45pm.

Monday through Friday

Periods 1/2	8:05 - 9:17
Periods 3/4	9:22 - 10:34
Advisory/Lunch	10:34 - 11:04 11:14 - 11:44 11:54 - 12:24
Periods 5/6	12:29 - 1:42
Periods 7/8	1:47 - 3:00

Late Start Monday through Friday

Periods 1/2	10:05 - 11:03
Periods 5/6 and Lunch	11:08 - 12:53 11:03 - 11:33 11:43 - 12:13 12:23 - 12:53
Periods 3/4	12:58 - 1:56
Periods 7/8	2:01 - 3:00

ACADEMICS

Graduation Requirements

The Plattsmouth Board of Education has established the following credit requirements for graduation:
 240 total credits required for graduation:

English.....40 credits

Including English I, English II, English III, and choice of British Lit., Creative Writing, English Comp., Holocaust Lit., Intro. to Lit., Journalism, Senior English, Utopian and Dystopian Lit.

Mathematics.....30 credits
Pre-determined by placement

Social Studies.....35 credits
Including World Geography, American History; choice of Govt. & Society or AP American Govt. & Politics; and choice of Economics, History and Films, Psychology, Psychology II, Sociology, The World Today, U.S. Military History, or World History

Science.....30 credits
Including Physical Science, General Biology; and choice of AP Biology, Botany, Biology II, Chemistry, Honors Chemistry, Earth Science/Comm., Environmental Science, Human Anatomy/Physiology, Physics

Physical Education.....20 credits
Including choice of PE/Health 9 or AS ROTC I and II; and choice of any combination of Beginning Weight Training, Adv. Weight Training, Lifetime Fitness, Aerobics, AS ROTC III and IV; or 4 first semesters of Marching Band

Fine Arts.....10 credits
Choice of Intro to Drama, Adv. Drama, Art, any music class, or Stagecraft

Career Exploration.....10 credits

Business.....10 credits
Personal Finance and Capstone

Electives.....55 credits

Total Credit Hours.....240 credits

Grade Level Classification

Students at Plattsmouth High School are classified by grade level according to the number of years in high school. Students should have the number of credits shown below for graduation.

End of 9th grade year	60-80 credits
End of 10th grade year	120-160 credits
End of 11th grade year	180-240 credits
End of 12th grade year	240-320 credits

Grading Scale

A	93-100	4.00	A-	90-92	3.67	B+	87-89	3.33
---	--------	------	----	-------	------	----	-------	------

B	83-86	3.00	C	73-76	2.00	D	63-66	1.00
			C-	70-72	1.67	D-	60-62	0.67
B-	80-82	2.67				F	0-59	0.0
C+	77-79	2.33	D+	67-69	1.33			

National Honor Society

The following criteria must be met for a student to become a member of the PHS National Honor Society:

1. The student shall have spent at least two semesters at PHS and shall have a scholastic average of 3.5 or better.
2. An application for membership will be given to each eligible student by the NHS sponsor prior to the selection deadline.
3. All forms that are received on time will be considered for membership.
4. Scholarship counts for a maximum of ten points.
4.0 = 10 pts; 3.85 - 3.99 = 9 pts; 3.70 - 3.84 = 8 pts; 3.55 - 3.69 = 7 pts; 3.50 - 3.54 = 6 pts.
5. Service counts for a maximum of ten points. The student is to list all activities they have been involved in at PHS on the activity sheet. Community and church activities and any special recognitions, awards, etc. should be listed on the activity sheet. Points are awarded on the following basis: 15+ = 10 points; 13 - 14 = 9 points; 11 - 12 = 8 points; 9 - 10 = 7 points; 7 - 8 = 6 points; 5 - 6 = 5 points; 3 - 4 = 4 points; 1 - 2 = 3 points.
6. Leadership and character count for a maximum of 20 points. A faculty committee is given a list of those eligible for membership who returned their applications. The committee rates each individual on a 10-point scale, 10 being the highest. An average of the ratings is used to assign points.
7. After all the points are totaled for the student, any student receiving 30 or more points will be automatically selected. Any student not reaching 30 points will be evaluated by the faculty committee for possible selection.

Honor Roll, Merit Roll and Honorable Mention

Scholastic recognitions are published each semester to reward scholastic excellence. The Honor Roll distinction is awarded to students who earn a 4.0 GPA for the semester. The Merit Roll honors students achieving an average of 3.50 to 3.99 for the semester. Honorable Mention rewards students achieving an average of 3.00 to 3.49 for the semester.

Drop and Add

Students will be allowed to drop or add classes for academic reasons only. The drop and add procedure must be completed prior to the beginning of the semester. Schedule changes requested after this time must have signed authorization of the parent and principal and may result in a final semester grade of failing.

Final Examinations

Time will be dedicated at the end of each semester for final exams and projects. Students are required to take these exams and complete the projects. If a student must miss a final exam, prior arrangements need to be made through the office of the principal.

Parent-Teacher Conferences

Regular Parent-Teacher Conferences will be held twice each semester for parents to meet with teachers to discuss their student's academic standing. If parents have a concern that arises about their child that is related to class or other school activities, they should contact the teacher or adult sponsor closest to the situation. If additional contact is necessary, parents are encouraged to contact a building level administrator.

Progress Reports

Parents and students can monitor progress at all times via the internet, using the computer-based Infinite Campus Program.

Report Cards

First and second semester report cards are distributed approximately two weeks after the semester ends.

Teacher Assistance (Extra Help)

Students who require additional time to adequately master assigned work may arrange such sessions with their teachers. In some cases, teachers may request students to report outside of class time, or during study hall, for sessions of supervised study.

Textbooks and Supplies

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

College Visits

To encourage post high school education, PHS will allow juniors and seniors to visit two schools of their choice on a prearranged basis. A maximum of two days per year will be excused for such visits. The Counseling Office should be notified of the visit and students must complete a form for the visit to be excused. Parents must also notify the Attendance Office.

Scholarships

Graduating seniors are eligible for scholarships offered by universities, colleges, technical schools, and many organizations. For more information regarding scholarships, seniors should see their counselor.

Transcripts

Upon student request and authorization, a transcript of the student's credits will be forwarded to colleges, technical schools, or other authorized institutions by the guidance office.

Graduation Ceremony

Participation in the graduation ceremony is a privilege granted to students who have fulfilled the graduation requirements established by the Plattsmouth Board of Education. Students will be required to follow a code of conduct and dress that will be distributed to the graduating seniors prior to the ceremony. If a student fails to comply with all standards set forth and does not finish the year in good standing with the administration, they will forfeit the privilege to walk in the graduation ceremony.

Early Completion

It is the recommendation of the district that all students experience the full opportunity of the eight semesters of courses and activities provided at Plattsmouth High School. Generally, students will be required to complete the necessary course work and graduate from high school at the end of grade twelve.

An Early Completion Plan Policy (Board Policy 5207) has been established for students seeking early completion. Failure to meet any of the criteria or timelines listed in the policy may cause the student to become ineligible for early completion.

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS) - ACADEMIC ACHIEVEMENT

Level 1

All students are Level 1.

Level 2

The Level 2 Coordinator monitors all students' grades. If a student has a grade below 60% in two or more classes, the student will be moved to a Level 2 for Academic Achievement. Grades will be checked every Friday at 9:00am. Students will have a 4 week grace period at the beginning of the school year.

Students that are placed at Level 2 for academics will be required to attend an After School Study Hall (ASSH) for twenty (20) school days from 3:35 - 4:15pm, or until they are passing one of the classes for which they were placed in ASSH. The Level II Coordinator will continue to monitor the student's grades for twenty (20) school days while a student is in ASSH.

If after twenty (20) school days a student is still at or below a 60% in one or more classes, they will be moved to Level 3 of the MTSS process.

Level 3

At the Level 3 placement, a School Psychologist could be utilized and a student may be placed on a Performance Improvement Plan (PIP). They could also potentially lose an elective for the next semester and be placed in the Plattsmouth Academy for Learning (PAL) Study Hall for the next semester.

Level 4

At the Level 4 placement a student will be referred for additional testing that could result in a Special Education service.

PLATTSMOUTH HIGH SCHOOL ATTENDANCE POLICY AND PROCEDURES

ATTENDANCE POLICY

Students are expected to attend school on a daily basis. The school administration and school board believe that the main responsibility for attendance lies with the student's parent/guardian. However, if that responsibility is not assumed by the parent/guardian, the school will do everything possible to enforce the attendance regulations of the school and the State of Nebraska. Cooperation between parents, students and school personnel can minimize the number of days a student misses.

Plattsmouth Community Schools District must report absences of students in accordance with Nebraska State Statute 79-209.

Once a student exceeds 20 days of absences per school year, a report may be filed with the Cass County Attorney for action under NEB. REV. STAT. § 43-247(3)(a) and (b). As part of the report, the report will either request additional time to work with the student prior to intervention by the county attorney OR the report will demonstrate the school has used all reasonable efforts to resolve the student's excessive absenteeism without success and recommends county attorney intervention.

Required Attendance

Every person residing in the school district, who has legal, or actual charge, or control of any child, who is of mandatory attendance age, shall cause that child to attend a public or private school regularly, unless the child has graduated from high school or has been allowed to disenroll pursuant to district policy.

Attendance Officer

The high school has designated an attendance officer. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes, but is not limited to, filing a report with the county attorney of the county in which a student resides.

School Excused

School Excused Absences are defined as those that have been communicated with the attendance secretary (in advance whenever possible) for the following circumstances:

- Absences when a licensed health care provider has confirmed in writing that, in his/her professional medical opinion and within his/her scope of practice, the student or a child whom the student is parenting is so physically or mentally ill that attendance of the student is impracticable or impossible.
- Doctor or dental appointment which requires a student to be absent from school - with a medical slip provided to the attendance secretary upon student's return.
- School-sponsored activities which require students to be absent from school.
- Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents).
- College visits for juniors and seniors with proper documentation from the counselors (2 maximum per year).
- Students are suspended or expelled from school by the school district.
- Court appearances that are required by a court order with proper documentation.
- Absences required by law enforcement, child protective services, or a court of competent jurisdiction, confirmed in writing to the school district.
- Other absences that have received prior approval from the principal.

Not School Excused

Not School Excused Absences include, but are not limited to, illness, vacations, and medical appointments.

Extra Curricular Activity Attendance

On the day of a contest, performance or other activity, a student must be in attendance for the full day. A student who is not in attendance the full day is ineligible for the contest, performance, or activity.

Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the principal or activities director.

Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

After 20 days of Not School Excused Absences, a student may lose credit for the course/s.

Procedures

Step 1: After five (5) Not School Excused Absences, the following will be sent to parent/guardian by the attendance secretary:

- Five-day letter

Step 2: After ten (10) Not School Excused Absences, the following will be sent to the parent/guardian by the attendance officer:

- Ten-day letter
- Form A is to be completed by the parent/s or guardian/s
It is expected to be completed and returned to the attendance officer within five (5) days.

If Form A is not returned, the attendance officer will call parents and complete over the phone or invite parents to come into school and complete Form A. The attendance officer will document all meetings and what was discussed during the meetings and or phone calls.

If the parents don't complete or return calls in order to complete Form A within 5 days of the letter being sent, the school *may* submit a truancy filing to the county attorney's office.

Step 3: After fifteen (15) Not School Excused Absences, the following will occur:

- Fifteen-day letter will be sent home to parents requesting a meeting.
- Form B is to be completed by the student.
It is expected to be completed and returned to the attendance officer within five (5) days.
If Form B is not returned, the attendance officer will call the student in to complete. The attendance officer will document all meetings and what was discussed during the meetings.
- A parent/guardian meeting is required. Parents/guardians will need to meet with the attendance officer and any other school staff deemed necessary. Form C will be completed during the meeting.
 - If the parent refuses to have a meeting or does not contact the school about setting one up, or does not complete the form or return calls within five (5) days of the letter being sent, the school *may* submit a truancy filing to the county attorney's office.

Step 4: After twenty (20) Not School Excused Absences, the following will occur:

- Twenty-day letter will be sent home to parents.
- School will submit a truancy filing to the county attorney's office including all documentation on efforts to remove barriers to the student's attendance.

Plattsmouth High School Attendance Form A
Completed by Parents/Guardians

Belief Statement: All students must be in attendance to receive the proper learning experience needed to be successful both academically and emotionally.

Date/Time			
Participants			
Location	Via Mail/Email	Phone Conference	In-Person

1. What are the reasons that your child is not coming to school? What are some possible solutions for each reason?

2. Develop an attendance plan to combat this attendance problem.

3. Is there anything that the school needs to be aware of to support your student and/or family?

By signing this document, it means that you are aware of the attendance concerns and have participated in filling out this form.

Parent/Guardian Signature _____ Date _____

Plattsmouth High School Attendance Form B
Completed by Student

Belief Statement: All students must be in attendance to receive the proper learning experience needed to be successful both academically and emotionally.

Date/Time	
Student Name	
Grade	
Academy	

1. What is going well for you at school?

2. What is causing you to miss so much school?

3. How can Plattsmouth High School help you?

4. What are some possible solutions to your attendance concerns?

By signing the document, it means that you have participated in the conference.

Student Signature _____ Date _____

School Official Signature _____ Date _____

Plattsmouth High School Attendance Form C
Completed at the Attendance Meeting

Belief Statement: All students must be in attendance to receive the proper learning experience needed to be successful both academically and emotionally.

Date/Time	
Participants	

1. Discuss current attendance concerns. The student has at least 15 absences at this time. Review answers submitted on Form B that were completed by the student.

2. How can Plattsmouth High School help you and your child?

3. Develop an attendance plan to combat this attendance problem.

By signing this document, it means that you have participated in this conference.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

School Official Signature _____ Date _____

Plattsmouth High School Attendance Policy - Tardies

Belief Statement

All students must be in attendance to receive the proper learning experience needed to be successful both academically and emotionally.

Definitions

A. Tardies

A tardy is any late arrival to any class period. This could be to the first period of the day or any class period including Advisory and Study Hall. A student will be considered tardy up to the first ten (10) minutes of a period. After ten (10) minutes a student is counted as absent.

B. Reporting Period

A tardy report will be run every day during the school year. This report will be analyzed by the attendance secretary, and the administrators will administer tardies.

Procedures

Step 1:

After every increment of three (3) tardies across all periods, a student will be notified that they must serve a 30 minute detention to be served during the student's assigned lunch period. The parent/guardian will be notified by phone or email.

- A student must serve a thirty (30) minute detention for each increment of three (3) tardies across all periods.
- If a student serves the detention, the tardies will be removed.

Step 2:

If a student does not serve their detention for every increment of three (3) tardies, they will be assigned an In School Suspension(ISS) for one day. Upon completion of the assigned ISS for three(3) tardies, the tardies will be removed.

MAKEUP WORK

When a student is absent, they will have two school days to make up work for each day missed, with a maximum of 10 days allowed to make up work. A student may have to come in before or after school to make up the work.

CLOSED CAMPUS

Plattsmouth High School operates on a closed campus basis. Students may not be permitted to leave school prior to the regular dismissal time except by permission of the principal or the principal's designee.

Students wishing to leave for lunch must be escorted by a parent/guardian, parent/guardian must meet students in the vestibule in order to leave.

LEAVING DURING THE SCHOOL DAY

No student may be permitted to leave school prior to the dismissal hour at the request of or in the company of anyone other than a school employee, police officer, court official, or parent of the child, unless permission of the parent has been first secured. If any police or court official requests the dismissal of a student, the student's parents should be notified as soon as possible.

No student is to leave the school during school hours without office permission, which will be granted only after parents or guardians have been contacted. The student must then sign out properly at the attendance window. Students failing to follow these guidelines may be assigned In School Suspension (ISS).

STUDENT AND ADULT VISITORS

Current students are not permitted to bring visitors (other than parents, guardians, or grandparents) to school with them during the school day as this detracts from the learning environment and causes the host student to lose focus.

Please refer to "Return to School Protocol" for information.

WITHDRAWAL FROM THE HIGH SCHOOL

Any student withdrawing from the high school permanently must obtain a checkout form from the guidance office. Each teacher involved will sign the form after all the books and materials have been returned to the teacher. It will also indicate that all fines and assessments have been paid. The checkout form must be returned to the guidance office and signed by the building principal.

STUDENT DRIVING AND PARKING - REGULATIONS AND RESPONSIBILITIES

All motorized vehicles driven by students must be parked in the south student and activities parking area. The west parking lot is reserved for staff parking and the north parking lot is for staff and visitors. Students are expected to park in designated parking stalls (between yellow lines). Parking in any other locations will make students liable for parking tickets. **All vehicles parked should have an authorized PHS Parking Permit. Once you enter the school parking lots, you are to park your vehicle.** Reckless driving, speeding, driving over non-road surfaces, illegal turns, drag racing, burnouts, or failure to observe parking regulations will result in disciplinary consequences which may include the loss of the privilege of parking and driving on campus.

Cars ARE NOT ALLOWED to be parked on or in front of either entrance without a driver in the vehicle. Loitering and/or cruising in any lot during the school day or normal drop-off or pickup times is strictly prohibited. Excessive radio or stereo noise from vehicles is prohibited! This distracts other drivers and may be dangerous.

Anytime a student's automobile is involved in an accident with another vehicle, pedestrian, or school property, those involved should report the incident to the School Resource Officer (SRO) no matter how minor. The office will help you contact the proper authorities and/or your parents.

Cars illegally parked may be ticketed, or towed. This may occur when a student parks in reserved parking lots, in handicap areas (indicated by blue paint), in fire lanes (indicated by red paint), on the grass, in any prohibited areas designated by yellow hash lines, or is double-parked. Payment for tickets issued during any one term is due by the end of that term. **Any vehicle left unattended for 24 hours in any school parking lot may be subject to towing at the owner's expense.** If a student or staff member needs to have their car left for more than 24 hours, they should have prior approval with the principal or the principal's designee.

Note: The speed limit on campus is 10 mph. **Safe driving on campus is the number one issue when it comes to driving and parking at Plattsmouth High School.** Surveillance cameras are utilized in the parking lots at PHS. Students are reminded to arrive at school early in order to secure a parking spot.

If students abuse any of the driving and or parking privileges at Plattsmouth High School they may be subject to consequences ranging from detention to loss of driving privileges on school property.

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS) - BEHAVIOR EXPECTATIONS

1. Arrive to class on time prepared for learning
 - Arrive before tardy bell with materials/supplies
 - Use work time appropriately - on task, engaged and doing what is asked
2. Respond appropriately to staff directives
 - Follow directions
 - Accept feedback from staff in a respectful manner
 - Own your behavior

- Accept “No” as an answer
3. Demonstrate respect for people and property
 - Use appropriate language
 - Respect personal space and boundaries

Any one of these items that do not meet teacher expectations will require a problem solving conference with the teacher prior to the next period that the student has with the teacher. Conferences could take place before school, after school, or at the end of the class period. After the third problem-solving meeting, the student will be issued an office referral. If a student returns to class after an office referral for having three problem-solving issues with one teacher they will automatically receive an office referral on their next problem-solving issue with that teacher.

Consequence for not meeting expectations:

Minimum sanction - Detention, mandatory study hall, or short- term suspension

Maximum sanction - Long-term suspension, expulsion, legal authorities will be contacted

INAPPROPRIATE PUBLIC DISPLAYS OF AFFECTION (IPDA)

Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be considered embarrassing or a distraction to others. Students will face the following consequences for IPDA:

1. 1st Offense: Students will be confronted and directed to cease.
2. 2nd Offense: Students will be confronted, directed to cease, and parents will be notified.
3. 3rd Offense: Students will be suspended from school for a minimum of 1 day; parents and students will need to meet with administrator(s) and/or counselor.

If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the students could face long-term suspension or expulsion.

STUDENT APPEARANCE AND ATTIRE

Plattsmouth High School strives to maintain a learning environment that is free from unnecessary distractions. Appropriate student attire is extremely important in maintaining a school climate which fosters academic success. These efforts also contribute to the mission of preparing students for appropriate dress in the workplace. School is a place for serious work and study. Certain types of clothing and student dress are not appropriate for school. The primary consideration for students in deciding on what to wear and how to groom should be cleanliness, neatness and appropriateness to the school.

The administration and faculty of Plattsmouth High School have the responsibility to help students develop habits that contribute to good taste in matters of dress and appearance. What is considered appropriate dress for school and all school related activities and events is at the discretion of the Plattsmouth High School administration. The following clothing or types of dress are prohibited as noted below:

1. Clothing that either causes or has the potential to cause a substantial disruption or material interference with the educational process.

2. Clothing that is not worn appropriately or considered inappropriate is prohibited. Clothes that are too short, bare midriff or show too much skin will be addressed by school personnel. Students will be asked to cover up or change clothing.
3. Clothing that creates or has the potential to create a health or safety problem/risk.
4. Clothing that contains vulgar or offensive words (written or implied) or language that is sexual, indecent, or lewd.
5. Clothing and other personal items, which promote, advocate, or advance the use of illegal drugs, alcohol, or tobacco, including clothing which displays a logo or trademark of any brand of alcohol or tobacco cannot be worn at school.
6. Clothing that promotes guns and/or other weapons or promotes violence cannot be worn at school.
7. Students are prohibited from wearing scarves, hoods, bandanas, hats, caps, and/or other headgear of any type **inside the school buildings** from the time a student arrives at school until the student leaves the building. All student hats, ball caps, and headgear worn to school must be kept in a locker or book bag and are not to be seen.
8. Chains (even if attached to a wallet), pliers, or other objects that could be used as a weapon are not to be worn to school or school activities. Sunglasses may not be worn indoors, unless part of a medical plan. Safety goggles should only be worn in classes that require such safety measures.
9. Sagging pants are not appropriate for school. Pants should be worn at or above the hip level.
10. Any message on clothing that contains a double meaning or suggests vulgar, offensive, or disparaging words, language, or symbols or is sexual in nature are not to be worn to school or a school-related activity.
11. Clothing or body art (e.g., face paint) that is characteristic of a costume or is considered unusual and normally not worn during the school day is prohibited unless approved beforehand by the administration.
12. All group or class t-shirts must be approved by the administration before worn to school or any school-related activities or events.
13. Students are not to bring blankets to school unless it is for a specific school activity.
14. Pajama pants, sleepwear, slippers, and costumes are not school appropriate unless part of a specific school activity.
15. For safety reasons. Students are required to wear a mask with the exception of health or religious reasons. The guidelines in number 10 above also pertain to facemasks.

Infractions of Plattsburgh High School's dress codes and standards may result in directing the student to correct the infraction, sending a student home to change, suspension, or other student discipline depending on the degree of infraction. Dress code infractions and consequences are determined by the administration. In any situation relative to dress, accessories, or grooming which is not specifically covered in this rule, the PHS administration shall have the authority to rule on the appropriateness of the attire. **The basic standard to be applied is whether the dress, accessories, or grooming are a disruption to the learning environment.**

STUDENT CONDUCT AT SCHOOL ACTIVITIES

Student conduct at all events, extracurricular and otherwise, is both an expression of the student as an individual and as a representative of the school and the city of Plattsburgh. Students should conduct themselves in such a way to mirror PHS' **PRIDE** culture. Misbehavior at school activities will be handled in accordance with regular school policy. Student standards of good conduct (**positive, respectful, intentional, determined and engaged**) apply on school grounds or in school-owned or utilized vehicles during any educational function on and off school grounds at a school sponsored activity or athletic event.

Participants in extracurricular activities assume a leadership role. The student body, the community and other communities judge PHS on its students' conduct and attitudes, and how they contribute to their school spirit and community image. The students' performance and devotion to high ideals make their school and community proud.

Extra-curricular activities have an important place in the educational program of Plattsmouth High School. It is a privilege for the students who choose to participate. Students who participate and are accepted into the program are expected to be **Positive, Respectful, Intentional, Determined, and Engaged (PRIDE)** as well as demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, and sportsmanship. It is the belief that accepting responsibility for one's actions is a part of that philosophy.

STUDENT CONDUCT AT SCHOOL DANCES

Our hope is that our school dances are very special events for our students as they interact in positive ways in a safe and supervised environment. Parents, sponsors, and chaperones have invested countless hours in ensuring that school dances are memorable events. Our students also invest time, energy, and money in preparation for the evening. We have had very few problems with school dances over the years. Our hope is that Plattsmouth High School dances will continue to be a part of the high school experience, and that each student will have a fun and safe night.

Inappropriate dancing is prohibited at all Plattsmouth High dances. Inappropriate dancing includes: 1) touching while dancing back to front, 2) touching of breasts, buttocks, or genital areas, 3) "hiking-up" of skirts or dresses, 4) leaning against the wall while dancing, and 6) dancing that appears to be "simulating sex" or "grinding." Additionally, any student that participates in dancing that creates an unsafe environment (crowd surfing, moshing, etc.) will be asked to leave.

All other Plattsmouth High School rules and student responsibilities apply at school dances.

PERSONAL ELECTRONIC DEVICES

An electronic communication device (ECD) is any technology capable of sending or receiving messages using a network, such as a mobile phone, iPod, laptop, scanner, or video game system. All ECDs, whether owned by Plattsmouth Public Schools, the student, or anyone else, are subject to the rules and regulations of the Plattsmouth Community School District if they are on school property or using the Plattsmouth Community School District's network. Social media is any form of electronic communication (as websites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (pictures, videos, etc.) Cell phones are not to be used during class time or in the hallways during the regular schedule day. Violation of this rule shall result in confiscation of the device.

The use of cell phones and other personal electronic devices are permissible during extracurricular activities at the coaches/sponsors' discretion. Violation of this rule shall result in confiscation of the device. The confiscated device shall be held by the coach/activity sponsor until such time that the parent or guardian can pick it up at their convenience. If a student athlete/activity participant refuses to give up the cell phone or other electronic device to a coach/sponsor when a violation occurs, this constitutes insubordination and may result in suspension from the sport/activity as well as school consequences. If pictures/videos are taken and used to intimidate, embarrass, or harass any person (staff, student, or otherwise) consequences

may range from confiscation of the phone to suspension and possible law enforcement contact if privacy issues are violated.

Additionally, student athletes/activity participants who use social media to intimidate, embarrass, or harass any person (staff, student, or otherwise) will be subjected to a consequence that will be assessed by the activities director. Repeated violations of the personal electronic device and social media rule may result in suspension from games/activities or removal from the team/club.

NUISANCE ITEMS

Items deemed a nuisance or distraction to the learning environment including, but not limited to: skateboards/longboards, laser light pens, pagers, air horns, cameras of any kind, sunglasses, safety glasses outside the classroom, pepper spray, canned air/aerosols or other items deemed by the school administration to deter from the educational process or school mission, are strictly prohibited, will be confiscated, and may or may not be returned to a parent or guardian. Lost or stolen items of this nature will not be the responsibility of the school and is one of the reasons these types of items are discouraged to be brought to school.

FERPA RIGHTS FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write to the school principal, or appropriate official, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate

educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office,
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605**

Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Plattsmouth Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Plattsmouth Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Plattsmouth Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEA) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Plattsmouth Schools to disclose directory information from your child's education records without your prior written consent, you must notify Plattsmouth High School Office in writing by September 25, 2019. Plattsmouth Schools has designated the following information as directory information:

- ·Student's name
- ·Participation in officially recognized activities and sports
- ·Address
- ·Telephone listing
- ·Weight and height of members of athletic teams
- ·Electronic mail address

- ·Photograph
- ·Degrees, honors, and awards received
- ·Date and place of birth
- ·Major field of study
- ·Dates of attendance
- ·Grade level
- ·Most recent educational agency or institution attended.

NONDISCRIMINATION IN FOOD SERVICE PROGRAM

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call 800-795-3272 (voice) or 202-720-6382 (TTY). USDA is an equal opportunity provider and employer.

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. Meals are not purchased on credit. There must be funds in your account for your child to make purchases. We can work with emergency situations if you call to make payment arrangements in a timely manner. The district reserves the right to block any account that is not prepaid.

We strive to assist parents with their efforts by providing notice of a low balance. School staff will give verbal reminders to students. Low balance notices will also be sent via email. You can monitor your account balance online at anytime www.pcsd.org. 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.

Debit/credit card payments can be made at the District Central Office. We are also able to take debit/credit card payments by phone at 402-296-3361. Online Payments: www.pcsd.org
Cash payments can be made at your child's school and the District Central Office.
We do not accept checks.

All families who qualify for free/reduced meals must fill out a new application form each school year. Failure to fill out a new application will cause a family to pay full price until the application is received and processed. Applications for free/reduced price meals are available at all school offices. They are also available online at www.pcsd.org.

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

Non-Discrimination Statement

This explains what to do if you believe you have been treated unfairly.

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or

protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all the information requested in the form. Send your completed complaint form or letter to us by mail at the U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax 202-690-7442 or email at program.intake@usda.gov

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339 or 800-845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

As stated above, all protected bases do not apply to all programs. The first six protected bases of race, color, national origin, age, disability and sex are the six protected bases for all applicants and recipients of the Child Nutrition Programs.

ACCEPTABLE USE OF COMPUTERS AND NETWORKS STUDENT'S AGREEMENT

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

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Plattsmouth Community Schools, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Plattsmouth Community Schools and

access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

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

Student's
Name _____

Student's Signature _____ Date _____

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

ACCEPTABLE USE OF COMPUTERS AND NETWORKS PARENT'S AGREEMENT

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

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by Plattsmouth Community Schools. As parent or guardian of the student named below, I grant permission for my son or daughter to access networked computer services such as electronic mail (email) and the Internet. I understand that this free access is designed for educational purposes. I also understand that individuals may be held liable for violations of those Terms and Conditions. However, I also recognize that it is impossible to restrict access to all controversial materials and I

will not hold Plattsmouth Community Schools responsible for materials acquired or sent via the network.

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

Student's Name _____

Parent's Signature _____ Date _____ :

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

Plattsmouth Community Schools
Addition to Student Code of Conduct
Appendix "4"

PARENTAL AUTHORIZATION AND RELEASE TO DISPLAY STUDENT WORK

The undersigned(s) is/are the parent(s), guardian(s), or person(s) ("parent") in charge of _____ ("the student").

The School District has requested authorization from the parent of the student to display the product of the student's school-related academic, athletic, musical and/or art work product in public places, including, but not limited to, school buildings and functions, public places in the community, school, local, state and national publications, and on the web page produced and operated by the School District. Upon consideration of the request of the School District:

_____ I/We hereby authorize the School District to display the product of the student's school-related academic, athletic, musical and/or work product in public places, including, but not limited to, school buildings and functions, public places in the community, school, local, state and national

publications, and on the web page produced and operated by the School District; and further I/We hereby waive any claims regarding copyright to the student's school-related academic, athletic, musical and/or art work product, and hereby release the School District and the Board of Education of the School District and all employees, agents, and representatives of the School District from any liability concerning the posting of the student's work on the School District's web page.

_____ I/We DO NOT authorize the School District to display the product of the student's school-related academic, athletic, musical and/or work produce in public places, including, but not limited to, school buildings and functions, public places in the community, school, local, state and national publications, and on the web page produced and operated by the School District.

Dated this _____ day of _____, _____.

Name of Student

Parent/Guardian

Parent/Guardian

PARENT INVOLVEMENT

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

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

“EMAIL” AND INTERNET ACCESS

The District offers certain staff and students of the Plattsburgh Community Schools access to the district computer network, including electronic mail ("email") and the Internet. To gain access to electronic mail (email) and the Internet, all staff must sign and return the "Staff Agreement" form to the central office. Likewise, to gain access to email and the Internet, all students attending the Plattsburgh Community Schools must sign a "Student Agreement," and their parents must sign a "Parents Agreement," and return

the forms to the administrative office of the school district. Student access to email will be provided only relevant to educational endeavors and through a staff member's email address.

- Harassment, hate speech and inappropriate content should be reported. If you feel someone's behavior is inappropriate, react. Talk with a trusted adult, or report it to the social media company or the authorities.
- Don't post anything that would embarrass you later. Think twice before posting a photo or info you wouldn't want your parents or boss to see!
- Don't mislead people into thinking that you're older or younger. If you lie about your age, social media companies will delete your profile.

We urge all students to follow these common sense guidelines.

USDA NONDISCRIMINATION STATEMENT

SNAP and FDPIR state or local agencies, and their subrecipients, must post the following nondiscrimination statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, 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: [How to File a Complaint](#), 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
3. Email: *program.intake@usda.gov*

This institution is an equal opportunity provider.

USDA NONDISCRIMINATION STATEMENT (continued)

For all other FNS nutrition assistance programs, state or local agencies, and their subrecipients, must post the following nondiscrimination statement:

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

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

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), 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
3. Email: program.intake@usda.gov

This institution is an equal opportunity provider.

USDA NONDISCRIMINATION STATEMENT (continued)

Joint Application Form (HHS)

This institution is prohibited from discriminating on the basis of race, color, national origin, disability, age, sex and in some cases religion or political beliefs.

The U.S. Department of Agriculture also prohibits discrimination based on race, color, national origin, sex, religious creed, disability, age, political beliefs 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: [How to File a Complaint](#), 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
3. Email: program.intake@usda.gov

For any other information dealing with Supplemental Nutrition Assistance Program (SNAP) issues, persons should either contact the USDA SNAP Hotline Number at 800-221-5689, which is also in Spanish or call the [State Information/Hotline Numbers](#) (click the link for a listing of hotline numbers by State); found online at: [SNAP Hotline](#).

To file a complaint of discrimination regarding a program receiving Federal financial assistance through the U.S. Department of Health and Human Services (HHS), write: HHS Director, Office for Civil Rights, Room 515-F, 200 Independence Avenue, S.W., Washington, D.C. 20201 or call 202-619-0403 (voice) or 800-537-7697 (TTY).

This institution is an equal opportunity provider.

The following rules and expectations will be effective during the 2020-2021 school year. These rules and expectations are intended to ensure the health and safety of all students, staff members, and the overall community. Because of the fluid nature of the current COVID-19 pandemic and the District's continued collaboration with health officials, these rules and expectations are subject to change at any time. The District will send parents and students written notification of any such changes. It is each family's responsibility to monitor for, understand, and adhere to any such changes, including those changes implemented on short notice. If a parent or student ever has any questions about the interpretation or implementation of these rules and expectations, the parent or student should promptly contact their building administrator.

1. Masks. Unless otherwise directed by the Superintendent, every student must wear an appropriate mask that is consistent with District and building return to school protocols while on school grounds and while in school vehicles, with exceptions for documented medical or religious reasons. Masks must be worn in a manner that covers the student's nose and mouth. A student may remove their mask only when a staff member gives the student permission consistent with the District and building return to school protocols. If a staff member provides specific mask directives to a student, the student shall comply with those directives.

Students are highly encouraged to follow health and safety best practices outside of the school setting, including frequent hand washing, masking, and social distancing.

2. COVID-19 Symptoms. A student who experiences, or has experienced within 24 hours, any of the following symptoms must notify their administrator prior to coming to school or prior to entering a school vehicle:

1. Fever or chills
2. Cough
3. Shortness of breath or difficulty breathing
4. Muscle or body aches
5. New loss of taste or smell
6. Sore throat
7. Nausea or vomiting
8. Diarrhea

The administrator will then evaluate the student's symptoms to determine if the student may report to school or will be given academic work to complete at home. Students who miss school due to potential COVID-19 exposure or symptoms will generally not be counted as an unexcused absence. However, if the administration determines that the student has violated other rules or has not been honest about his or her symptoms, the student's absence may be deemed unexcused and the student may face other consequences. A student's arrival on school grounds or in a school vehicle after the student or parent fails to promptly notify a building administrator of potential symptoms could result in student discipline.

A student who fails to report COVID-19 symptoms because the student wants to participate or compete in activities may face additional activity consequences.

3. Potential Exposure. Parents and students who have reason to suspect that the student may have been exposed to COVID-19 must promptly inform a building administrator. Potential exposure includes,

but is not limited to, coming into close contact with a person who tested positive or is awaiting test results, a family member in the household who has tested positive or is awaiting test results, traveling to locations identified by the current DHM as requiring a quarantine, or receiving notification from a health official or medical professional of a potential exposure. Students who plan to travel outside of the community are encouraged to consult with a building administrator in advance to determine the potential consequences (such as mandatory quarantine) of such travel per the most recent DHM. Any student who has potentially been exposed to COVID-19 will not be allowed on school grounds or in a school vehicle until the District, in its sole and absolute discretion, determines that the student may safely return to school. A student's arrival on school grounds or in a school vehicle after the student or parent fails to promptly notify a building administrator of a potential exposure could result in student discipline.

4. Academic Work at Home. A student who has potentially been exposed to COVID-19 and is not allowed on school grounds will not face an academic penalty unless the administration determines that the student has otherwise violated school rules. Any COVID-19 related student absence will not be counted as an unexcused absence. During a student's COVID-19 related absence, the student is expected (to the extent that he or she is able) to work with his or her teachers to obtain and complete coursework and assignments. A teacher retains the discretion to grade student work during a student's COVID-19 related absence.

5. Activities. A student will not be permitted to participate in activities if the student has possible COVID-19 symptoms, has potentially been exposed to COVID-19 or would otherwise jeopardize the health and safety of other students or staff. The District, in its sole and absolute discretion, will determine when a student may return or participate in an activity. Any student who fails to promptly report COVID-19 symptoms, potential exposure, or otherwise takes action or inaction that could jeopardize the health and safety of other students or staff will be subject to discipline, including the removal from the activity for the remainder of the year.

6. Failure to be Honest. These rules and expectations are designed and will be implemented to ensure, to the extent practicable, the health and safety of all students and staff. The District will endeavor to balance the need to ensure the health and safety of school premises, while not intruding on a family's confidential medical information. With that in mind, students and families are expected to be honest with the District regarding a student's potential COVID-19 exposure or symptoms. If a parent is uncomfortable or unwilling to provide specific information to the District about a student's potential exposure or symptoms, the family need only inform a building administrator of the fact that there may have been a potential exposure or potential symptoms. A parent may, but will not be required to, divulge any specific information about the potential exposure or symptoms, such as medical information. In any circumstance, if the District determines that a parent or student has not been honest or forthright with information or facts provided (or not provided) to the District about a potential exposure or potential symptoms, the District may exclude a student for a longer period of time (for health and safety reasons) or may impose disciplinary consequences, up to and including exclusion or expulsion from school.

7. Other Health and Safety Rules. At any time, a staff member may impose or require a student to undertake other health and safety requirements (such as frequent hand washing, masking, maintaining physical distancing, and the like). A student must follow such health and safety requirements or face discipline.

8. Assumption of the Risks. In the middle of the COVID-19 pandemic, the District has endeavored to reopen schools for the benefit of student learning and development. However, there is no

guarantee that the school environment will be completely safe and free from COVID-19 or other related risks and hazards. Any parent who is uncomfortable with the risks associated with sending their student to school must promptly contact a building administrator to discuss alternative educational options. A parent who elects to send their student back to school does so understanding, assuming, and accepting the associated health and safety risks, including the possibility that the student may be exposed to and/or contract COVID-19.

PCMS Procedures

School Facts

Address: 1724 8th Ave Plattsmouth, NE 68048

Phone: 402-296-3174

Fax: 402-296-2910

Bell Schedule

8:09 First Bell

8:15 Tardy Bell

3:00 Dismissal

Duty Hours

Teachers 7:45-4:00

Daily Check-In

Check your mailbox in the morning and before you leave for the day.

Check your email twice a day.

Dress Code & Professionalism

Staff is expected to dress in a professional manner every day.

Appropriate jeans and a Plattsmouth shirt are allowed on the last student contact day of the week.

Use social media in a professional manner (positive messages only in regard to our school and district; no student pictures or information). If you want something posted on Facebook, it can go on the PCMS FB page. Email Mr. Campin and Ms. Hakius.

If you have a personal FB, Twitter or any other account, I suggest keeping it personal and not tied to our school district.

Staff Absence

You must email Mr. Campin, Mr. Michel and Ms. Hakius by 5:45 a.m., or as soon as possible, if you know you will be absent.

Sick Leave

If a teacher needs to be absent for a long time period due to an illness a principal need to be notified so that an appropriate substitute can be obtained.

Personal Leave

Need to be scheduled five days in advance with the building principal. No more than two teachers will be granted leave on the same day unless permission is granted from the building principal. No personal leave will be allowed during in-service workdays without the approval of the superintendent in addition to the approval of

the building principal. Please don't schedule personal leave the last two weeks of school.

Substitutes

Occasionally a substitute teacher is not available for an absent teacher. If a special area teacher has no sub then a classroom teacher may sign up for loss of planning time in the office, or students may be divided into the other specials' classes. If no sub is available for a classroom teacher, any teacher not tied to a classroom will be asked to sub (specialists/reading/HAL). When this happens, teachers will need to sign a form for extra pay. Only in emergency situations, an administrator may substitute.

Regular classrooms will take priority for a substitute before special area classrooms to try to avoid dividing students.

Classroom and specials' teachers will be paid all or part of the sub pay for taking extra students.

If you know you are going to be absent, you must use AESOP (see instructions below) before 5:45 a.m.:

Using Aesop:

1. Enter online at frontlinek12.com/aesop or call 1-800-942-3767
2. Enter your ID Number: your 10-digit phone number, as well as your PIN Number (4-5 digits given in email; if don't know, go to "forgot your login).
3. Click on "Create Absence"
4. Select date, reason, and time
5. You have the option to enter a note for the administrator or for the sub
6. You have the option to upload a document, such as sub plans or special instructions.
7. To finalize, you must click on green "create absence" button and wait for a confirmation number.

If you would like to change your PIN to something you can remember, go to Account tab, then personal information, change PIN (4-5 digits).

Please notify the office by 2:00 on the day of your absence to let us know your plans for the following day, in the event we need to retain the sub.

Student Arrival

Students will check temperatures, have a mask and use hand sanitizer.

Doors open for breakfast at 7:45. Students eating breakfast report to the cafeteria.

Students not eating breakfast can arrive at 7:45 and go to the gym.

They will not go to the classrooms unsupervised. They are to report to the locations listed below. When a student finishes breakfast he/she will report to the gym.

Dismissal

All staff will need to assist during dismissal for the first 3 days.

2:55-Walkers and students with Elementary siblings will exit the west doors.

3:00- Bus, 7th and 8th students go to south doors.

3:00-5th and 6th students will exit the front doors.

Each teacher must accompany his/her class outside and remain with students until they have all left the grounds.

Faculty Workshops

Faculty Workshops will be scheduled on one Wednesday of each month. These workshops will be centered on our School Improvement Process or training. There may be times throughout the year that we need to meet, so it is possible that a meeting may be called on another day. Individual teams may be called to meet in regard to a team specific issue; if it doesn't include or doesn't impact other teams, other teams will not be required to meet.

Please do not schedule appointments, parent meetings, (IEP) or personal business on specific Wednesdays when there are meetings.

Ground rules for meetings:

- Arrive on time
- Be prepared
- Willingness to participate
- Stay focused on the task at hand

Budget

Classroom teachers do not have an allotted budget to be used on supplies and materials; materials are available as needed with permission from school administration. The budget is very tight this year, but I will do everything I can to make things happen.

Safety Drills

Post your fire and severe weather routes by the classroom door.

Practice these procedures within the first week and review frequently throughout the year.

Monthly fire drills will be held throughout the year.

A tornado drill will happen in the fall and spring.

Lock down drills will happen throughout the year.

Take your red and green cards when you go outside. If you need new cards, please let Tami know.

Copy Machine / Copy Center

Staff may use the copy machine in the office or upstairs. Please do not abuse this privilege. **All materials to be copied for classroom sets will be printed in the Copy Center at the High School.** There is a five-day turn-around time for printing service. This does not include weekend days. Often it takes fewer than five days. Please attach the pink printing form to each print order and turn into the office. (A copy of this form is in the back of this handbook.) If you need a large quantity of one-subject worksheets, please do not order them to be finished on the same date. Please fill out the subject blank with the curricular area or the name of the papers. Do not put ASAP on orders. When possible, you can send for copies via e-mail.

Master copies sent to be copied should be flat, have no curled edges or holes, have no tape or sticky notes attached, and be clean. Do not send booklets. Make separate copies of each page and send those. Do not send dark colored pages as masters.

Cumulative Folders

Classroom teachers need to keep student cum folders updated in a timely manner. These items need to be placed in the folders as shown below:

1. Student file access record
2. School pictures placed on tag picture forms
3. MTSS/RTI information
4. Copies of legal documents such as custody papers
5. Birth certificate
6. Checklist
7. General information sheet
8. Miscellaneous letters
9. Standardized test scores
10. Report cards (place most recent last in the folder)

It states in Board Policy #5202 that the district is to keep a list of all individuals that obtain access to a student's records. Student Records are in file cabinets in Byron's office. Please fill out the Student File Access Record form in the front of each cum folder. You will sign your name, date, and reason for looking in the cum folder on this form.

Directory type information such as a student's name, address, telephone number, date and place of birth, major field of study, participation in activities and sports, dates of attendance, degrees, awards and the name of the previous educational institutions attended by the student may be released without prior consent if it is done in a judicious manner.

Inventory

All teachers are to complete an inventory of furniture and instructional materials in their classrooms. Must be completed prior to checking out on the final teacher workday.

Inventories are to be completed on the following website:

<https://wl.sui-online.com/PlattsmouthNE/Login.aspx?ReturnUrl=%2fPlattsmouthNE%2f>

Keys

Each teacher will be issued a key to their classroom and a common key to be used for the workroom and teacher's lounge. At the end of the year each staff member will need to show his/her keys for checkout. They may be kept over the summer months.

Media Center

The Media Center and Choir room is often used for meetings after school and for staff development classes in the evening. Everyone needs to help clean up any food mess, trash, and sticky tables. Sometimes chairs also need to be put on the tables because vacuuming is done early in the morning.

Music Programs/Assemblies

There will be no music programs or assemblies this year due to COVID-19 concerns unless things change.

Planning Period

Planning periods are used for individual and grade level planning; preparation of materials and lesson plans, meeting with teacher associates, taking care of school business, and conferencing with parents. There should be a regular team meeting weekly with an agenda and notes. The team leader is responsible for setting the agenda. A copy of the meeting agenda and notes need to be sent via e-mail to the principal, assistant principal, Sara Barada, Byron Petry, Tami Hakius and Raylene Frazier. Please let the principal know of the regular meeting day.

MTSS-Multi-Tiered System of Supports

As the district works in partnership with parents and community members to ensure students demonstrate academic achievement, responsible behavior, and civic engagement, students are expected to meet performance goals identified at the early childhood center, elementary school, middle school, and high school. Examples of performance goals at each building may include: arrive to class prepared for learning, use work time appropriately, complete assigned tasks on time, demonstrate respect for people and property, and follow staff directives. If a student does not respond appropriately to performance goal expectations, they may receive increasing levels of support at various stages of the four-level system. At the four levels, students will be monitored to determine if they respond to interventions developed by the team.

Potential team members at each level are identified as follows.

Level 1: Student, teacher(s), and parents

Level 2: Student, teacher(s), parents, Level 2 coordinator, and possibly an administrator

Level 3: Student, teacher(s), parents, building administrator, and school psychologist

Level 4: Student, teacher(s), parents, building administrator, school psychologist, and district administrator.

Students enter the support system by not meeting performance goal expectations established by the staff in each building. The purpose of the student support system is to provide students with *opportunities to learn* in the general education environment. If a student does not respond to interventions at Level 1, Level 2, and Level 3, the team will likely consider a Level 4 intervention that may include an alternative setting, alternative curriculum, alternative schedule, 504 plan, or referral for a special education evaluation. Students will not be considered for a special education evaluation, until they have consistently demonstrated academic or behavior challenges that are significantly different from their same-age peers.

A copy of the Multi-Tiered System of Support Form is located in the back of the book.

Emergencies

If an emergency should occur due to an accident or illness of a student, staff member or anyone visiting the building - notify a principal and/or school nurse. If the principals are out of the building, notify the secretary. Make every effort to contact the parent or spouse. Forms with emergency information for staff members and students are on file in the office and are also on the computer management system. Follow the directions of the parent or spouse. If no one can be contacted immediately and it is necessary to take action call the individual's doctor for direction. In an extreme situation, it might be necessary to call a Rescue Squad (911).

Managing School Conduct

Teachers need to teach and have students practice appropriate skills throughout the day and week. If a student continues to have problems maintaining control, a parent needs to be contacted and maybe a conference set up. A behavior plan may need to be established. **Students are not to be placed in the hall unless there is a person available to monitor them.**

All staff members need to use appropriate **voice tone and voice levels at all times**. This is the expectation since all staff members have had Social Skills training and understand the value of the adult being calm in any situation throughout the school day.

To regain instructional control:

- Use a calm voice tone
- Maintain appropriate physical proximity
- Give student time to calm and respon

Faculty Meetings

Faculty meetings will be held on Mondays.

Alternate Mondays should be reserved for school improvement, planning, team reflection, and professional development.

The total time per month will not exceed 3 hours (with new duty times, meetings will be kept as brief as possible).

Hallways

Please be present in the hallway in the morning to greet and supervise students. A smile and sincere hello go a long way in starting the day off right!

Do Not get in an argument about the masks. Remember to always remain calm. If you need help you can contact the office.

Teach and review good hallway manners and expectations.

Individual students must have a hall pass. Any students without a pass will be escorted back to their classroom. The pass needs to include teacher's name and destination.

Restroom Breaks

Students who need to use the restroom on an individual basis must have a hall pass.

Allow no more than one student from you class to go to the restroom at a time.

Office

The administrators' doors are usually open.

If the door is closed, please do not enter or knock on the door, as a conference or confidential call may be taking place.

Check with the secretary, leave a note, write an email, or check back later.

Building Security

Our security officer, Mike McKnelly, monitors the building and is located at the top of the fifth-grade stairs.

Our security officer will assist as needed. Contact the office if you need someone, or need a door unlocked.

Doors must be closed and locked at all times. (In our situation, this is up to the classroom teacher).

All staff must wear I.D. badges at all times.

Supplies

If you are in need of supplies, complete a "supply order" form and return it to Mr. Campin. The office staff will fill your order in a timely manner.

Personal Phone Calls

Incoming calls to teachers during teaching hours will be placed in your voice mailbox.

Emergency calls will be transferred to your room.

If you are expecting an important call, notify the office staff.

Cell phone use should be limited to emergencies only during the school day. Please contact Mr. Campin or Mr. Michel if you need to have your cell phone available during your duty hours. Keep it in a secured location.

If you are using your cell phone for instruction, that is ok.

You can have students use their cell phones for instruction as well, otherwise their cell phones should be in their back packs.

You can use your cell phones on your plan time and lunch. Please do not have cell phones out when you are in the hallways.

Phone Calls

Teachers are encouraged to have frequent contact with parents. **Before the end of the first two weeks of school make a phone call home to parents/guardians.** Telephone calls are especially beneficial if a personal conference is not possible. You have a phone in your room for parent contacts. Long distance calls to parents need to be made from the office due to the set-up of long-distance service.

You may want to log whenever you call or send a note home to parents/guardians particularly when a problem is being discussed. It is helpful to have a copy of your parent contacts when you need to refresh your memory or fill out a Student Support System form. Any significant parent comment (positive or negative) should be shared with a principal. Many problems can be averted or solved with effective communication here at school.

Calls from parents will not be transferred to teachers when they are teaching. Voice mail will be used instead.

Sub Folder

Please make sure that your sub folder is updated and easily accessible in your room.

Clearly indicate where the teacher manuals are located.

Make sure you include your schedule and other pertinent information.

Medication Policy

All students taking medication at school must have a note from the doctor with instructions and written permission from the parents.

All medication will be kept in the nurse's office.

No medication will be kept in the classroom or lockers.

Please, contact Mrs. Graves if you need any Band-Aids or other supplies.

Supervision of Students

Students are the sole responsibility of the certified classroom teacher.

Students should not be left alone in the classroom at any time. If harm should come to a child not under direct supervision, you and the school may be charged with negligence and be open for a lawsuit.

If you need to leave the classroom, call the office or a neighboring teacher to cover your class.

Students are not to be placed in the hallway for a time-out.

Adult Lunches

Adult lunches may be purchased. Lunch accounts may be set up by calling Food Service at the Administration Office. The phone number is ext. 2800. Teachers may buy lunch at the elementary kitchen or the middle school kitchen. **If a staff member leaves the building for lunch, he/she is responsible for getting back to school on time. Please sign out before leaving and sign in when you return. Due to our COVID situation, please try and avoid outside interaction as much as possible at lunch. You will need to follow building entry protocol when you return.**

Office Pass

Please **DO NOT SEND STUDENTS** to the office to see the health professional, unless you have called and made contact with a member of the office staff.

Television/Videos

When you want to use a video in your classroom you need to submit a Video Request form to a principal for approval. Videos should be of educational value, not to fill time.

Absences/Tardies

Teachers will record the attendance of their students using Infinite Campus. Be careful when marking the absence to ensure you are marking the correct student absent.

Mark whoever is not in your room at the time as absent. Do not mark them tardy. The office will do this.

Students arriving late in your first period class must have a written tardy slip. If students arrive without a slip from the office, send them back to get one. Please do not send students to get tardy slips any other time during the day. If a student is delayed getting to their next class because they were in your room, please send a note with them to their next class.

Notify the office immediately of any changes in attendance.

Classroom Environment

All classrooms should have evidence of differentiated instruction, use of technology, and active learning.

All classrooms must have objectives for lessons posted.

All classrooms need to have the following information posted (Tami will make these for you)

Dr. Hasty

Mr. Campin

Mr. Michel

Your Name

Paraprofessional Name

Only use Marvelous Tape on walls.

No tape on carpets.

Food should be kept to a minimum in the classroom to help with bug and rodent control.

Per the Fire Marshall:

Nothing hangs from ceiling

Do not back unframed boards with paper or material.

Any furniture, curtains, or cloth-covered items must have a certificate of fireproofing.

You are encouraged to only hang items on the wall that educational value and are student interactive.

At the end of the day:

Have students pick up papers and supplies off the floor.

Put all chairs up on desks for easy vacuuming.

Lower and close all shades.

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

1. One or more meetings shall be held between a school attendance officer, school social worker, or other person designated by the school administration and the parent/guardian and the student to report and attempt to solve the truancy problem. If the parent/guardian refuses to participate in such meeting, the principal shall place in the student's attendance records documentation of such refusal.
2. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child.

3. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.
4. Investigation of the truancy problem by the school social worker, or if such school does not have a school social worker, another person designated by the administration to identify conditions which may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.

Reporting Habitual Truancy. Students who accumulate twenty (20) unexcused absences or the hourly equivalent per year shall be deemed to be habitually truant. If the student continues to be or becomes habitually truant, the principal shall serve a written notice to the person violating the Nebraska truancy laws (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that law. If within one week after the time the notice is given such person is still violating the school attendance laws or policies, the Principal shall file a report with the county attorney of the county in which such person resides.

Thank you for being a part of the PCMS Family!!

Elementary Staff Handbook

Statement of Elementary Staff Handbook

This Elementary Staff Handbook shall be used for building specific procedures only. The District Teacher Handbook procedures and policies will supersede all Elementary Addendum procedures when in contradiction.

ABSENCES FROM WORK

Sick and Personal Leaves

Sick Leave

If a teacher needs to be absent for a long time period due to an illness a principal needs to be notified so that an appropriate substitute can be obtained.

Personal Leave

Need to be scheduled five days in advance with the building principal. No more than two teachers will be granted leave on the same day unless permission is granted from the building principal. No personal leave will be allowed during in-service workdays without the approval of the superintendent in addition to the approval of the building principal. Please don't schedule personal leave the last two weeks of school.

Aesop System

All absences need to be put into Aesop or the Subfinder system by 5:45 AM on the day of the absence. If you miss the AESOP deadline, please call or text Kelly at 402-297-3727 and Amy at 402-960-5225.

Substitutes

Occasionally a substitute teacher is not available for an absent teacher. If a special area teacher has no sub then a classroom teacher may sign up for loss of planning time in the office, or students may be divided into the other specials' classes. If no sub is available for a classroom teacher, any teacher not tied to a classroom will be asked to sub (specialists/reading/HAL). When this happens, teachers will need to sign a form for extra pay. Only in emergency situations, an administrator may substitute.

Regular classrooms will take priority for a substitute before special area classrooms to try to avoid dividing students.

Classroom and specials' teachers will be paid all or part of the sub pay for taking extra students.

Elementary Staff Handbook

Substitute Teacher Folder

Prepare a Substitute Teacher folder. The folder should be placed in a place where a substitute can easily find it (in or on the teacher desk).

This folder needs to include:

- list of student names
- daily schedule including any duties, special classes
- location of teaching materials
- description of procedures for restroom, lunch, recess
- alternative activities
- responsible students
- any special education students and their particular needs

Lesson plans must be available to a substitute.

DUTIES AND RESPONSIBILITIES

Hours of Work and Meetings

Daily Schedule

The normal workday shall consist of eight and one-fourth hours and normally will be from 7:45 am to 4:00 pm daily. The workday may be varied as necessary for school activities. Staff members will confer with the building principal for a variance from the normal schedule. On days when school is dismissed because of inclement weather or other emergencies or on days immediately preceding scheduled holidays, the instructional staff member's day may end 10 minutes after the end of the pupils' school day.

Team Leaders

Team Leaders will meet at a minimum of once a month.

Faculty Workshops

Faculty Workshops will be scheduled on one Wednesday of each month. These workshops will be centered on our School Improvement Process or training. There may be times throughout the year that we need to meet, so it is possible that a meeting may be called on another day. Individual teams may be called to meet in regard to a team specific issue; if it doesn't include or doesn't impact other teams, other teams will not be required to meet.

Elementary Staff Handbook

Please do not schedule appointments, parent meetings,(IEP) or personal business on specific Wednesdays when there are meetings.

Ground rules for meetings:

- Arrive on time
- Be prepared
- Willingness to participate
- Stay focused on the task at hand

Everyone will be part of a grade level or area Professional Learning Community throughout the year and revise curriculum, create assessments, and review assessment scores.

Parent-Teacher Organization

The PTO is a valuable resource for our schools. Many projects in the past sponsored by the PTO have helped the students. Staff is encouraged to join and participate in PTO activities. Input from staff is valued and appreciated at PTO board meetings. Please support this group and its projects. The expectation that each teacher will attend a minimum of one PTO meeting per year.

Teacher Duties

All specials' have lunch duties. There are after school duties at the front, and middle school doors, which are handled by staff as assigned. These duties are very important for safety reasons.

If a staff member is gone, the hired substitute must handle any school duty. If you know you'll be gone ahead of time, please trade days or find a supervision substitute and inform the office.

(See duty schedules in the back of this handbook.)

Lesson Plans

Lesson Plans

Weekly lesson plans are required to ensure teachers are prepared to know what, why, and how they are teaching. During your assigned week, it is your responsibility to turn in a copy of your lesson plans, either electronically or to the folder by the principal's office. Your plans are indispensable to the substitute who has your class when you are absent. Plans should include:

Elementary Staff Handbook

1. Stated objectives for the lesson including the state standard for reading, writing, math, and science.
2. Materials needed, method/description of presentation
3. Evaluation
4. Time allotment
5. Possible teaching strategies (ex. -cooperative learning groups)

Purchased lesson plan books or computer generated lesson plan forms may be used. Please have a copy of your lesson plans available on the right hand corner of your desk.

Daily Class Record Book

Infinite Campus

Every staff member is able to get student and family information easily on Infinite Campus. Health and behavior information is available to selected personnel. Attendance is to be entered daily for students by classroom teachers. When other records are established, teachers are expected to follow guidelines for updating data.

Classroom and School Procedures

Book Orders

Teachers may collect money or checks for book orders. Checks must be made out to the book company and not to the teacher. Money must be deposited in the office everyday.

Budget

Classroom teachers do not have an allotted budget to be used on supplies and materials; materials are available as needed with permission from school administration.

No fees will be assessed for students because of the state legislation and the district fee policy. Food and rewards for students must come out of classroom budgets. Special areas, reading, special education, and office expenses have separate budgets. P.T.O. will help with field trip expenses and often allocates additional resources and funding to teachers.

Orders for materials must be made by May 1st by filling out a requisition form and turning it into the office. Teachers must have a signed purchase order before items can be ordered online, by phone, or picked up in person.

Elementary Staff Handbook

Classroom Assignments

When new students are registered many factors are considered. Current classroom numbers, possible relatives, special needs, and gender are some variables. Teachers may be consulted to help make the decision. The building administrators will make final placement.

In the spring, administration, classroom teachers and resource teachers create next year's classes. Occasionally there are parent requests. Please do not promise parents that children will be placed in a specific room for the next school year. If a parent would like to request, please have them email the principal with characteristics of a teacher they feel would best match with their child. Resource students will always get first priority when classes are created, and resource and classroom teachers will work together to complete this task.

Classroom Supplies

Each teacher made his/her own coop order (School Specialty) in the spring. The office will only have a small amount of extra supplies for new staff members. Classroom budgets can be used for supplies. Do not ask parents for money or require donations of materials or extra supplies beyond what students have brought. Expenses for film and film developing should be taken from classroom budgets.

Copy Machine / Copy Center

Staff may use the copy machine in the work room or the copy room. Please do not abuse this privilege. **All materials to be copied for classroom sets will be printed in the Copy Center at the High School.** There is a five day turn-around time for printing service. This does not include weekend days. Often it takes fewer than five days. Please attach the pink printing form to each print order and turn into the office. (A copy of this form is in the back of this handbook.) If you need a large quantity of one-subject worksheets please do not order them to be finished on the same date. Please fill out the subject blank with the curricular area or the name of the papers. Do not put ASAP on orders. When possible you can send for copies via e-mail.

Master copies sent to be copied should be flat, have no curled edges or holes, have no tape or sticky notes attached, and be clean. Do not send booklets. Make separate copies of each page and send those. Do not send dark colored pages as masters.

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Cumulative Folders

Classroom teachers need to keep student cum folders updated in a timely manner. These items need to be placed in the folders as shown below:

1. Student file access record
2. School pictures placed on tag picture forms
3. MTSS/RTI information
4. Copies of legal documents such as custody papers
5. Birth certificate
6. Checklist
7. General information sheet
8. Miscellaneous letters
9. Standardized test scores
10. Report cards (place most recent last in the folder)

It states in Board Policy #5202 that the district is to keep a list of all individuals that obtain access to a student's records. Student Records are in locked file cabinets in the Conference Room. Please get the key from the office and fill out the Student File Access Record form in the front of each cum folder. Please sign your name, date, and reason for looking in the cum folder on this form. (A copy of this form is in the back of this handbook.)

Directory type information such as a student's name, address, telephone number, date and place of birth, major field of study, participation in activities and sports, dates of attendance, degrees, awards and the name of the previous educational institutions attended by the student may be released without prior consent if it is done in a judicious manner.

Elementary Performance Goals

A copy of the Elementary Performance Goals is located in the Instructional Information section of the handbook.

Halls/Rules

Teachers are to escort the whole class to and from the lunchroom/gym, computer lab, health room, media center, art room, and music room. Please teach your students how to walk appropriately and not disturb other classes. Selected staff members will walk students to the bus pick-up point after school and to the outside doors for dismissal.

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Hall Rules

1. Zero level voice
2. Use a single file line
3. Walk in the halls
4. Keep your hands to yourself

Inventory

All teachers are to complete an inventory of furniture and instructional materials in their classrooms. Must be completed prior to checking out on the final teacher workday.

Inventories are to be completed on the following website:

<https://wl.sui-online.com/PlattsmouthNE/Login.aspx?ReturnUrl=%2fPlattsmouthNE%2f>

Keys

Each teacher will be issued a key to their classroom and a common key to be used for the workroom and teacher's lounge. At the end of the year each staff member will need to show his/her keys for checkout. They may be kept over the summer months.

Lounge

A pop machine, microwave, and refrigerator are provided for all staff to use. A bookcase is available for paperbacks, magazines, and newspapers. The lounge was cleaned before school started including all of the cabinets and the refrigerator. A schedule for cleaning/straightening the lounge is in the back of this handbook.

Media Center

The Media Center is often used for meetings after school and for staff development classes in the evening. Everyone needs to help clean up any food mess, trash, and sticky tables. Sometimes chairs also need to be put on the tables because vacuuming is done early in the morning.

The Media Specialist will help you learn how to look up subjects/topics. She will not pull books for teachers due to lack of time.

MTSS-Multi-Tiered System of Supports

As the district works in partnership with parents and community members to ensure students demonstrate academic achievement, responsible behavior, and civic engagement, students are expected to meet performance goals identified at the early

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childhood center, elementary school, middle school, and high school. Examples of performance goals at each building may include: arrive to class prepared for learning, use work time appropriately, complete assigned tasks on time, demonstrate respect for people and property, and follow staff directives. If a student does not respond appropriately to performance goal expectations, they may receive increasing levels of support at various stages of the four-level system. At the four levels, students will be monitored to determine if they respond to interventions developed by the team.

Potential team members at each level are identified as follows.

Level 1: Student, teacher(s), and parents

Level 2: Student, teacher(s), parents, Level 2 coordinator, and possibly an administrator

Level 3: Student, teacher(s), parents, building administrator, and school psychologist

Level 4: Student, teacher(s), parents, building administrator, school psychologist, and District administrator.

Students enter the support system by not meeting performance goal expectations established by the staff in each building. The purpose of the student support system is to provide students with *opportunities to learn* in the general education environment. If a student does not respond to interventions at Level 1, Level 2, and Level 3, the team will likely consider a Level 4 intervention that may include an alternative setting, alternative curriculum, alternative schedule, 504 plan, or referral for a special education evaluation. Students will not be considered for a special education evaluation, until they have consistently demonstrated academic or behavior challenges that are significantly different from their same-age peers.

Students will not be considered for a special education evaluation, until they have consistently demonstrated academic or behavior challenges that are significantly different from their same-age peers.

A copy of the Multi-Tiered System of Support Form is located in the back of the book.

Music Programs/Assemblies

There will be no music programs or assemblies this year due to COVID-19 concerns.

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Parking

Staff is expected to park south of the building in the Middle School lot, the lot by the track, or on the curb next to the playground. The asphalt parking areas in the front of the building are for assigned staff members, handicap parking, and visitors.

Planning Period

Planning periods are used for pod or grade level planning; preparation of materials and lesson plans, meeting with teacher associates, taking care of school business, and conferencing with parents. There should be a regular team meeting weekly with an agenda and notes. The Pod chairperson is responsible for setting the agenda. A copy of the meeting agenda and notes need to be sent via e-mail to the principal, assistant principal and PES. Please let the principal know of the regular meeting day.

Purchase Orders

A building budget has been established. Each pod/grade and special area will have a set amount of money for the school year to be used as needed. This money is also to be used for spring purchases. You may decide what you want to purchase or order. Please place list of items in a principal's mailbox and not the secretary's mailbox. If you want to be reimbursed you must turn in original receipt. Please put these in an envelope with your name on it. **Prior to purchasing, the principal must approve all purchase orders.**

To fill out a request for a purchase:

1. Pick up a pink order form in the office.
2. Fill it out listing:
vendor name, address, date, staff member ordering
item and item number
quantity
price of each item
any discount
shipping cost
total order
3. Give pink order form to the principal to approve order. Items will be ordered by the Office Manager.
4. When the order arrives please check off items and return the packing slip.
5. If you take a P.O. to a business, you must return a receipt to the office.
6. Receipts should have your name on it. Do not send them to the Administrative Office.

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Reading Academic Associates

The Reading Academic Associates' primary responsibility is to provide academic support within the Multi-Tiered Student Support. As scheduling allows, they will provide support in specific grade levels. All Academic Associates will be responsible for lunch and recess duty. Additional duties may be assigned by building administration as needed.

Administrative Assistants

There are two administrative assistants in the office to help all of the staff, students, and parents. They have many varied duties and are busy all of the time. Please be considerate of their working time to allow them to accomplish some paperwork. They do not have a scheduled planning time to work in a quiet environment. A tray of supplies you may need are located on the shelf above the copy machine.

Student Procedures

Arrival/Dismissal

Arrival

The school day for students begins at 8:20. Students may begin entering the building at 7:45 to go to their classrooms. Students may be dropped off at the north doors of the school. Students in grades 3-4 will enter door 29, and students in grades K-2 will enter the main front doors.

There will be two breakfast stations, one at door 29 and one at the front door. Students will pick up their breakfast and go to their classrooms.

Campus opens at 7:45. Please plan your family schedule around these times. Do not drop off your child before 7:45, as there will be no supervision. If your child is dropped off too early, you may receive a note or a phone call from a staff member to remind you of the appropriate arrival time.

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

For the safety of students and staff all doors are locked at 8:30 a.m. except the north door (1). If your child arrives at school later than 8:30 he/she needs to go to the front doors to get into the building. He/she should then go to the office to obtain a tardy slip before going to their classroom.

Dismissal

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Kindergarten and 1st grade students and their siblings are dismissed at 2:40. Grades 2-4 students are dismissed at 2:50. **Bus students will be escorted out door 10 to walk to the bus ramp.** Students who walk to the east and south of the school will be supervised by staff to the cross walk on 8th Avenue. If your child(ren) goes to POPS Place he/she will be released to that program. Other students (K-3) will exit through the North Doors (Door 1). Fourth grade students will exit through west doors (Door 29, 30, 31, 32, 33).

Students pick up locations will be assigned by grade level. Daycare vehicles will be allowed to park in a designated area. This area will be located curbside on the west side of the circle drive.

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

Parents must wait outside with appropriate physical distancing.

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

Note: Resource Teachers will work out a schedule that allows them to rotate crosswalk and MS sibling duty.

Please see supervision schedules at the end of this document.

Attendance of Pupils

Attendance Procedures

Attendance will be taken with Infinite Campus. This needs to be entered every morning before 8:25 a.m. so that calls can be made to check on absent students. **If a child enters your classroom after 8:20, please count them tardy, but do not send them to the office. We are trying to limit congestion in the office.**

If you know why a student is absent, please let the office know to save calling time. The reason for the absence will be put in the computer system, so it is important to know the reason. Contact the parents of students who are absent often and notify them of your concern. Record the date and results of your call and inform the office.

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The following section is in the Student/Parent Handbook. It is included for your information.

Attendance Policy

Regular and punctual student attendance is required. The Board's policies require such attendance. The administration is responsible for developing further attendance rules and regulations and staff is responsible for assisting in the enforcement of the rules and regulations. Students and parents are responsible for developing behaviors, which will result in regular and punctual student attendance.

Parent Responsibility to Report Absence

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

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

Extended Absence from School

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

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

Leaving during the School Day

A request to have a child excused early should be sent with the child on the morning of the dismissal. The time and reason for leaving should be included. When possible, medical and dental appointments should be made outside of school hours. A child will be released only to parents unless the school has been notified otherwise. A child leaving school for the day will not be allowed to return to school that day.

Section 2

Tardies

The school staff, parents, and students shall make every effort to prevent tardy behavior. Students will be counted tardy when they are not present at the designated start time for

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school. Tardiness will result in a progressive disciplinary action developed by the school. The more tardies a student accrues, the more severe consequences.

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

Section 1 **Absence Procedures**

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

Section 3 **Make-up Work**

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

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

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

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

Section 4 **Attendance is required to Participate in Activities**

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

Section 5 **Truancy**

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

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

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

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

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community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.

Reporting Habitual Truancy. Students who accumulate twenty (20) unexcused absences or the hourly equivalent per year shall be deemed to be habitually truant. If the student continues to be or becomes habitually truant, the principal shall serve a written notice to the person violating the Nebraska truancy laws (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that law. If within one week after the time the notice is given such person is still violating the school attendance laws or policies, the Principal shall file a report with the county attorney of the county in which such person resides.

Birthdays

This year, there are no birthday treats or treat bags allowed from home. You may give students a birthday pencil or book in place of a treat. See Amy for birthday pencils if needed.

Books

Pupils are responsible for books issued to them. They are not to lend the textbooks to other pupils without permission of the teachers.

A pupil who loses his/her book should report the matter to the teacher at once. If the book is not found within a reasonable time, the teacher should find out the cost of the book and charge the student the replacement cost. Lost library books will be handled by the Media Specialist.

Field Trips

No in person field trips will occur this year. If you have a virtual field trip that has expenses, please contact the PTO before scheduling the virtual field trip.

Food/Gum

Food is allowed in the classrooms for snacks or special lunches. Refrain from using food as a reward. Healthy food needs to be the priority. Students should not bring candy or other foods that are not nutritious. Gum is not allowed unless it is a birthday or reward treat. Students and staff need to be responsible in the types of food and cleaning up messes. This is a way to develop student responsibility.

Hair

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Temporary hair coloring (wash out) is not permitted. After contacting parents, the student will be asked to wash the color out.

Health

Injuries/Accidents

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

If the accident requires more than a simple bandaid, an accident form will be filled out by the health professional.

Health

Statute 79-3-002, 3-002

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

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

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Influenza

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

COVID-19 Update

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

Health Information Release

Most parents have signed a release so the nurse may share appropriate information with teachers and/or EMS personnel. A copy of this form is in the back of this handbook.

Nursing Services

The health professional provides many services such as giving medications, taking care of injuries, contacting parents, doing continuous lice checks, and teaching selected health lessons. Please let her know if you need band-aids for the small scrapes that should be taken care of in the classroom. A health screening for every student is scheduled for early in the fall. When students are sent home because of lice, illness, or accidents, the nurse will notify the classroom teacher by intercom call, phone call, or personal contact.

Lunch

Food Service Guidelines

In order to purchase meals parents must set up family lunch accounts with Food Service. Funds must be placed in accounts and then students use their lunch cards until the balance reaches \$5.00 per child when low balance notes will be placed in classroom teachers’ mailboxes to be sent home with the students. If the family account reaches a \$0.00 balance, the student will not be allowed to purchase a meal and the lunch card will be taken. If you have a student who does not have a lunch card on any day, please ask that student whether he/she brought money or a cold lunch. A Food Service employee will be contacting parents when students have no funds in their lunch account. Teachers may not purchase student lunches on their own lunch card. All lunch accounts will be

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handled in the Administration Center by Rhonda (ext. 2800) so questions about accounts go to her.

Lunch Count/Lunch Cards

Each classroom will have a Lunch Card Envelope to use for any cash received for lunch payment. Please note each child's name that brought money so the proper account can be credited. Your classroom envelope will be returned to you each afternoon (via your mailbox) and will be used daily

Lunchroom Guidelines for Adult Supervisors

A list of procedures and guidelines is in the back of this handbook.

Lunchroom Procedures

Students need to use the waterless soap as they line up for lunch.

Lunch is on a rotating schedule according to the pods. Each grade/pod needs to decide the class order and rotation. Students purchasing a lunch will pick up milk first, give their lunch card, and then go through the food line. Please remind your students that pop is not allowed for school lunches.

Classroom teachers need to return to their classroom at the designated time. Since each class starts eating at different times, all classes won't finish at the same time, but supervisors should encourage students to replace their masks when the students finish eating lunch.

Lunchroom Rules (from Parent-Student Handbook)

1. Food is confined to the cafeteria area and may not be taken to other parts of the building unless requested by a staff member.
2. Students are to use proper table manners and not misuse food or beverages.
3. Trays, serving utensils, plates, and silverware must returned to the proper area.
4. Students are encouraged to drink juices or milk.
5. Violation of these rules may result in disciplinary action.

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Student Lunches

The cost of a student lunch is \$2.95 and a breakfast is \$2.20. Students may bring lunches from home. They may purchase milk for \$.50 or bring a drink. They may not bring pop.

Adult Lunches

Adult lunches may be purchased. Lunch accounts may be set up by calling Food Service at the Administration Office. The phone number is ext. 2800. Teachers may buy lunch at the elementary kitchen or the middle school kitchen. **If a staff member leaves the building for lunch he/she is responsible for getting back to school on time. Please sign out before leaving and sign in when you return.**

Money

No teacher should ask students for money for supplies, cooking materials, fees for field trips, or donations. The only exception is when book money is collected for book orders or money is needed to replace a lost book.

Office Pass

Please **DO NOT SEND STUDENTS** to the office to see the health professional, unless you have called and made contact with a member of the office staff.

Parent Communication

Classroom/Pod Newsletters

Each classroom teacher/pod member is requested to send home a weekly, biweekly, or monthly newsletter. The teacher may compose it or students may participate and write news. Special area and Special Education teachers should give appropriate news to classroom teachers for inclusion in these newsletters. Please put a copy of each newsletter in a principal's mailbox.

Notes

Office reminder notes will be distributed to remind parents of future schedule changes. Please give the office a copy of notes that are sent home.

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Phone Calls

Teachers are encouraged to have frequent contact with parents. ***Before the end of the first two weeks of school make a phone call home to parents/guardians.***

Telephone calls are especially beneficial if a personal conference is not possible. Since each teacher has a telephone, making a phone call is quite easy. Long distance calls to parents need to be made from the office due to the set-up of long distance service.

You may want to log whenever you call or send a note home to parents/guardians particularly when a problem is being discussed. It is helpful to have a copy of your parent contacts when you need to refresh your memory or fill out a Student Support System form. Any significant parent comment (positive or negative) should be shared with a principal. Many problems can be averted or solved with effective communication here at school.

Calls from parents will not be transferred to teachers when they are teaching. Voice mail will be used instead.

Report Cards

There are quarterly report cards, which are mailed at the end of each quarter.

As teachers prepare report cards to reflect assessments and academic progress, they need to remember that attitude, compliance, effort, and ability should not be considered. There are other places on the report card for social skills reporting. Adjustments for Resource students are to be made based on IEP goals and noted on report cards.

Pets

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

Picnics

End of the year picnics may be held if proper safety measures are implemented and allowed by current DHM.

POPS' Place / Blue Devil Academy

This is a before/after school daycare program held in the gym and classrooms. Students may come early to school or stay late and receive excellent daycare. These students will have a variety of activities including snacks and outdoor exercise. If you have students who are signed up for this daycare, they will stay in their classroom until a POPS Place

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staff member collects the students. If you need to keep a student after school or have them come to your room before school starts instead of having them go to POPS Place, previous arrangements need to be made with parents and the staff of POPS Place.

Recess

Inside Recess

If the weather is bad outside or temperature is 10 degrees or below, recess is held in classrooms. Students need time to talk, play games; work puzzles, draw/color, and just have fun. Preparing a basket/box of games specifically for inside recess works extremely well. The principal will make the final decision on inside recess.

Recess

Children will have the opportunity to get exercise, fresh air, and socialize with friends at recess. If your child is well enough to attend school, she/he is well enough to participate in the elementary schedule. Exceptions will be made when a note from a doctor excuses a child from certain activities. **Please dress your child appropriately for the weather. Please make sure your child is dressed appropriately for outside activities when the weather becomes cold.** It is at the discretion of the principal whether the clothing a child is wearing is appropriate for the weather conditions. Students will not be sent outside if it is raining or the temperature and/or wind chill is below 10 degrees. When the temperature and/or wind chill is above 10 degrees recess will be outside. **When the conditions are wet or snowy and recess is still held outside, students must wear boots and snow pants if they expect to play off the paved playground.** Occasionally the presence of ice on all hard outdoor surfaces necessitates that students stay inside. **Students are asked to not bring toys or equipment from home to play with before and after school or during recess unless the building principal has granted permission.** Toys may be brought for classroom projects only (show and tell, writing assignments, etc.) and should be done so only with permission of the classroom teacher.

Equipment

Equipment for pods/grades is provided for each classroom. Teachers are responsible for taking out equipment each recess as they wish.

Rules

There are playground and equipment rules for safety and for uniformity. These are in the back of this handbook. Please follow these guidelines when you have recess duty so the students are not confused by expectations being different

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with different staff members. Teacher associates have been given these rules also.

Toys/Games

Children should not be bringing toys/games to school unless an administrator has given permission.

Restrooms

Teachers must escort and monitor their students at the restrooms when the whole class goes together no matter when the break occurs. A plan should be established in your classroom for how individuals may go to the restroom responsibly. Please work with your teammates to schedule restroom breaks in order to minimize students in the hallway.

Snacks

The Quick Guide to Buying and Bringing Snacks to School

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

Acceptable Snacks

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

Television/Videos

Cable might be available on the televisions. It is to be used for only educational shows that fit into the established curriculum or to see current events/news.

Videotapes to be viewed on individual players or over the system are to be educational only. No Disney or other movie type videos may be shown. Children see those tapes at home. They do not need to sit for longer periods of time in classrooms watching

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previously seen shows. Copyright laws forbid videos to be used as rewards. Videos should be of educational value, not to fill time.

When you want to use a video in your classroom you need to submit a Video Request form to a principal for approval. Please discourage students and parents from bringing videos to be shown at school. Often these videos do not fit the elementary curriculum.

Workroom Equipment

Accu-Cut Machine

This machine uses all of the Ellison dies and is very easy to use. One Ellison machine is also available.

Binder

A binder is located in the workroom

Laminator

The laminator is located in the workroom. Individuals will be selected to laminate.

The laminator is an expensive machine and costly to operate. Please do not request that items with glitter or other small objects on them be laminated because the machine can be ruined. If you are publishing books, it is sufficient to laminate the covers but not each typed page unless there are photos that need to be preserved on the written pages.

Supervision of Students

Emergencies

If an emergency should occur due to an accident or illness of a student, staff member or anyone visiting the building - notify a principal and/or school nurse. If the principals are out of the building, notify the secretary. Make every effort to contact the parent or spouse. Forms with emergency information for staff members and students are on file in the office and are also on the computer management system. Follow the directions of the parent or spouse. If no one can be contacted immediately and it is necessary to take action, call the individual's doctor for direction. In an extreme situation, it might be necessary to call a Rescue Squad (911).

Managing School Conduct

Teachers need to teach and have students practice appropriate skills throughout the day and week. If a student continues to have problems maintaining control, a parent

Elementary Staff Handbook

needs to be contacted and maybe a conference set up. A behavior plan may need to be established. **Students are not to be placed in the hall or pod unless there is a person available to monitor them.** Your safe seat in your room is more effective and safer.

All staff members need to use appropriate **voice tone and voice levels at all times**. This is the expectation since all staff members have had Social Skills training and understand the value of the adult being calm in any situation throughout the school day.

To regain instructional control:

- Use a calm voice tone
- Maintain appropriate physical proximity
- Give student time to calm and respond

Office Referral

It is essential to the relationship between the adult and the student that clear expectations be established and reinforced. The supervising adult should establish, communicate, and carry out consequences whenever possible.

Therefore, an office referral is to be used as a last resort. A student will be asked to leave the classroom and report to the office to work with an administrator when:

- (1) The student has engaged in a serious misbehavior or infraction of a school rule. e.g. physical or verbal aggression, weapons, possession of contraband, etc.
- (2) The student has worked through the BIST continuum.
- (3) **Please do not use the office as a time out area or for finishing work unless prearranged with an administrator.** All staff must complete an office referral form detailing the specific behavior that resulted in a student being asked to report to the office.

REMINDER:

Once the supervising adult has referred a student to the office it is up to the discretion of the administrator to teach the appropriate social skill and administer consequences.

Elementary Staff Handbook

Academic Matters

Teaching to Student Understanding to Assure Learning

Homework

At the elementary level teachers may assign homework. Homework given to elementary children must be meaningful. Homework assignments should stem from class work, giving the students an opportunity to integrate and apply what he/she has learned to everyday situations. A guideline for the appropriate amount of homework is to provide ten minutes of homework per grade level of the student.

Nancy Paulu, author of *Helping Your Students with Homework: A Guide for Teachers* has these suggestions when assigning homework:

1. Make sure students understand the assignment.
2. Make assignments focused and clear.
3. Create assignments that challenge students to think and to integrate.
4. Vary assignments.
5. Match assignments to the skills, interests, and needs of students.
6. Keep track of how long it takes students to complete the assignments.
7. Provide constructive feedback.

The parent is a very important partner with the teacher in helping the student profit from well-planned homework assignments. It is hoped that this responsibility can be conveyed to parents early in the school year. If parents request homework, please furnish it for the student if it is appropriate. Do not require students to provide materials for projects or homework completed at home. The school must furnish the materials.

Measuring and Reporting Academic Achievement

Failure/Retention

A pupil is not to be retained unless, in the considered judgment of the teacher and a principal, such retention will serve the best interest of the pupil. The parent must sign the retention form and all efforts should be made to secure parental support. Parents need to be informed as early and often that the student is in trouble academically. When it appears that a pupil is to be retained in his/her grade, written notification shall be made to the parent no later than the third quarter. If you are considering retaining a student, the student should be significantly involved in the DSSS program. Much has been written about retention in recent years. Retention has not been shown to be helpful in improving long-term student achievement. Improvement has only been shown during the year that

Elementary Staff Handbook

the child is retained, after that year the student again falls behind. A far greater concern than student achievement is student self esteem.

Longitudinal studies have shown that students who have been retained have a far greater chance of dropping out of school than students who move along at the normal pace. In fact, most students who have been retained do, in fact, drop out.

DO NOT discuss retention with parents until advised to do so by the administrator.

Use of School Facilities and Equipment

Use of District Computer Network and Internet

Technology Repairs

Repair requests need to be emailed to the technology team. The e-mail address is techteam@pcsd.org

Care of School Property

Maintenance Requests

If you have a maintenance problem or you need to have equipment put together or moved, please fill out a maintenance request.

Security of Desks, Lockers, Classrooms.

Security/Keys/Name Tags

Do not leave money in classrooms overnight. Caution students not to leave money in desks. Do not leave even a small amount of money on desktops or any place where it could be easily found. **All money being collected for book orders or for other reasons needs to be brought to the office at the end of the day where it will be secured.**

An electronic key will be given to each certified person. It can be used on the front door and magnetic doors only. Keys are not to be copied and given to others or lent to others. Lost keys need to be reported and a charge of \$25.00 will be made for replacement. At the end of the year each staff member will need to show his/her keys for checkout. They may be kept over the summer months.

The west and south doors will be locked at 8:30 and unlocked at 3:15. All visitors to classrooms, lunch, or recess will be required to sign in at the office and wear a visitor badge. If you see an adult who is not an employee, please request that he/she stop at the

Elementary Staff Handbook

office to check in for security reasons. Please keep your classroom door or pod doors unlocked. Windows in doors should not be covered.

Safety

Nametags are to be worn and visible daily.

Fire Drills, Disaster/Tornado and Emergency / Crisis Drills

Fire and tornado drills are required by law at regular intervals and are an important safety precaution. For a fire drill a signal will sound and pupils and staff are to leave the building in single file led by the teacher. There is to be **NO** talking. Teachers will hold up a green card if all students are accounted for and a red card if a student is missing. Teachers will hold lines at their position until signaled to return to the building. All staff need to leave the building during a drill. The drills will usually be unannounced.

Disaster/tornado drills will most likely be used during tornado season. This will be announced on the intercom. Classes should be instructed on the duck and cover method. An intercom announcement will instruct students and staff when to return to classrooms. Teachers are to give instructions for these drills. Please post the instructions in each classroom.

Emergency/Crisis drills will be held once each semester. This drill is in case there is an intruder and all staff and students are behind locked doors. (Details for all drills are in the back of the handbook and in the red Safety folder.) All staff needs to post maps of fire drill routes and disaster/tornado drill locations.

Supervision/Safety of Pupils

1. No pupil is to leave the building during school hours without permission from the office. Some students might go home for lunch. Parents are to sign out their child from the office if they come early to pick him/her up. This procedure is for safety reasons.
2. Parents may see their children at school; however, when custody is limited by law, an estranged parent may not see a pupil except under certain conditions. Refer these cases to a principal.
3. Generally, pupils may not be interviewed during the school day by persons other than parents, school district officials, and employees. Requests from law enforcement officers and from persons other than parents, school district officials, and employees to interview students shall be made through the principal's office.
4. Know your fire drill signal and route. These must be posted in your rooms.

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- Know your disaster/tornado drill, signal and route. Post these also. Know the location of all fire extinguishers. Know the crisis/emergency drill procedures.
5. No pupil is to handle the paper cutter or other sharp items. Students should not be allowed to stand on or jump from chairs, tables, or ladders.
 6. No pupil should move the A.V. equipment unless directly supervised by the teacher.
 7. Students should not be sent to the workroom. The laminator, binder, and other machines are in there. Adults also need to be free to work there without the disturbance of children.
 8. Coffeepots and other appliances that are hot should not be set up in pods or classrooms. Coffee pots can be in the workroom and lounge. When there is a special cooking unit, every precaution should be made to make students safe.
 9. Do not place student desks directly under ceiling mounted T.V.'s
 10. Rubber gloves should be used in matters relating to body fluids.

Social Media Usage:

Professional responsibility occurs when there is the presentation of oneself as a representative of the District or employee thereof, whose activities are job related and is subject to the District's policies, rules, procedures, and guidelines.

Personal Responsibility – the presentation of oneself in a manner that is outside professional responsibility in all comments, posting, etc. Personal responsibility encompasses that which is not job related.

*Each staff member who creates a web page or any part of a web page or supervises the creation of a web page or uses an approved social media site or any part of an approved social media site or supervises the creation of an approved social media site is responsible for the content and must inform the Principal/designee of the existence and the intent/purpose of the page prior to such web site or approved social media site being accessible on the Internet. This includes student-produced web pages and social media content.

A. Professional Responsibility. When using District web pages and/or approved social media sites, staff may not engage in the following:

1. Simultaneously identify oneself as a District employee and send, solicit, or display materials that are offensive, including sexually oriented material, graphic depictions of

Elementary Staff Handbook

violence, or material that offends or harasses on the basis of race, color, religion, national origin, gender, marital status, disability, or age.

2. Unprofessional communication that could negatively impact the District's reputation or interfere with the District's core mission, or unprofessional/inappropriate communication regarding members of the District's community.
3. Acting as a representative of the District, or acting in a way that would infer that one is a District representative or acting for and on behalf of the District when not authorized to do so (e.g., contacting the media or government officials with District e-mail, responding to complaints or questions about District business on Internet discussion groups, etc.).

B. Personal Responsibility. When using non-District web pages and/or personal social media sites outside of the duties as a staff member of the District, staff should consider the following:

1. For certificated staff, the District's Code of Ethics and the State Standards of Professional Practice are applicable.
*Including simultaneously identifying oneself as a District employee and sending, soliciting, or displaying materials that are offensive, including sexually oriented material, graphic depictions of violence, or material that offends or harasses on the basis of race, color, religion, national origin, gender, marital status, disability, or age.
2. District staff are responsible for all matters which they post or publish.
3. All matters which may be posted or published, including photographs, should reflect high standards of professionalism and professional discretion, and should not negatively or adversely impact relations with students, parents, other staff, or the community.

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ADMINISTRATORS, FACULTY AND STAFF AGREEMENT

In order to make sure that all members of Plattsmouth Community Schools community understand and agree to these rules of conduct for use of the e-mail and Internet systems of the school district, the [Name] Public School District asks that you, as an administrator, faculty member, or staff member user, sign the following statement:

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

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

Employee's Name

Employee's Signature

Date:

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

Elementary Staff Handbook

RECEIPT OF 2020-21 TEACHER HANDBOOK

OF PLATTSMOUTH COMMUNITY SCHOOL DISTRICT

This signed receipt acknowledges receipt of the 2020-21 Teacher Handbook of Plattsmouth Community School District. This receipt acknowledges that it is understood that I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract, and that I understand this handbook includes the District's policies of child abuse reporting, non-discrimination, and equity, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

Date: _____

Teacher's Signature

**2020-2021
PLATTSMOUTH COMMUNITY
SCHOOL DISTRICT
CERTIFICATED STAFF HANDBOOK**



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2020-2021 PLATTSMOUTH COMMUNITY SCHOOLS CERTIFICATED STAFF HANDBOOK

FOREWORD

Section 1 Intent of Handbook

Welcome to Plattsmouth Community School District. This handbook is intended to be used by teachers and other certificated staff to provide general information about the Plattsmouth Community School District and to serve as a guide to the District's policies, rules, and regulations, benefits of employment, and performance expectations.

References in this handbook to "teachers" are intended to apply to all certificated staff. This includes administrative staff to the extent the handbook deals with professional expectations and conduct.

Each teacher is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment, including your employment contract, the negotiated agreement between the Plattsmouth Community School District and the Plattsmouth Education Association, and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law, the negotiated agreement, and Board policies and regulations will control.

This handbook does not create a "contract" of employment. Staff positions and assignments which do not legally require a certificate or are otherwise not protected by the teacher tenure laws may be ended or changed on an "at will" basis notwithstanding anything in this handbook or any other publication or statement, except for a contract approved by the Board of Education.

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon applicable school District policies, state and federal statutes and regulations, and the best interests of the District. This handbook will be in effect for the 2010-2011 and subsequent school years, unless replaced by a later edition.

Section 2 Information About Plattsmouth Community School District

The first publicly funded school in Plattsmouth opened in 1857 with an enrollment of about 100 students. In 1861, the Territorial Commissioner of Education reported to the Legislature that, "Cass County has the most perfect school organization in the territory." The community has a long-standing tradition and expectation of educational excellence.

In 2014-2015, the District's PreK-12 enrollment was about 1,784 students. These students reside in a District that covers approximately 63 square miles. Students are served by an early childhood center, K-4th grade elementary school program, a 5th-8th grade middle school program, a 9th-12th grade high school program, Plattsmouth Universal Learning and Support (PLUS) Center, Plattsmouth Academic Curriculum and Equipment (PACE) Complex. The District also serves as the fiscal agent for the Cass County Head Start program, which addresses the needs of children from birth to school age. A General Equivalency Diploma (GED) program is also available.

The District employs approximately 150 teachers, eleven administrators, and approximately 140 support personnel, with a total budget of approximately 17 million dollars. The high school and elementary facilities were built in 1996 and the middle school was renovated in 1997.

Section 3 District Mission Statement

The mission of the Plattsmouth Community School District is to provide students with challenges and opportunities in a safe and caring environment, to enrich their lives, and to assist them to realize their potential and become responsible members of society.

Specifically, we are **working in partnership with the community to ensure academic achievement, responsible behavior, and civic engagement for all students.**

The Plattsmouth Community School District will provide its students with equitable opportunities for an essential education in an efficient manner. An essential education is one that enables students to be:

- Proficient in meeting the State's academic content standards and essential learning's as established by the Board of Education
- Successful at each educational level and in transitioning between those levels from early childhood through postsecondary education and/or career entry
- Effective in functioning in and contributing to our culturally diverse democratic society

The District seeks to provide an essential education by developing and maintaining:

- Qualified and competent administrative, teaching, paraprofessional, and operational staff
- Integrated, planned curriculum that prepares students to achieve state standards and such additional standards as are established by the Board of Education and to reach the student outcomes identified above
- Comprehensive support programs and services that meet the diverse needs of students
- Safe, clean and supportive facilities and learning environments;
- Implementation of a curriculum that:
 - Is based on state standards in reading, writing, speaking, listening, mathematics, science and social studies/history and essential learning's in visual and performing arts, world languages, technology, health and physical education, and career and technical education and such additional standards; as are established by the Board of Education

- ✓ Is appropriate for the developmental level of the students
- ✓ Addresses diverse learning needs
- ✓ Instills a passion for learning and the importance of life-long learning
- ✓ Develops problem solving and critical thinking skills, decision making skills, data gathering, and critical use of information
- ✓ Develops expected work ethics, as well as group participation and leadership skills
- ✓ Incorporates character education and multicultural education, including respect for diversity
- ✓ Provides for application of technology in all learning areas;
- ✓ Provides access to advanced courses
- ✓ Is organized in a schedule that is functional and meets student needs in all curriculum areas
- ✓ Supportive learning environment which includes:
 - ✓ A welcoming and inviting environment that is emotionally safe, nurturing, supportive, and disciplined; that promotes respect, trust, integrity, and regard for self and others; and that honors diversity
 - ✓ Learning as the central purpose with students engaged in meaningful, relevant, and productive learning experiences
 - ✓ Implementation of policies and practices that result in an orderly environment with emphasis on consistent school-wide positive behavior

Section 4 Members of the Board of Education

Ken Winters - President	
Matt Glup - Vice President	Karen Parsons- Secretary
Steve Barr - Treasurer	Max Muller
Cory Wehrbein	Shane Jensen
Bob Fuller	Tony Foster

Section 5 Administrative Staff

Name	Position
Dr. Richard E. Hasty	Superintendent Special Education Director
Dr. Cherie Larson	Director of Instructional Services
Pamela Dobrovolny	Assistant Special Education Director Early Childhood/Head Start Director
Todd Halvorsen	High School Principal
Kim Caniglia	Assistant HS Principal
Keith Maly	High School Activities Director
John Campin	Middle School Principal
Claude Michel	Assistant MS Principal/Activities Director
Amy Petricek	Elementary Principal
Troy Niehus	Elementary Dean of Students
Gene Konkler	Grounds Supervisor
Tonda Haith	Business Manager/ Human Resources Manager
Barb Baker	Office / Data Manager
Zach Schroeder	System Administrator
Marci Haight	Technology Support & Integration Specialist

Plattsmouth Community Schools 2020-2021 Calendar

*2:30 PM student dismissal every Friday
for staff collaboration time*

AUGUST 2020						
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 2020						
S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2020						
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25	26	27	28	29	30	31

NOVEMBER 2020						
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22	23	24	25	26	27	28
29	30					

DECEMBER 2020						
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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

- 3-5 PD New Teachers
- 6-11 PD All Staff/No Students
- 12 First Day of School 1st-9th; PM Kind., 12 PM 10th-12th
- 12 First Day of School for AM Kind.
- 12-17 Early Childhood Home Visits
- 18 First Day for Early Childhood

September

- 7 No School - Staff & Students
- 11 No School - Half Day Teacher PD
- 23 P/T Conferences: MS 4:30 PM-7:30 PM, HS 5-8 PM

October

- 14 End of 1st Qtr.=44 student days
- 21 P/T Conferences: ES/MS 4:30 PM-7:30 PM, HS 5-8 PM
- 22 PD All Teachers/No Students
- 22 P/T Conferences: ES 4:30 PM-7:30 PM
- 23 No School for Staff & Students- Teacher Comp. Day

November

- 4 EC P-T Home Visits: 4:30 PM-7:30 PM
- 5 EC P-T Home Visits: 8 AM-7:30 PM, No classes
- 6 EC P-T Home Visits: 8 AM-4 PM, No classes
- 25 Half Day - Teacher Professional Development
- 26-27 No School for Staff & Students

December

- 18 End of 2nd qtr.=42 student days, End of 1st semester
Student days=86, Teacher days=93(Oct. 16 is a comp. day)
- 21-31 No School- Staff & Students

January

- 1 No School - Staff & Students
- 4 PD - All Teachers - No Students
- 5 First Day of Second Semester

February

- 10 P/T Conferences: MS 4:30 PM-7:30 PM, /HS 5-8 PM
- 15 PD - All Teachers - No Students
- 24 & 25 P-T Conferences: EC 4:30 PM-7:30 PM
- 26 P-T Conferences: EC All Day, No classes

March

- 10 P/T Conferences: ES/MS 4:30 PM-7:30 PM, HS 5-8 PM
- 11 P/T Conferences: ES 4:30 PM-7:30 PM
- 11 End of 3rd Qtr.=47 student days
- 12 No Students - PD - All Teachers
- 15-19 No School-Spring Break (3/19 is a Teacher Comp. Day)

April

- 2 & 5 No School - Staff & Students

May

- 5 & 6 PT Conferences: EC 4:30 PM-7:30 PM
- 7 P-T Conferences: EC 8 AM-4 PM, No classes
- 8 High School Graduation
- 10 EC Comp. Day, No classes
- 20 Half Day - End of 4th Qtr.=41.5 student days, End of 2nd Semester=88.5 student days
- 21 PD - All Teachers - No Students, Teacher days=94 (Mar. 19 is a comp. day)
- 24-28 Inclement weather make-up days, PD

JANUARY 2021						
S	M	T	W	T	F	S
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31						

FEBRUARY 2021						
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28						

MARCH 2021						
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28	29	30	31			

APRIL 2021						
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25	26	27	28	29	30	

MAY 2021						
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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
	Professional Development (PD)-All Teachers-No Students
	Half Day - Students
	Half Day - Teacher Professional Development
	Parent/Teacher Conferences
	No School for Staff & Students
	Inclement weather make-up days, PD

The first five inclement weather days or other unanticipated school closings will be made up as teacher professional development days during May 24-28. If there are more than five inclement weather days or unanticipated school closings, the Board will revisit the calendar.

EARLY CHILDHOOD SCHEDULE

Most of the full-day classrooms are in session 8:30 a.m.-3:30 p.m. Monday through Thursday.

ELEMENTARY SCHOOL SCHEDULE

7:30 a.m.	Principal and Secretaries arrive
7:30 - 7:45 a.m.	Teachers arrive
8:10 a.m.	Students enter building
8:15 a.m.	Warning Bell
8:20 a.m.	Tardy bell
3:15 p.m.	Kindergarten dismissal
3:20 p.m.	Grades 1-4 dismissal
3:45 - 4:00 p.m.	Teachers' workday ends
4:30 p.m.	Secretaries' workday ends

MIDDLE SCHOOL SCHEDULE

Classes Begin at 8:15 a.m. School Dismisses at 3:30 p.m. (2:30 p.m. on Fridays)

Lunch Schedule

5th Grade	12:40-1:10
6th Grade	12:40-1:10
7th Grade	11:11-11:41
8th Grade	11:11-11:41

HIGH SCHOOL SCHEDULE

Monday - Thursday

Periods 1/2	8:05-9:30
Periods 3/4	9:35-11:00
Advisory/Lunch	11:00-11:30 11:30- 12:00 / 12:00 – 12:30
Periods 5/6	12:35-2:00
Periods 7/8	2:05 – 3:30

Friday

Periods 1/2	8:05- 9:30
Periods 4/5	9:35 – 11:00
Periods 5/6 and Lunch	11:05 - 1:00 / 11:00 – 11:30 / 11:45 – 12:15 / 12:30 – 1:00
Periods 7/8	1:05 – 2:30

Late Start Monday - Friday

Periods 1/2	10:05 – 11:15
Periods 5/6 and Lunch	11:20 – 1:00 / 11:15 – 11:45 / 11:55 – 12:25 / 12:30 – 1:00
Periods 3/4	1:05 – 2:15
Periods 7/8	2:20 – 3:30

Late Start Fridays

Periods 1/2	10:05 – 11:00
Periods 5/6 and Lunch	11:00 – 12:30 11:00 – 11:30 / 11:30 – 12:00 / 12:00 – 12:30
Periods 3/4	12:35 – 1:30
Periods 7/8	1:35 – 2:30

PROCEDURES AND REGULATIONS SUBJECT TO CHANGE

The information contained is current and in effect at the time of finalization. Therefore, the procedures and regulations set forth in the handbook may be altered or revised as dictated by necessity. Changes will be announced and published in newsletters and/or on the District website. 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 policy, and as State and Federal laws change. The teacher handbook does not form a contract; the school reserves the right to change or modify the handbook whenever necessary.

Section 1 Severe Weather and School Cancellations

The Superintendent is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will send a message via the district's instant messaging system (currently Blackboard Connect). Radio and

television stations also broadcast the information regularly. Each building may activate a calling tree to disseminate information. DO NOT call the Principal or Superintendent to ask if there will be school. Their telephone lines need to be free for the decision-making process among administrators.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9:30 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made via the district's instant messaging system. News media will also broadcast the information when schools will be closed.** In some instances, schools will be open, but certain services may be cancelled (bus transportation, student activities, etc.). Administrators are typically on duty during school closing days. Some staff may be designated as being required to come to school even in the event of a school closing.

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances, closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases, as much advance notice as possible will be given. If school is closed during the day, staff will be notified, and parents will be notified via media broadcast. Teachers will be responsible for remaining with students until all students have safely left school or the administration has made arrangements for remaining students.

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

Emergency Conditions. Plattsmouth Community School District has a signal which, when activated, indicates the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Exit System, Tornado Warning System, and Critical Incident Response. **School officials are not permitted to release students from the school building during a tornado warning.** In the event of an emergency exit alert or tornado warning, you should implement the school's established safety procedures.

Section 2 Contract Days

Teachers are contracted for 187 days for the school year (hereinafter referred to as the "contract year"). Such contract days shall be served by individual teachers on varying schedules as established by the Board of Education and administration.

Section 3 Make-Up Days

In the event teachers are not required to report for duty due to inclement weather conditions or other circumstance whereby a duty day is canceled, such days shall not be credited as a contract day served. Make-up days will be scheduled by the administration during the contract year, as needed, to allow all teaching staff to serve the full number of contract days.

Article 2 – EQUAL OPPORTUNITY EMPLOYMENT, COMPENSATION, & BENEFITS

Section 1 Employment

It is the policy of Plattsmouth Community Schools to employ the best qualified applicant for each position without regard to race, color, religion, sex, age, marital status, physical or mental disability or national origin, and to not fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to his compensation, terms, conditions, or privileges of employment, because of such individual's race, color, religion, sex, age, marital status, disability, or national origin. There shall be no discrimination by school officials against any employee because of membership or activity in an employee organization or because of protected free speech activities.

A teacher is employed by Plattsmouth Community School District when the teacher signs the Teacher's Contract and the Board of Education approves such contract of employment. The teacher's employment continues absent action by the administration or the Board of Education to non-renew, terminate, amend or cancel the teacher's employment contract with the school District, or action by the Board of Education to accept a resignation of employment.

On or after March 15 of each school year a teacher may be requested to accept employment for the next school year and shall be required to signify such acceptance on or before April 1 or such other date after March 15 as may be designated in the notice. It is important for teachers to respond to the request to signify acceptance, as failure to signify acceptance of employment by the April 1 or other designated date shall constitute cause for amendment or termination of the teacher's contract. If a teacher signifies acceptance of employment for the next school year, the teacher may either be issued a new Teacher's Contract or a "Contract Renewal Agreement."

Should a teacher wish to resign from employment, the teacher should give written notice of resignation to the Superintendent. The request to resign will be acted upon by the Board of Education. Mid-year resignations and resignations given late in the spring for the following school year can present significant planning problems for the District. If a mid-year resignation is submitted, or a resignation for the following school year is submitted after June 15 or after the teacher has signified acceptance of employment for the next school year, the Board of Education may act to not accept the resignation unless

a suitable replacement can be found. The District will enforce the continuing contract of teachers accepting employment for the next school year under the provisions of Neb Rev. Stat. §79-820.

Section 2 Assignments

The professional duties to be performed by a teacher with the District shall be subject to assignment by the Superintendent of the District with the approval of the Board of Education. A teacher will be expected to devote full time during days of school to the teacher's position and to diligently and faithfully perform the assigned duties to the best of the teacher's professional ability. Job descriptions, where available, provide additional information about the position duties.

In addition to the normal duties traditionally required, a teacher may be assigned "extra duty" assignments to support the extra-curricular programs of the District, which shall be upon such terms and conditions and at such additional rate of compensation as the teacher and the District may agree upon or as set forth in the negotiated agreement. The extracurricular program of the school District is an integral part of the overall educational program of the school District. As such, a teacher shall not unreasonably refuse to accept such extra-duty assignments. In addition, performance in an extra-duty assignment is a part of the evaluation of the teacher's overall performance in the District.

Section 3 Personnel File

The District will follow the requirements of state and federal law and regulation with regard to a teacher's personnel file, including but not limited to Neb. Rev. Stat. § 79-8,109.

Section 4 Grievances and Complaints

Teacher grievances regarding wages, hours, and conditions of employment set forth in the negotiated agreement shall be governed by the grievance or complaint procedure in the negotiated agreement. All other employment-related grievances or complaints shall be addressed through the administrative chain of command following the process set forth in board policy.

Section 5 Compensation

Regular Salary and Extra-Duty Compensation. Compensation is paid only as authorized by the Board of Education. Teachers are paid a salary based on placement on the salary schedule set forth in the collectively-bargained, negotiated agreement between the District and the collective bargaining agent for the certificated teaching staff (referred to in this handbook as the "negotiated agreement") and the extra-duty salary schedule also incorporated into the negotiated agreement.

Changes in Salary Schedule Placement. The provisions of the negotiated agreement shall govern changes in a teacher's placement on the salary schedule. Teachers are expected to provide the Superintendent with a transcript for all graduate hours earned for purposes of

advancement on the salary schedule on or before September 1 of the school year in which such hours are to be credited for the teacher's placement on the salary schedule. Failure to timely provide an official transcript from the post-graduate institution of the graduate hours earned will result in a loss of such credit for such school year.

Salary Payments. Salary is payable over twelve equal installments with payment beginning on or about September 20. Teachers will be paid on the 20th of the month or the last preceding school day if the 20th falls on a vacation or weekend day. In emergency cases exceptions may be made, subject to the approval of the Board. Upon separation of a teacher's employment or upon fulfillment of the contract the teacher may, at the option of the Board, be paid all salary due in one lump sum. Teachers new to the District may elect to distribute their salary over thirteen equal installments, receiving their first payment on or about August 20.

Additional compensation over and above regular compensation, extra-duty pay and supplemental pay shall be disbursed as it is earned, and deductions from compensation due to unpaid leave shall be taken out as they are reported to the payroll office. Reimbursements for mileage or other expenses will be considered separate from compensation. All claims for reimbursements shall be pre-approved by administration and submitted for payment using proper District forms within 30 calendar days of occurrence.

Section 6 Extended Contract Pay

Extended contract pay for any teacher, beyond the number of contract days established by the Board of Education for the school year, shall be paid at 100 percent of schedule placement on a per diem basis for such teacher's extended contract.

Section 7 Benefits

Teachers are provided benefits in accordance with the negotiated agreement, group health insurance plan requirements, and the District's Section 125 Plan document. Teachers shall make annual fringe benefit elections by September 1 of each school year. Should a teacher fail to make such election, the teacher election from the immediately preceding school and contract year shall be continued. Each teacher is responsible for informing the Office of the Superintendent in writing of any changes in benefit status.

Continued health insurance benefits are available through COBRA subject to certain qualifying requirements. A Notice of COBRA Continuation Coverage Rights is attached to this handbook as Appendix "A."

The Health Insurance Portability and Accountability Act (HIPAA) provides rights and protections for participants and beneficiaries in group health plans. HIPAA includes protections for coverage under group health plans that limit exclusions for preexisting conditions, prohibit discrimination against employees and dependents based on their health status, and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give you a right to purchase individual coverage if you have no group health plan coverage available and have exhausted COBRA or other

continuation coverage. Further information may be obtained from the Plan Administrator of the group health plan.

Section 8 Payroll and Payroll Deductions

Salary and benefits are paid in accordance with the individual employment contracts and negotiated agreement. Payroll deductions shall be made in accordance with law and the negotiated agreement.

Section 9 Expense Reimbursement

Reimbursement for authorized mileage will be paid to teachers that drive their own vehicles during their regularly scheduled working hours between two or more work sites, if a District vehicle is not available. Claims for reimbursement should be submitted to the appropriate supervisor. The allowable rate shall be governed by Board policy unless otherwise required by law. The District is not liable for physical damage to employee vehicles. Staff members shall use district vehicles (and not personal vehicles) to transport students while performing duties as an employee of PCS.

The District provides materials necessary for instruction. If teachers need additional materials for instruction or school-related purposes, the request for such items should be made to the Principal.

Reimbursement for the purchase of materials or for meals or other expenses related to travel must be submitted to and approved by either the Principal or, if the expense relates to an activity, by the athletic director. The request for reimbursement should include a voucher sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school purpose. Under no circumstances will alcoholic beverages be reimbursed. **(All claims for reimbursements shall be submitted using designated District reimbursement forms within 30 calendar days of occurrence.)**

Section 10 403(b) Salary Reduction Agreements

The District will cooperate with any teacher who chooses to participate in an investment program under the Internal Revenue Code Section 403(b) provided that the certificated employee executes a "Salary Reduction Agreement" provided by the District, and the vendor of the 403(b) Plan elected by the teacher is on the District's list of approved vendors and has entered into a "Service Provider Agreement" with the District holding the District harmless from any liability that may arise out of such 403(b) Plan, including, but not limited to, the calculation of the maximum exclusion allowance, tax reporting, notices and income withholding.

Section 11 Overtime

Teaching professionals are classified as exempt from overtime under the Fair Labor Standards Act (FLSA). The overtime exemption for teaching professionals is not dependent on whether the employee is paid on a "salary basis." Exempt employees are not eligible for overtime or compensatory time. A publication provided by the federal

government that provides more information about the FLSA is attached as Appendix “B” to this handbook.

Any non-exempt employees must receive prior approval from their supervisor to work additional hours beyond their regular work schedule. Non-exempt employees must be paid for each hour worked in excess of 40 hours in a workweek. The regular workweek is from 12:00 a.m. on Monday through 11:59 p.m. on Sunday. The administration may establish a different 7-day period workweek from time to time for specified employees or employee groups.

Overtime pay for non-exempt employees will be paid at the rate of not less than 1 1/2 times the employee's regular rate of pay for hours worked in excess of the 40-hour workweek. Employees with two or more non-exempt positions may be eligible for overtime pay based upon the total number of hours worked in one workweek. If applicable, the employee and the Superintendent will agree upon the overtime rate in compliance with FLSA regulations. A non-exempt employee may request compensatory time in lieu of overtime pay, with approval of the employer, with the rate figured as 1 1/2 times the number of hours worked in excess of 40 hours in any workweek. Compensatory time may be accumulated up to 40 hours upon approval by their supervisor. The Superintendent must approve any accumulation of compensatory time over 40 hours. The FLSA limits the accumulation of compensatory time to 240 hours.

The District's policy is to not permit improper deductions from the salary of exempt employees who are required to meet a “salaried basis” test for the exemption to be applicable. (Teaching professionals are not subject to the “salaried basis” test.) An employee who feels an improper deduction affecting exemption status has occurred may submit a complaint to the Superintendent or the Superintendent's designee, who shall promptly investigate the complaint. Reimbursement shall be made and a good faith commitment to comply in the future will be given in the event it is determined that an improper deduction affecting overtime exemption has been made.

The District's policy is to authorize unpaid disciplinary suspensions of a full day or more for infractions of workplace conduct rules and to apply such policy uniformly to all similarly situated employees, including exempt employees who are required to meet a “salaried basis” test for the exemption to be applicable. Unpaid disciplinary suspensions of a partial day or of a full day or more may be implemented for infractions of safety rules of major significance. Deductions of pay of a partial day or of a full day or more may be made for FMLA leaves and in the first and last weeks of employment. In addition, based on principles of public accountancy, deductions from pay of a partial day or of a full day or more will be made for absences for illness, injury or personal reasons when accrued leave is not used or not available, and for absences due to any budget-required furlough.

Article 3 – ABSENCES FROM WORK

Section 1 Paid Leave - Sick and Personal Leaves

Teachers are provided with paid sick and personal leaves (professional leaves, bereavement leaves, etc.) in accordance with the negotiated agreement. During such paid leaves, teachers shall continue to receive all salary and fringe benefits called for by the negotiated agreement.

The leaves provided by the District are to be used for the purpose intended. Abuse of leave privileges affects the students, other staff, and the entire District and will not be tolerated.

[Requests for Leave¹ \(Requests for leave are still filled out on the forms website but now subs are requested through Aesop which is located at \[www.pcsd.org\]\(http://www.pcsd.org\), staff, sub finder. Staff will log in there and request a sub\)](#)

Advance reporting of the need to take a leave and having effective lesson plans and materials prepared and readily available for the substitute are important. A teacher who becomes ill and is unable to work is to use Aesop and request a sub **before 6:00 a.m.** Before the end of the school day on the first day of the sick leave, and on each subsequent day of absence, a report should be made to the Principal as to whether the teacher will be able to return to duty on the next duty day. For illnesses or medical situations where the need for the leave can be determined in advance, the teacher is to make such advance report of need for leave to the Principal as soon as possible.

For personal and other leaves, a Request for Leave form is to be submitted to the building Principal or to the immediate supervisor if the teacher is not assigned to the early childhood center, elementary, middle school or high school at least five school days prior to the leave or such other advance notice as is practicable under the circumstances.

Return from Leave

Upon returning from leave, teachers are to review information supplied by the substitute teacher as to progress made in the class and any student behavior concerns. The substitute should be contacted directly if the written information supplied is not adequate.

Leave forms must be filed with the building Principal or immediate supervisor **prior to** taking planned leave. Unplanned leave forms must be filed with the building Principal or immediate supervisor within 48 hours of returning from leave. Failure to file the appropriate forms is considered neglect of duty as it interferes with the accuracy of payroll accounting system.

A teacher who is absent for any period of time because of injury requiring care from a physician or health care provider or for a period of one week or more due to illness must present a written statement to the Principal or immediate supervisor from the teacher's physician or health care provider stating that the teacher is physically able to return to

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duty. This statement is to be presented in person before the teacher returns to duty in order that the present stage of convalescence can be observed and discussed.

Section 2 Payroll Deductions for Absences in Excess of Paid Leave

Should a teacher be absent from work in excess of the teacher's accumulated sick leave or other paid leaves called for in the negotiated agreement, the teacher's salary and fringe benefits (including the cost of premiums for group health insurance) shall be reduced by the day or days or work missed on a per diem basis calculated using the number of days missed as the numerator and the number of total contract days for the school years as the denominator (e.g., one day missed = 1/187 of total salary and fringe benefits).

Section 3 Leaves of Absence

A teacher who has been employed by the District for four years may apply to the Board of Education for a leave of absence from the teacher's duties. The Board of Education will consider such requests on a case-by-case basis. No leave of absence shall extend beyond one school year. A teacher granted leave of absence shall notify the Superintendent of intent to return or resign by March 1. All leaves of absence shall be without pay except for the payment of health insurance benefits as may be required under applicable state or federal laws.

Section 4 Jury Duty

A teacher who is summoned for jury service shall promptly notify the Principal of such summons. The teacher's salary will continue during time spent in jury service, and no deduction of leave time shall occur, except that the District may reduce the pay by an amount equal to any compensation, other than expenses, paid by the court for jury duty. Teachers are to notify the Principal of the amount received for such jury duty.

If a teacher, upon reporting for jury duty in the morning, is dismissed from jury duty for the remainder of the day, the teacher is to report for duty and resume duties for the balance of the day. When a teacher is entirely dismissed from jury duty, the teacher is directed to report for duty and the substitute will be dismissed.

Teachers are expected to promptly notify the Principal of any other form of legal summons that may require an absence from duty. In the event the summons involves a school-related matter, the matter shall be treated like a jury duty absence. In the event the summons involves a personal matter, the teacher will be required to use available leave days.

Section 5 Military Leave and Military Family Leave

Military leave and military family leave will be granted to the extent required by state and federal law. Employees requesting military leave must notify the Superintendent as soon as they receive notification of activation. Employees are to attach a copy of their orders to a District leave request form when they prepare the request for military leave.

Employees requesting to take military family leave under the Nebraska statutes must notify the Superintendent at least 14 days in advance of taking such a leave if the leave will be

for 5 or more consecutive days, consult with their supervisor to schedule the leave so as to not unduly disrupt operations of the school, and for leaves of less than 5 days, notify the Superintendent of the leave request as soon as practicable.

Military family leave under the Family and Medical Leave Act (FMLA) will be provided in accordance with that law and subject to the provisions of the Board policy pertaining to FMLA leave. More information about military family leave is included in Appendix “C.”

Section 6 Family and Medical Leave Act

The Family and Medical Leave Act (FMLA) provides for 12 weeks of job-protected unpaid leave in a 12-month period to eligible employees in specified circumstances. A publication provided by the federal government which provides more information about FMLA leaves is attached as Appendix “C” to this handbook. Some specifics regarding FMLA leave at Plattsmouth Community School District:

- a. The plan year for FMLA is a rolling year. A rolling year is a 12-month period measured backward from the date an employee last used any FMLA leave.
- b. Employees will be required to substitute remaining applicable paid leave prior to using unpaid leave. In other words, the total of job-protected paid and unpaid leave is 12 weeks.

If you need to take an FMLA leave, or have any questions regarding an FMLA leave, you should contact the Superintendent.

Article 4 – DUTIES AND RESPONSIBILITIES

Section 1 Hours of Work & Meetings

Regular, dependable attendance at work is an essential function of a teacher’s employment position. The Board of Education recognizes that teachers’ responsibilities to their students and their profession generally involve the performance of duties and the commitment of time beyond the normal working day but also recognizes that teachers and other educational professionals are entitled to regular time and work schedules on which they can rely in the ordinary course of events and which will be fairly and evenly maintained to the extent possible throughout the school system.

Schools have differing starting and ending times for the student day. Certificated employees assigned to a building are to spend eight hours and 15 minutes on site, inclusive of a lunch break (30-minute lunch), except that duty-free lunch time can be spent off-site. The Principal will determine the length of time prior to and after the student class schedule for staff to be on-site in order to meet the required eight hours and 15 minutes. Staff may leave the building earlier when called to a professional meeting.

Certificated employees are required to serve on playground, lunchroom and hall supervision as designated by the Principal. The Principal will attempt to make an equitable distribution of such assignments and professional staff shall assume such duties as part of their work and agreement of employment.

Teachers shall attend meetings called by the Superintendent, Principals, department heads and team leaders, except those meetings that are designated for optional attendance.

Section 2 Arrival to Duty Assignments

It is understood and agreed that the District shall determine the daily work schedule of instructional staff members. The workday may be varied as necessary by the District to meet the District's requirements. The normal workday shall consist of eight and one-fourth (8 1/4) hours and normally will be from 7:30 a.m. to 3:45 p.m. Staff members will confer with their principal for a variance from the normal schedule. On days when school is dismissed because of inclement weather or other emergencies or on days immediately preceding scheduled holidays, the instructional staff member's day may end 10 minutes after the end of the pupil's school day.

Teachers and other certificated employees who are part-time or work on adjusted schedules are to be in the building at least 15 minutes before their class or assigned duty begins, and to be in their classroom or assigned duty area at least 10 minutes before their class or assignment begins. During the school day, teachers are to be in their assigned classroom at least five minutes before each period begins to assure that students are not unsupervised within the classroom.

Section 3 Leaving School

Teachers are to be on duty at all times during the school day. Teachers are considered on duty even during designated planning periods. An uninterrupted lunch period of not less than 30-minutes each day is provided to teachers during which they are not assigned teaching, supervisory, or other duties. Teachers who leave the school during the designated lunch period must check out with the Principal's office.

Teachers may not leave school during duty hours without approval of the Principal. If the absence has been approved, the teacher must check out with the Principal's office when leaving, and check back in with the Principal's office upon return. Teachers who need to leave during the school day for reason of illness or emergency are to check out with the Principal's office and make sure that a responsible person has been notified of their unexpected absence so student coverage may be provided.

Section 4 Lesson Plans

Teachers will prepare written lesson plans that cover at least five days of advance instruction. The plans must be submitted to the Principal and kept in a plan book or folder. Please keep the plan book or folder, including lesson plans, class rosters, etc. in the top right hand drawer or corner of the teacher's desk. If that is not possible, the plan

book or folder should be kept in a place in which the plan book will be readily available in the teacher's absence.

The lesson plans must be sufficiently clear in establishing objectives and related activities so that a substitute teacher or other staff member not familiar with previous classroom activities or progress can easily use them. The plan book or folder must give specific reference to other instructional sources immediately available which will enhance the instructional lesson. See Appendix F for building specific lesson plan requirements.

Section 5 Daily Class Record Books

Every teacher is required to keep a complete and easily understandable written record of the attendance and achievement of every student. Plattsmouth Community School District requires teachers to use Infinite campus to create and maintain these records. Teachers must print a paper copy backup of grades and attendance weekly. This record must be kept current and include the following minimum information in a readily understandable fashion:

1. The names and any assigned student numbers of all students enrolled in the class at the beginning of the semester
2. The name and date of entry for each student who enrolls after the semester opens
3. The date of withdrawal for each student who withdraws from the class previous to the close of the semester--dropouts or early withdrawals
4. A complete record of the attendance of each student enrolled showing
 - A. Days on which the student was tardy
 - B. Days on which the student was absent, with a differentiation between excused and unexcused absences
5. A complete report of all recorded grades for each student. There is no minimum requirement for the frequency of recorded grades (or for the giving of written lessons or examinations). Be sure that you assess and record grades frequently enough to readily and realistically justify the term and final grades reported to parents

Upon request, a student's individual record in the teacher's class record book shall be made available for review or copying. Confidentiality of student information shall be maintained. Teachers will ensure that students or parents of students will not see the grade reports of classmates as teachers show students their grades during parent-teacher or student-teacher conferencing.

Because the entries in Infinite Campus constitute a source of original entry for information which may be needed in the absence of the teacher, teachers are required to complete all student records on Infinite Campus at the close of the school year for filing in the permanent records. Any additional original entry records that a teacher may complete on a student such as assessment data, IEPs, 504 Plans, anecdotal behavioral

observations, etc. that are required for permanent records must be turned in to the Principal at the close of the school year.

Section 6 Classroom and School Procedures

Teachers are expected to adhere to the following classroom and school procedures in the performance of their duties:

1. Bulletin Boards

Each teacher shall be responsible for completing appropriate bulletin boards regarding curriculum related matters in their primary classroom.

2. Textbook and Room Inventory

All school purchased materials must be inventoried with the building Principal. Textbooks are to be numbered and either have cards in pockets or a form for writing the name of the student to whom the book is assigned. Teachers should keep good records of who has which book. At the start of the year, note condition of the textbook on the inventory sheet and keep this sheet. When a book is turned in, again note its condition, and if the book shows abuse (other than normal wear) assess a fine as prescribed by District policies and procedures. Encourage students to put cover their books by the end of the first week after receiving them.

3. Use of Cell Phones

Teachers shall not use personal cell phones for any non-school purpose during teacher duty time.

4. Use of Teacher Associates

Teacher associates provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A teacher associate must not, however, assume teaching responsibilities. The teacher must maintain the role of leadership and responsibility for the students, with the teacher associate in a supportive role. Teacher associates may be used to assist the teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials and preparing bulletin boards. Teacher associates are to work only on their assigned workdays and within their assigned workday. If the teacher desires the associate to work hours other than the assigned work hours or assigned workday, contact the administration for prior approval.

5. Use of Student Aides

Student aides are to be directly supervised by the teacher and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the teacher by helping supervise another student, grade tests or class work, calculate student grades or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student

aide should not be present and assisting a teacher without another adult present after the end of regular teacher duty hours.

6. Checking Out of Equipment

All equipment must be checked out through the building Principal. All school equipment may be used only for school purposes. No school equipment may be directed to the personal use of a teacher or another District employee without written permission of the Superintendent. If equipment use is granted, you will be responsible for repair or replacement of damage.

7. Requisition of Equipment and Supplies

Books and supplies needed for instruction should be requested through the Principal's office. No equipment or supplies ordered through the District may be directed to the personal use of a teacher or another District employee.

8. E-mail

Each teacher will be assigned a school e-mail address for purposes of intra-school and inter-school e-mail correspondence. Teachers should check for e-mail throughout the day, and should respond to e-mails requiring a response in a timely manner, but should not check or respond to e-mails during instructional time. Use of the District's e-mail system for personal communications should be limited, and is subject to the rules governing overall computer usage found in Board policy and this handbook.

9. Teacher MailBox

Each teacher will be assigned a mailbox. Teachers should check for mail each morning and also later in the school day. If something requires an answer, teachers are responsible for responding promptly. Teacher mailboxes are to be limited to communications regarding school business.

10. Scheduled Meetings

ALL teachers are expected to be present for meetings, unless they are absent from school for good cause or have made prior arrangements with their Principal.

Section 7 Supervision of Students

Proper supervision of students is an important responsibility of teachers and other adults. Teachers and other adults responsible for student supervision are expected to meet the four "P's" for student supervision and safety.

1. Proper Supervision

- Report to all duty assignments on time.

- Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
- Be vigilant while supervising students. Never leave students unattended; the need to make a copy is not greater than the need to supervise students. If an emergency requires that you leave your classroom, request that another nearby staff member cover your class, or notify the office so someone can provide assistance. If you are on recess duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students you are to be supervising are doing.
- If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs).
- Be careful with touching students. Use of corporal punishment is prohibited at Plattsmouth Community School District. Touching students should be limited to that necessary to protect the student from harm (e.g., falling from playground equipment) and that which professional educators determine appropriate for purposes of proper student relationships.
- Be careful with your language. You shall not use profanity or abusive language. Be a good role model for students. If a student uses such language, you are expected to correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

2. Proper Instructions

- Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.
- Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.
- When you go over safety rules with students note it in your written records (e.g., your lesson plan book or daily reports).
- Review playground and classroom safety rules with students at least once each semester and note when you do it in your written records. Also, if any students are absent when you review the rules contact the student(s) to review the same information and also note that contact in your written records.

3. Proper Maintenance of Buildings, Grounds, and Equipment
 - Conduct periodic inspections of equipment under your control or in your area of supervision.
 - If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign). Notify your principal and or your building maintenance person. Check your communication device (whether it be a school phone in your supervision area, a walkie-talkie, or a cell phone) periodically to make sure you can communicate with the office immediately in the event of an emergency.

3. Proper Warnings
 - If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be given.

Contact the Office for Assistance

The office administration should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- student fight
- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the office cannot be immediately located, call 911 if the problem appears to be of immediate and serious concern
- a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- presence of an intruder (a non-student or staff member who refuses to go to the office)

Student Searches

Administrators will perform searches of students or their belongings. If a staff member suspects a student is in possession of an item in violation of the law or school rules, the staff member shall contact an administrator. Do not use physical force to detain the student or to make the student accompany you, except as reasonably necessary to protect the student or others.

Student Rights

Students should be treated fairly and given the same treatment without consideration of race, color, religion, gender, or disability. Students who need special accommodations should be given those accommodations as needed for them to participate in school and school activities. Further, students have the right to have their school records kept confidential. Such information should be shared only with other school staff with a need to know the information to perform their duties.

Discipline is everyone's responsibility. It begins with the student being responsible for his/her own behavior and understanding the consequences it may cause. The teacher is responsible for articulating classroom expectations at the beginning of the school year, implementing the classroom expectations on a consistent basis, and being familiar with the student handbook. **All staff members** are responsible for **all students** in the hallways, in the rest rooms, at assemblies, at pep rallies, and during lunch. Consequences for inappropriate behavior may include, but are not limited to, students making up time before or after school, a student or a parent conference, or a referral to an administrator.

The following guidelines will assist in maintaining appropriate student conduct and complying with the process required for student discipline.

1. On the first day of class make students aware of classroom expectations, rules and procedures. Students will accept them if they know in advance and if they are fair and consistent. Students often appreciate giving input on classroom rules. These expectations should be in writing. Give one copy to the students, post one copy in the room and provide one copy for the Principal.
2. It is important to document student behavior in your classroom, calls to parents, referrals, and/or communications with a student.
3. If, after attempts to improve student behavior, the problems continue, talk to the student's counselor or the Principal about possible alternatives in discipline procedures. Be attentive and respond to "bullying."
4. If a student continues to cause problems, inform the administration for disciplinary action using the approved reporting procedures and forms. Be sure to state the problem clearly and expectations in terms of assistance, as at times the student's and teacher's stories are different. Be prepared to provide documentation.
5. Follow up on any referral. The student may not go to the Principal or the counselor when sent. The administrator or attendance coordinator will inform the teacher of the consequences. The consequence often includes an apology. You are expected to professionally accept the apology.
6. Refer students with continued and significant behavioral problems to the student assistance team for a determination of whether the student is in need of special services. Contact the counselor if you have questions as to the procedure.
7. Talk with other teachers about the classroom management techniques they use to establish an atmosphere conducive to learning in their classroom. A large repertoire of classroom management techniques always enhances learning.
8. Read and understand the student handbook and the student conduct rules of the District.
9. Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations. Corporal punishment is prohibited in our school District and is not to be used. Physical force may only be used to the extent reasonably necessary

to protect the student, yourself and others, and to protect property as may be reasonable.

10. Violations of student rules that are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

Section 9 Dispensing Medication

Teachers are not permitted to give any medication to students unless trained under the Medication Aid Act, Neb. Rev. Stat. §71-6718 to 71-6743. Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the office. Medical procedures are not to be administered in the classroom except in accordance with the District's Safety and Security Management Plan and the District's Emergency Protocol (asthma/anaphylaxis protocol).

If students must take medication and/or perform medical procedures prescribed by a duly licensed physician during school hours, it is the responsibility of the parents or guardians to sign permission to dispense the medicine at the school and to submit a note or prescription from the physician authorizing the medicine and/or medical procedure. School District personnel will not administer medicine, including over the counter medicine, without this signed form and note or prescription. Any medication brought to school needs to be properly labeled. The label should include the following information: Student's name, name of medication, dosage needed, and time of dispensing the medication.

Section 10 Reporting Child Abuse

Nebraska State Law and school policy mandates school officials to make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when there is reasonable cause to believe that a child has been abused or neglected, or a child is in a situation that would reasonably result in abuse or neglect. According to Nebraska State Law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

- (a) Placed in a situation that endangers his or her life or physical or mental health;
- (b) Cruelly confined or cruelly punished
- (c) Deprived of necessary food, clothing, shelter, or care
- (d) Left unattended in a motor vehicle if such minor child is six years of age or younger
- (e) Sexually abused; or
- (f) Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions

Teachers are to inform their Principal or supervisor that they intend to make a report. Administrative staff may sometimes choose to make the report for a teacher. However,

informing a Principal or supervisor does not end the teacher's responsibility; teachers are obligated to make certain a report was made if they do not do it themselves.

It is vital that the report be made as accurately and as soon as possible. To assure accuracy, you are encouraged to document the date of the incident and specific statements or explanations made by a child regarding an abuse/neglect concern using the District's child abuse reporting forms. These forms are available in the Principal's office, the Superintendent's office and in each library's Board Policy book. Timeliness in making a report will assist in minimizing further risk to the child by allowing the police or Child Protective Services employees to interview the child during the school day and prior to an evening or weekend. In cases of physical injury (e.g., bruising or other marks), it is essential the police observe and document the injury. A counselor, the school social worker or an administrator will help you.

Article 5 – PERSONAL AND PROFESSIONAL CONDUCT

Section 1 Professional Ethics Standards

The Plattsmouth Community School District expects its certificated employees to adhere to the professional ethics standards established by the Nebraska Department of Education as such standards may be modified from time to time. The professional ethics standards which certificated employees are expected to adhere to include those set forth below. References to "educator" shall include all certificated employees of the District.

Preamble

The educator shall believe in the worth and dignity of human beings. Recognizing the supreme importance of the pursuit of truth, the devotion to excellence and the nurture of democratic citizenship, the educator shall regard as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator shall accept the responsibility to practice the profession to these ethical standards.

The educator shall recognize the magnitude of the responsibility he or she has accepted in choosing a career in education, and engages, individually and collectively with other educators, to judge his or her colleagues, and to be judged by them, in accordance with the provisions of this code of ethics.

The standards listed in this section are held to be generally accepted minimal standards for public school certificate holders in the State of Nebraska and for all educators, including administrators, with respect to ethical and professional conduct.

Principle I - Commitment as a Professional Educator:

Fundamental to the pursuit of high educational standards is the maintenance of a profession possessed of individuals with high skills, intellect, integrity, wisdom, and compassion. The educator shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the educator's contractual and professional responsibilities, the educator:

- A. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
- B. Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
- C. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.
- D. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
- E. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
- F. Shall not sexually harass students, parents or school patrons, employees, or board members.
- G. Shall not have had revoked for cause in another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which a special services counseling certificate is issued in Nebraska.
- H. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
- I. Shall report to the Superintendent any known violation of paragraphs G, E, or B above.
- J. Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II - Commitment to the Student:

Mindful that a profession exists for the purpose of serving the best interests of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

- A. Shall permit the student to pursue reasonable independent scholastic effort, and shall permit the student access to varying points of view.
- B. Shall not deliberately suppress or distort subject matter for which the educator is responsible.
- C. Shall make reasonable effort to protect the student from conditions that interfere with the learning process or are harmful to health or safety.
- D. Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.
- E. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.

- F. Shall not tutor for remuneration students assigned to his or her classes unless approved by the Board of Education.
- G. Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public:

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The educator bears particular responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the educator:

- A. Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator's personal and institutional views.
- B. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
- C. Shall neither offer nor accept gifts or favors that will impair professional judgment.
- D. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
- E. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
- F. Shall, with reasonable diligence, attend to the duties of his or her professional position.

Principle IV - Commitment to the Profession:

In belief that the quality of the services to the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. The educator shall believe that sound professional relationships with colleagues are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to the profession, the educator:

- A. Shall provide upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
- B. Shall not misrepresent his or her professional qualifications, nor those of colleagues.
- C. Shall practice the profession only with proper certification, and shall actively oppose the practice of the profession by persons known to be unqualified.

Principle V - Commitment to Professional Employment Practices:

The educator shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The educator shall believe that sound personnel

relationships with governing boards are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to professional employment practices, the educator:

- A. Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications.
- B. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
- C. Shall give prompt notice to the employer of any change in availability of service.
- D. Shall conduct professional business through designated procedures, when available, that have been approved by the employing agency.
- E. Shall not assign to unqualified personnel, tasks for which an educator is responsible.
- F. Shall permit no commercial or personal exploitation of his or her professional position.
- G. Shall use time on duty and leave time for the purpose for which intended.

Section 2 Evaluations

Evaluations of teachers will be conducted in accordance with the District's evaluation policy. Supervisors reserve the right to observe, appraise or evaluate teachers more frequently than required by policy on an as-needed basis. Teachers are expected to participate constructively and positively in the evaluation process and to accept and implement constructive suggestions and improvement strategies developed by the administration.

Section 3 Role Model

Teachers serve as role models for students and their actions and conduct reflect on the school as a whole. Teachers are in all respects to conduct themselves in a professional manner.

Section 4 Relationships

It is important for teachers to maintain an effective working relationship with the administration and all colleagues, including other teachers and support staff. Teachers are also to maintain appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

Section 5 Civility

All employees shall behave with civility, fairness and respect in dealing with fellow employees, students, parents, patrons, visitors, and anyone else having business with Plattsmouth Community Schools. Uncivil behaviors are prohibited. Employees may be

subject to disciplinary action up to and including termination for engaging in uncivil behaviors.

Uncivil behaviors are any behaviors that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent or harassing. Such interactions are prohibited in all forms of communication, including telephone conversations, voice mail messages, face-to-face conversations, written communications, and email messages.

Any employee aware of another employee's uncivil behavior shall, no later than the next business day, report the conduct to the employee's immediate supervisor and the Superintendent. There will be no retaliation against a person for making such a report.

However, any employee that is aware of another employee's uncivil behavior and fails to report the conduct to the employee's immediate supervisor and the Superintendent by the next business day may be subject to disciplinary action up to and including termination. Prompt reporting of uncivil behavior is necessary for maintaining a safe and healthy learning environment for students and staff.

Section 6 Notification of Arrest, etc.

Employees must notify the Superintendent by the next business day after:

1. Arrest or Criminal Charges. The employee is arrested, ticketed, or issued a criminal charge where:
 - a. The maximum penalty for the crime equals or exceeds six months incarceration;
 - b. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;
 - c. Conviction would impact performance of employee's job responsibilities, including offenses that:
 - i. Would impact the responsibility to be a role model for students or relations with other employees of Plattsmouth Community Schools;
 - ii. Would impact the employee's ability to operate a motor vehicle if the employee at times needs to travel during duty time or the employee at times drives students; or
 - iii. Would impact the employee's Commercial Drivers License if the employee's job requires that the employee have a CDL.
 - d. The arrest or the alleged criminal activity occurred while the employee was on duty, on property of Plattsmouth Community Schools, or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.

Employees must also promptly report to the Superintendent whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense is not otherwise reportable.

2. Certificate or License. The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee's position. This includes proceedings of the Nebraska Department of Education related to an alleged violation of the NDE Standards of Conduct and Ethics, Chapter 27, and proceedings of the Health and Human Services related to an alleged violation of the professional standards of conduct for the employee's position.
3. Child Abuse. The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

Further, employees must give full disclosure of any Child Protection Act investigation that resulted in an "inconclusive" determination that occurred at any time. Current employees must give such disclosure within ten days following adoption of this Policy. As a condition of employment, applicants for employment must give such disclosure prior to commencement of employment. Any hiring made without such disclosure shall be subject to being immediately revoked in the event the required disclosure was not given.

Employees must give full disclosure of the existence and nature of the above proceedings and must also promptly notify the Superintendent of the disposition of the proceedings.

Legal documents relating to the proceedings shall be treated and maintained as part of the employee's confidential criminal background file.

Failure to notify, as described herein, may subject the employee to disciplinary action, up to and including termination.

Section 7 Professional Attire

It is important for teachers to project a professional image to students, parents and co-workers. Appropriate attire and grooming project a professional image. Teachers are expected to maintain conservative and professional attire and grooming when on duty. As professionals, teachers are expected to be aware of the standard to be maintained. As a minimal guide, teachers should not wear clothing which students would not be permitted to wear at school. The administration may establish more detailed guidelines for individual teachers should that be necessary.

Section 8 Private Tutoring

Teachers are encouraged to provide individual assistance to students as a part of their duties. Teachers who engage in private tutoring for pay (compensation of any kind from a source other than the District) are subject to the following rules:

1. The teacher may not arrange to provide private tutoring for any child enrolled in the teacher's class.
2. The teacher is not to provide private tutoring in a school building.

3. The teacher is not to provide private tutoring during duty time.
4. The teacher is not to advertise or promote the teacher's private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

Section 9 Outside Employment

Teachers shall not perform duties unrelated to District employment during duty hours. In addition, teachers shall not engage in employment which conflicts with their school duties. Teachers are not required to notify the District of outside employment except: (1) teachers who are also employed by another Nebraska school District in order to comply with Nebraska State Retirement System regulations and (2) teachers who have a work-related injury in order to comply with workers' compensation requirements.

**Section 10 Code of Ethics Policy
No. 8272**

Internal Board Policies - Board Members

8272 Code of Ethics

It shall be the policy of Plattsmouth Community Schools that members of the Board of Education will exercise their responsibilities in accordance with the following Code of Ethics:

1. As a member of the local Board of Education, representing all the citizens of the Plattsmouth Community School District, each Board member will recognize:
 - a. That he or she has been entrusted with the educational development of the children and youth of the community.
 - b. That the community expects that the first and greatest concern of a school Board member will be the best interest of each and every one of the young people enrolled in the district's schools.
 - c. That the future welfare of this community, of this state, and of our nation depends in the largest measure upon the quality of education provided in Plattsmouth Community School to meet the needs of every learner.
 - d. That members of the Board of Education must collectively take the initiative in helping all the people in this community to have updated, accurate information about the public school system, and to provide the finest possible school programs, school staff, and school facilities.
 - e. That by statute the authority of the Board of Education is derived

from the state which is ultimately responsible for the organization and operation of the public schools and which determines the degree of discretionary power exercised by the Board representing the people of the Plattsmouth community.

f. That a school Board member must never neglect his or her personal obligation to the community and legal obligation to the State of Nebraska, nor surrender these responsibilities to any other person, group or organization; but that, beyond this, each school Board member has a moral and civic obligation to our country which can remain strong and free only so long as public schools in the United States are kept strong and free.

2. In view of the foregoing consideration, it must be the constant endeavor of each school Board member:

a. To devote time, thought and study to the duties and responsibilities of a school Board member so that he/she may render effective and creditable service.

b. To work with fellow school Board members in a spirit of harmony and cooperation so as to convert differences of opinion which arise during discussion and debate into a consensus for the benefit of the students enrolled in Plattsmouth Community Schools.

c. To base personal decisions upon all available facts in each situation, to vote honest conviction in every case, un-swayed by partisan bias of any kind; thereafter, to abide by and uphold the final majority decision of the Board of Education.

d. To remember at all times that individual Board members have no local authority outside the meetings of the Board of Education, and to conduct relationships with school staff members, local citizens, and all media of communication on the basis of this fact.

e. To resist every temptation and outside pressure to use the position as a school Board member to benefit either oneself or any other individual or agency apart from the total interest of the school system.

f. To recognize that it is as important for the Board of Education to understand and evaluate the educational program of Plattsmouth Community Schools as it is to plan for the business of the school district.

g. To bear in mind under all circumstances that the primary function of the Board of Education is to establish and maintain the policies by which the schools are to be administered, but that the administration of the educational program and the conduct of school business shall be the primary

responsibility of the Superintendent of Schools and the professional and non-professional staff members who are employed to work with the Superintendent of Schools.

h. To welcome and encourage active cooperation by citizens, organizations, and the media of communication in Plattsmouth Community Schools with respect to the establishment of policy on current school operation and proposed future developments.

i. To strive step by step to achieve the ideal conditions for the most effective service by a Board of Education to its community, in a spirit of teamwork and unwavering commitment to the American system of public education as a primary means for preservation and perpetuation of our representative democracy.

j. To strive for transparency and effectively serve the role as an elected public official by voting on all action items up for consideration by the Board of Education, unless absent from the meeting where such action is taking place or there may be a potential conflict of interest. If there is a potential conflict of interest, including matters where a family member could benefit from such action, whether individually or collectively, the Board member shall make the conflict of interest known to the public and abstain from voting on said action item.

Adopted: June 13, 2005

Reviewed: July 10, 2006, June 9, 2008, June 8, 2009, June 14, 2010, June 13, 2011, Jan. 9, 2012,

Mar. 11, 2013, Mar. 10, 2014, Mar. 9, 2015

Revised: Aug. 10, 2015

Reviewed: Mar. 14, 2016, Mar. 13, 2017, Apr. 9, 2018, June 10, 2019, April 13, 2020

Article 6 – ACADEMIC MATTERS

Section 1 Purpose and Goals of Academic Achievement

The Plattsmouth Community School District Board of Education is committed to providing a quality education for all Plattsmouth Community School students consistent with the school's mission statement. Effective, quality instruction by teachers is an essential means of meeting the District's mission of providing a quality education.

Section 2 Teaching to Student Understanding to Assure Learning

Each teacher is responsible for teaching in a manner to meet the mission of the District and to assure student understanding and learning of the principles and concepts to be presented to students within the curriculum adopted by the District. Teachers will model classroom instruction on the educational model implemented by the District and reflected in the teacher evaluation instrument adopted by the Board of Education. Teachers are responsible for familiarizing themselves with the instructional model and the principles of instruction set forth in the evaluation instrument. The administration shall provide periodic in-services regarding the instructional model.

State and federal laws and regulations have been enacted which require that students with certain needs be provided instruction and services consistent with those special needs. Examples include students who have been verified as in need of special education (special education students), students with other disabilities, which impact the educational program (504 students), and limited English proficient students (LEP or ELL students). The District's policy is to comply with the state and federal laws and regulations in all respects. Teachers who are assigned special education, 504, or LEP/ELL students are required to provide instruction and services consistent with legal requirements and the requirements of Board policy and regulation.

Section 3 Instruction in the Curriculum

Teachers shall instruct students in the curriculum, including the use of curriculum maps, guides and materials, adopted and implemented by the Board of Education and as directed by the administration.

Section 4 Measuring and Reporting Academic Achievement

Grades and Grading. Measuring and accurately reporting the level of each student's academic achievement is of critical importance to students, parents, staff, the Board of Education and community. To this end, each teacher shall develop a variety of assessment instruments and techniques to measure student achievement in the curriculum adopted and implemented by the District, record the results of such assessment, and report such results on Report Cards. Teachers should endeavor to measure student learning and understanding on a frequent basis during each quarter to provide an accurate evaluation of each student's academic achievement for that period. GRADES MUST BE RECORDED FOR ALL CURRICULAR AREAS.

Recording Grades. Each teacher shall record grades in Infinite Campus and print a paper copy backup weekly. A sufficient number of grades must be recorded in the grade book to justify all grades for each student.

Grading System. Teachers are to use the grading scales as described in Board Policy 5204. The Principal must approve any deviation from the approved grading system.

Reconsideration of Grades/Marks

Questions raised concerning duly assigned grades will be resolved cooperatively in a conference that includes the teacher(s) involved and the Principal. In the event parents or students question a grade, the parents/guardians and/or student may be included in the conference.

Failure to resolve the issue will result in a second conference involving the Superintendent or designee and the participants in the initial conference described above. The Superintendent will not change the grades designated by teachers unilaterally, unless the Superintendent determines that the grade is not consistent with the requirements of law, Board policy, or the best interests of the District.

Transfer Grades. A student transferring into Plattsmouth Community School District at the fifteen-to eighteen-week time period will have all grades on transcript from an accredited school accepted for semester credit. The Principal must approve grades for credit.

Reports to Parents. Grades and credit are assigned on a mester (7 weeks), quarter (9 weeks) or semester basis (18 weeks). The grade reports are produced from information supplied by teachers and distributed to students at school, parents at parent-teacher conferences, or are mailed to parents.

All term or mid-quarter grades are calculated on a cumulative basis; i.e., the grade given at the end of the first quarter represents an evaluation of work done during that quarter, and the grade given at the close of the semester represents an evaluation of all the work done during the entire eighteen weeks.

The end-of-quarter and end-of-semester reports are directed to parents, not to students. Students probably know quite well how they stand in such areas as citizenship, attitude, cooperation, attendance, preparation of assignments, etc. The parents do not have this knowledge. If any such factors have significant bearing on the student's grades or their relationship with teachers, notes should be sent to parents. Arrangements will be made to place these teacher-written notes with the grade report forms. The notes may call attention to deficiencies, faults, or failures, or they may be commendatory in nature. If carefully prepared, they can be most valuable. Parents need to have information about areas of strengths and areas needing improvement and progress being made by their child. For their instruction, and for our ultimate well-being, if and when problems arise, it is essential that the reports be as informative as possible. Teachers should, in all cases, plan to keep on file duplicate copies of the notes that are sent to parents.

Please accept, cooperatively and professionally, the responses that parents may make subsequent to the distribution of term or mid-quarter reports. Parents are not always helpful or reasonable under these circumstances, but they do need information and direction. Please encourage parents to discuss their student-centered problems with you and give them all possible assistance.

Continuous Progress Reports To Parents. Continuous progress reports are available to parents and students. In addition, progress reports may be mailed to all parents from time to time to accommodate households without easy access to the Internet and PowerSchool.

Section 5 Parent-Teacher Conferences

Parent-Teacher conferences are a critical opportunity for teachers to dialogue with parents (or guardians) of students regarding student achievement and learning. Parent-Teacher Conferences are scheduled for each building, as noted on the 2020-2021 District Calendar. Teacher attendance at Parent-Teacher conferences is mandatory. The Superintendent or Principal may excuse a teacher from attendance at Parent-Teacher Conferences.

Teachers are expected to be prepared for such conferences. Being prepared includes having completed grade reports, which include all student assignments, work or tests completed by students prior to five (5) days of the date of the Parent-Teacher conference.

Section 6 Special Education

Special Education Policies

Policy No. 6600

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

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

1. Free Appropriate Public Education

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

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

2. Full Educational Opportunity Goal

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

Legal Reference: 92 NAC 51-004.11A

3. Child Find

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

Legal Reference: 92 NAC 51-006.01 through 006.01A2

4. Individualized Education Program (IEP)

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

5. Least Restrictive Environment

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

Legal Reference: 92 NAC 51-008.01 through 008.011

6. Procedural Safeguards

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

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

7. Evaluation and Identification Procedures

Children with disabilities shall be evaluated and identified in accordance with 92 NAC 51-006. The District will respond to a request for an Independent Educational Evaluation without unnecessary delay. Locations of any evaluator shall be within a reasonable distance of the District. A reasonable distance means within 100 miles of the school building the child attends and within Nebraska. In the event this geographic area restriction would prevent a parent from obtaining an Independent Educational Evaluation, the location of the evaluator may be outside the specified geographic area but must be within Nebraska. The District will provide the parent(s) with a list of qualified agencies/evaluators within the geographic area. The evaluators are to have their rates approved by the Nebraska Department of Education to be authorized to conduct the evaluation.

Legal Reference: 92 NAC 51-006

8. Confidentiality of Personally Identifiable Information

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

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

9. Transition of Children from Part C to Preschool Programs

Children participating in early intervention programs under Part C of the IDEA (early intervention services) and who will participate in preschool programs assisted under Part B of the IDEA (services for school-aged children) shall experience a smooth and effective transition to those preschool programs in a manner consistent with 92 NAC 51-007.16. By the third birthday of such a child, an individualized education program or an individualized family service plan shall be developed and be implemented for the child. The District will participate in transition planning conferences arranged by the designated lead agency.

Legal Reference: 92 NAC 51-008

10. Children in Nonpublic Schools

To the extent consistent with the number and location of children with disabilities in the District who are enrolled by their parents in nonpublic elementary and secondary schools in the District, provision will be made for the participation of those children in the programs assisted or carried

out under Part B of the IDEA (services for school-aged children) by providing them with special education and related services.

Legal Reference: 92 NAC 51-012.08 and 015

11. Personnel Standards and Personnel Development

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

Legal Reference: 92 NAC 51-010

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

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

Legal Reference: 92 NAC 51-004.05

13. Suspension and Expulsion Rates

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

Legal Reference: 92 NAC 51-004.06E

14. Access to Instructional Materials

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

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

Legal Reference: 92 NAC 51-004.15

15. Over-Identification and Disproportionality

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

Legal Reference: 92 NAC 51-003.10; 006.02C

16. Prohibition on Mandatory Medication

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

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

17. Transportation

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

Legal Reference: 92 NAC 51-014.01 through 014.02

18. Surrogates

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

Legal Reference: 92 NAC 51-009.10

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

19. Early Intervention Services – Consent

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

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

Date of Adoption: Aug. 8, 2011
Reviewed: Nov. 14, 2011, Nov. 12, 2012, Nov. 11, 2013, Nov. 10, 2014,
Revised: Aug. 10, 2015
Reviewed: Nov. 9, 2015, Nov. 14, 2016, Nov. 13, 2017, Nov. 12, 2018, Jan. 13, 2020

Section 7 Return to Learn

Policy No. 6286

Instruction

Activities

Return to Learn From Cancer

The Superintendent or designee shall make available training on how to recognize that students who have been treated for pediatric cancer and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff.

A 504 team meeting will be held, as appropriate, to develop individual return to learn accommodations and modifications.

Legal Reference: Neb. Rev. Stat. §§ 79-2,148
Adopted: Aug. 10, 2015
Reviewed: Nov. 9, 2015
Revised: Aug. 8, 2016
Reviewed: Nov. 14, 2016, Nov. 13, 2017, Nov. 12, 2018, Jan. 13, 2020

Article 6 Academic Standards

Instruction

Policy No. 6212

Assessments—Academic Content Standards

The Board of Education adopts the academic content standards of the State Board of Education (“State Board”). The adoption of the academic content standards includes the:

Language Arts standards that were adopted by the State Board in September, 2014;
Mathematics standards that were approved by the State Board in September, 2015;
Science standards that were adopted by the State Board in September, 2017; and
Social Studies standards that were adopted by the State Board in December, 2012.

Unless other action is taken, the Board of Education adopts the standards of the State Board as such standards are subsequently adopted or amended by the State Board.

The administration shall be responsible for implementing assessments on the state standards in accordance with the procedures established by the State Board and the Department of Education, including conducting assessments in the same subject areas and the same grade levels as established in the state standards, and the reporting of scores and sub-scores.

This policy does not supersede the existing standards adopted by the Board of Education except as set forth herein.

Legal Reference: Neb. Rev. Stat. §§ 79-760 to 79-760.05

Date of Adoption: Sept. 14, 2009

Revised: Aug. 8, 2016

Reviewed: Nov. 14, 2016, Nov. 13, 2017

Revised: July 9, 2018

Reviewed: Nov. 12, 2018, Jan. 13, 2020

Section 9 Record Management

Business Operations

Policy No. 3560

Records Management and Disposition

1. General Standard. Records should generally be organized, managed, retained and

disposed of in accordance with law and the Secretary of State's schedules for retention and disposition of public records.

2. Records Officer. The Superintendent is hereby designated as the records officer of the school district for purposes of this policy. Any questions about the type or category of a record or the required retention period for it should be addressed to the records officer.
3. Electronic Messages. Electronic messages are communications using an electronic system for the conduct of school district business internally, between other state and local government agencies, and with parents, students, patrons and others in the outside world. These messages may be in the form of e-mail, electronic document exchange (electronic fax), and electronic data interchange (EDI). In this policy, the terms electronic messages and e-mail are used, depending on the context, to mean the same thing. The school district's electronic system in which records are collected, organized, and categorized to facilitate preservation, retrieval, use, and disposition is as follows:
 - a. End-User Management. End-user means anyone who creates or receives electronic messages on the school district's electronic system. Electronic messages are to be managed at the end-user's desktop rather than from a central point. Each end-user is responsible for organizing, managing and disposing of records that are part of his or her desktop computer.
 - b. Categories for Retention. Electronic messages fall within three categories: (1) transitory messages; (2) records with a less than permanent retention period; and (3) records with a permanent retention period. End-users are to organize, store, retain and dispose of electronic messages according to these three categories. This means determining which electronic messages require long-term retention, determining who is responsible for making this decision, and establishing storage and disposition requirements for electronic messages.
 - i. *Transitory messages*. Transitory messages include copies posted to several persons and casual and routine communications similar to telephone conversations. For example, as determined on an individual case-by-case basis by the end-user, transitory messages include certain embryonic materials, notes or drafts; unwanted and unneeded "junk" mail; "personal" mail for employees not related to school business; unsolicited sectarian, religious, partisan, political or commercial messages, or political advertising or advertisements promoting particular personal or religious beliefs, a specific ballot question, or controversial topics or positions. There is no retention requirement for transitory messages. Employees sending or receiving such communications may delete them immediately without obtaining approval.

- ii. *Less than permanent retention records.* These records are governed by the retention period for equivalent hard copy records as specified in the approved records retention and disposition schedules. These records should be converted to hard copy (printed) or an electronic format which can be retrieved and interpreted (downloaded) for the legal retention period. Employees creating or receiving such communications may delete or destroy the records only according to the applicable retention schedule. Questions relating to the retention or destruction of these records should be referred to the records officer.
 - iii. *Permanent/archival retention records.* These are records scheduled for transfer to the Nebraska State Historical Society (NSHS). Decisions relating to such records should be made by the records officer in consultation with NSHS, and the State Records Administrator about either transferring the records or maintaining them in the agency of origin. If the transfer decision is made, the method, frequency and format of the transfer should be determined cooperatively by the records officer, the NSHS, and the State Records Administrator.
- c. Electronic Storage Limitations. The district's computer systems have storage limitations. E-mails are deleted by the computer system within 60 to 90 days to avoid operational problems. End-users are instructed that electronic messages that are required to be maintained past that time period should be converted to hard copy (printed) or an electronic format which can be retrieved and interpreted (downloaded) for the legal retention period. The retention period for the particular record is the best indicator of which storage medium or format to choose.
- d. Proper Use of Electronic Messages.
 - i. Non-Discrimination. Electronic messaging is not permitted to be used to promote discrimination on the basis of race, color, national origin, age, marital status, sex, political affiliation, religion, disability or sexual preference; promote sexual harassment; or to promote personal, political, or religious business or beliefs.
 - ii. Permissible Use. Electronic messaging is to be used only for purposes that are consistent with the mission of the school district. Electronic messaging is not permitted to be used for personal purposes except for: incidental, intermittent or occasional use which does not interfere with performance of duties as determined by the administration, use that is authorized pursuant to an individual use agreement, and use that represents a form of the employee's

compensation. Electronic messaging is not permitted to be used for personal financial gain or for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question. Electronic messaging is not permitted to be used for purposes of assisting a non-profit organization except when and to the extent such use serves a school purpose or facilitates school district business.

- iii. Conduct. Employees shall not read electronic messages received by another employee when there is no school purpose for doing so, send electronic messages under another employee's name without the employee's consent or administrative authorization, or change or alter any portion of a previously sent electronic message without administrative authorization.
- iv. Other Regulations. Electronic messaging is subject to all requirements of the school district's "Acceptable Use of Computers, Network, Internet and Websites" policy and may be monitored and accessed at any time without prior notice. The school district has complete authority to regulate all electronic messaging. Electronic messaging is a privilege and not a property right and is not a public forum. Electronic messaging is made available subject to all board policy and regulations, these regulations, building guidelines, use agreements, handbook provisions, and all administrative orders or directives as issued from time to time.

4. Electronic Records

All books, papers, documents, reports, and records kept by the District may be retained as electronic records. Minutes of the meetings of the school board may be kept as an electronic record.

5. Litigation Holds

When litigation against the District or its employees is filed or threatened, the District will take all reasonable action to preserve all documents and records that pertain to the issue. Such action will in particular be taken when the litigation may be filed in federal court or otherwise subject to federal rules of discovery.

As soon as the District is made aware of pending or threatened litigation, a litigation hold directive will be issued by the records officer or designee. The directive will be given to all persons suspected of having records that may pertain to the litigation issue.

The litigation hold directive overrides any records retention schedule that may otherwise call for the disposition or destruction of the records until the litigation hold has been lifted. E-mail and computer accounts of separated employees that have been placed on a litigation

hold will be maintained by the records officer until the hold is released.

Employees who receive notice of a litigation hold are to preserve all records that pertain to the litigation issue. This includes preserving electronic messages that would otherwise be deleted by the computer system; such messages are to be converted by the recipients of the litigation hold to hard copy (printed) or electronic format which can be retrieved and interpreted (downloaded) for the duration of the litigation hold.

No employee who has been notified of a litigation hold may alter or delete an electronic or other record that falls within the scope of the hold. Violation of the litigation hold may subject the employee to disciplinary actions, up to and including dismissal, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

6. Settlement Agreements

A public written or electronic record of all settled claims shall be maintained.

The record for all such claims settled in the amount of fifty thousand dollars or more (or one percent of the total annual budget of the School District, whichever is less) shall include a written executed settlement agreement. The settlement agreement shall contain a brief description of the claim, the party or parties released under the settlement, and the amount of the financial compensation, if any, paid by or to the School District or on its behalf. Any such settlement agreement shall be included as an agenda item on the next regularly scheduled public meeting of the School Board for informational purposes or for approval if required.

Any such settled claim or settlement agreement shall be a public record. Nonetheless, specific portions of the record may be withheld from the public to the extent permitted or provided by statute.

The foregoing does not apply to claims made in connection with insured or self-insured health insurance contracts.

Legal Reference: Neb. Rev. Stat. " 84-712 through 84-712.09
 Neb. Rev. Stat. " 84-1201 to 84-1227
 Laws 2010, LB 742
 State Records Administrator Guidelines:
 Schedule 10: Records of Local School Districts (Feb. 1989)
 Schedule 24: Local Agencies General Records (March 2005)
 Electronic Imaging Guidelines (March 2003)

Adopted: September 13, 2010

Reviewed: September 12, 2011, Mar. 12, 2012, May 13, 2013, May 12, 2014, May 11, 2015

Revised: Aug. 10, 2015

Reviewed: May 9, 2016, May 8, 2017, May 14, 2018, Mar. 13, 2019, June 8, 2020

Article 7 – USE OF SCHOOL FACILITIES AND EQUIPMENT

Section 1 Drug-Free Workplace

Personnel - All Employees

Policy No. 4009

Drug and Substance Use and Abuse

It is the policy of the Plattsmouth Community School District to eliminate the influence of drugs, alcohol and other chemicals within the school environment and to educate students against the usage of drugs, alcohol and illegal substances. The District will implement regulations and practices which will insure compliance with laws relating to drugs and alcohol, including: the Drug-Free Workplace Act and the Omnibus Transportation Employee Testing Act of 1991, and all regulations and rules promulgated pursuant thereto.

Section 1 Drug-Free Workplace

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held. The school district recognizes that the use, possession, or being under the influence of illicit drugs or alcohol constitutes a hazard to the positive development of students and employees and a substantial interference with school purposes.

1. The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the work place. Employees are also prohibited from possessing, using or distributing illicit drugs or alcohol, or being under the influence of illicit drugs or alcohol, on any district property or district sponsored event. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol in the work place or on duty time shall be a violation of the drug-free workplace.
2. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, employees are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the employee commits a criminal drug or alcohol offense off the work place or off duty time.

3. As a condition of employment, employees will abide by the District's drug-free workplace policies and notify the Superintendent or designee of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.
4. Disciplinary sanctions, up to and including termination of employment and referral for prosecution, will be imposed upon employees who violate the aforementioned standards of conduct. Sanctions for violation thereof may include the requirement that the employee complete an appropriate rehabilitation program, reprimands, and non-renewal, cancellation, or termination of contract of employment.
5. Employees shall be advised through employee publications about drug and alcohol counseling and rehabilitation and reentry programs that are available.
6. Employees shall be furnished with a copy of this policy.

This policy supplements and is in addition to all other policies, regulations, practices, procedures, and contractual provisions regarding or related to the improper or unlawful possession, use, or distribution of illicit drugs and alcohol.

Section 2 Alcohol and Drug Testing

The District will implement regulations and practices that will insure compliance with the Omnibus Transportation Employee Testing Act of 1991, and all regulations and rules promulgated pursuant thereto. Employees in "safety-sensitive" positions, as defined by the Act and regulations promulgated hereunder, including employees whose position requires a commercial driver's license (CDL), shall be tested for alcohol and controlled substances as required by law. (See attached Appendix "1"). Refusal to submit to such pre-employment testing, or testing positive, shall disqualify an applicant from employment. Reasonable suspicion, random, post-accident, return-to-duty, and follow-up testing shall also be conducted. Employees who test positive shall be immediately removed from safety-sensitive positions and shall be removed from employment.

Legal Reference: 41 U.S.C. §702

Date of adoption: July 11, 2005

Reviewed: May 12, 2008, May 11, 2009, May 10, 2010, May 9, 2011, Dec. 12, 2011

Revised: Sept. 10, 2012

Reviewed: Mar. 11, 2013, Feb. 10, 2014, Feb. 9, 2015, Feb. 8, 2016, Feb. 13, 2017, Feb. 12, 2018, Feb. 11, 2019, Mar. 9, 2020

4009 - APPENDIX 1

**CONTROLLED SUBSTANCES AND ALCOHOL USE AND TESTING:
FEDERAL REGULATIONS, PLATTSMOUTH COMMUNITY SCHOOL'S
COMPLIANCE POLICIES AND PROCEDURES, AND EDUCATIONAL
MATERIALS**

The U.S. Department of Transportation (DOT) and the Federal Highway Administration (FHWA) have issued regulations requiring that individuals who perform safety-sensitive functions and who are required to maintain a commercial driver's license (CDLs) be tested for controlled substances and alcohol and not engage in controlled substances use or alcohol misuse. Information concerning those regulations, Plattsmouth Community Schools policies and procedures, and educational materials relating to controlled substances use and alcohol misuse is set forth as follows:

(A). The persons designated by Plattsmouth Community School District to answer employee questions about these materials are:

Superintendent of Schools

(B). The categories of employees who are subject to the provisions of the federal controlled substances and alcohol use and testing regulations are:

Individuals who perform safety-sensitive functions and who are required to maintain a commercial driver's license (CDL), including bus drivers and distribution and maintenance employees who are subject to driving commercial motor vehicles.

(C). The term "safety-sensitive functions" means:

- (1) All time waiting to be dispatched, unless the driver has been relieved from duty;
- (2) All time inspecting equipment or inspecting, servicing, or conditioning any commercial motor vehicle (i.e., a vehicle in excess of 26,000 pounds GVWR or designed to carry 16 or more passengers, including the driver) at any time;
- (3) All driving time (i.e., time spent at the controls of a commercial motor vehicle in operation);
- (4) All time, other than driving time, in or upon any commercial motor vehicle;
- (5) All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded;
- (6) All time spent performing the driver requirements of 49 CFR §§392.40 and 392.41 relating to accidents;
- (7) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

(D). Employee conduct that is prohibited by the federal controlled substances and alcohol use and testing regulations includes:

1. **Alcohol concentration.**

No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater.

2. **Alcohol possession.**
No driver shall be on duty or operate a commercial motor vehicle while the driver possesses alcohol.
3. **On-duty use.**
No driver shall use alcohol while performing safety-sensitive functions.
4. **Pre-duty use.**
No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
5. **Use following an accident.**
No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until the driver undergoes a post-accident alcohol test, whichever occurs first.
6. **Refusal to submit to a required alcohol or controlled substances test.**
No driver shall refuse to submit to a post-accident alcohol or controlled substances test, a reasonable suspicion alcohol or controlled substance test, or a follow-up alcohol or controlled substances test.
7. **Controlled substances use.**
No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle.
8. **Controlled substances test.**
No driver shall report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive for controlled substances.

(E). The circumstances under which an employee will be tested for alcohol and/or controlled substances pursuant to the federal regulations include:

1. **Pre-employment testing.**
Prior to the first time a driver performs safety-sensitive functions, the driver shall undergo testing for alcohol and controlled substances. No safety-sensitive functions are to be performed unless the driver has been administered an alcohol test with a result indicating an alcohol concentration less than 0.04, and has received a controlled substances test result from the medical review officer indicating a verified negative test result.

2. Post-accident testing.

(a) As soon as practicable following an accident involving a commercial motor vehicle, each surviving driver:

- (1) Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life; or
- (2) Who receives a citation under State or local law for a moving traffic violation arising from the accident

shall undergo a test for alcohol and controlled substances.

(b) (1) *Alcohol tests.* Shall be administered within two hours following the accident unless such can not reasonably be done, and not more than eight hours following the accident.

(2) *Controlled substance tests.* Shall be administered within 32 hours following the accident.

(c) A driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the employer to have refused to submit to testing. The driver shall be permitted to leave the immediate scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care, but shall otherwise remain readily available for testing.

3. Random testing.

(a) Drivers shall be subject to random testing. The minimum annual percentage rate for random alcohol testing should be 25 percent of the average number of driver positions, or such minimum annual percentage rate as established from time to time by the FHWA. The minimum annual percentage rate for random controlled substance testing shall be 50 percent of the average number of driver positions.

(b) The selection of drivers for random alcohol and controlled substances testing shall be made by a scientifically valid method. Under the selection process used, each driver shall have an equal chance of being tested each time selections are made.

(c) The random alcohol and controlled substances tests shall be unannounced and the dates for administering random alcohol and controlled substances tests shall be spread reasonably throughout the calendar year.

(d) Each driver who is notified of selection for random alcohol and/or controlled substances testing shall proceed to the test site immediately; provided, however, that if the driver is performing a safety-sensitive function at the time of notification, the driver shall cease to perform the safety-sensitive function and proceed to the testing site as soon as possible.

4. Reasonable suspicion testing.

(a) A driver shall submit to an alcohol test when the employer has reasonable suspicion to believe that the driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations (except for possession of alcohol).

(b) Under federal law, notwithstanding the absence of a reasonable suspicion alcohol test, a driver is prohibited from reporting for duty or remaining on duty requiring the performance of safety-sensitive functions while the driver is under the influence of or impaired by alcohol and must not perform or continue to perform safety-sensitive functions, until:

- (i) An alcohol test is administered and the driver's alcohol concentration measures less than 0.02; or
- (ii) Twenty-four hours have elapsed following the determination that there is reasonable suspicion to believe that the driver has violated the prohibitions concerning the use of alcohol.

5. **Return-to-duty testing.**

(a) Alcohol. If a driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations concerning alcohol and has not been terminated, the driver shall undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02.

(b) Controlled Substances. If a driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations concerning controlled substances, and has not been terminated, the driver shall undergo a return-to-duty controlled substances test with a result indicating a verified negative result for controlled substances use.

6. **Follow-up testing.**

Following a determination that a driver is in need of assistance in resolving problems associated with alcohol misuse and/or use of controlled substances, the driver shall, if still employed, be subject to unannounced follow-up alcohol and/or controlled substances testing as directed by a substance abuse professional in accordance with the provisions of federal regulations.

Random, reasonable suspicion, and follow-up alcohol testing shall be conducted only when the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing safety-sensitive functions.

(F). The procedures that will be used to test for the presence of alcohol and controlled substances, to protect the employee and the integrity of the testing processes, to safeguard the validity of the test results, and to ensure that those results are attributed to the correct employee include:

The procedures outlined in 49 CFR 40, concerning procedures for Transportation Workplace Drug and Alcohol Testing Program, will be followed. This includes use of a "split sample" approach for drug testing and chain of custody procedures including documentation of screening aliquots.

(G). An employee is required to submit to alcohol and controlled substances tests administered pursuant to the federal regulations.

(H). A "refusal to submit" to an alcohol or controlled substance test includes:

Refuse to submit (to an alcohol or controlled substances test) means that a driver (1) Fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for breath testing, (2) fails to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing, or (3) engages in conduct that clearly obstructs the testing process. A failure to remain readily available for post-

accident testing, or to notify the employer of the need for such testing, or to proceed to the test site immediately for random testing, may be deemed by the employer to constitute a refusal to submit.

The consequences for refusing to submit to an alcohol or controlled substances test are as follows: A driver who has refused to submit to a required alcohol or controlled substance test is subject to the same consequences as a driver who has tested positive on an alcohol (concentration of 0.04 or greater) or controlled substances test.

(I). The consequences under the federal regulations for employees who have violated the federal regulations relating to controlled substances and alcohol use and testing include:

The driver shall be removed from and not permitted to perform safety-sensitive functions. The driver shall be referred for evaluation by a substance abuse professional for a determination of what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substances abuse.

Before a driver returns to duty requiring the performance of a safety-sensitive function after engaging in conduct prohibited by the federal regulations, the driver shall, if still employed, undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02 if the conduct involved alcohol, or a controlled substances test with a verified negative result if the conduct involved a controlled substance.

In addition, each driver identified as needing assistance in resolving problems associated with alcohol misuse or controlled substance use, if still employed,

- (i) Shall be evaluated by a substance abuse professional to determine that the driver has properly followed any rehabilitation program prescribed, and
- (ii) Shall be subject to unannounced follow-up alcohol and controlled substances tests administered by the employer following the driver's return to duty.

The driver may also be subject to the penalty provisions of 49 U.S.C. § 521(b).

(J). The consequences under the federal regulations for employees found to have an alcohol concentration of 0.02 or greater but less than 0.04 include: Removal from safety-sensitive functions for a period of not less than 24 hours following administration of the test.

(K). Information to assist employees in avoiding alcohol misuse and controlled substances use, signs and symptoms of an alcohol or a controlled substances problem, and available methods of intervening when such a problem is suspected: Information will be made available by the counselor to employees upon request.

Document No. 1

**APPLICANT'S CONSENT
TO OBTAIN PAST DRUG AND ALCOHOL TEST RESULTS**

I, _____ *[insert applicant's name]*, understand that as a condition of hire with Plattsmouth Community Schools ("*School District*") I must give the School District written consent to obtain the results of all DOT-required drug and/or alcohol tests (including any refusals to be tested) from all of the companies for which I worked as a driver, or for which I took a pre-employment drug and/or alcohol test during the past two (2) years. I also understand that the School District requires me to consent to access to the same information concerning any non-DOT driver drug and/or alcohol tests which I took during this same period of time. I have also been advised and understand that my signing of this consent does not guarantee me a job or guarantee that I will be offered a position with the School District.

I hereby consent to the School District obtaining from those companies, and I hereby consent to those companies furnishing to the School District, all requested information concerning my drug and alcohol tests, including:

- (i) all DOT and non-DOT alcohol test results of 0.04 or greater during the past two (2) years;

- (ii) all verified positive DOT and non-DOT drug test results during the past two (2) years;
- (iii) all instances in which I refused to submit to a DOT-required drug and/or alcohol test during the past two (2) years;
- (iv) any other violations of DOT agency drug and alcohol testing regulations during the past two (2) years; and
- (v) documentation of successful completion of DOT return-to-duty requirements (including follow-up tests) in the event of a violation of a DOT drug and alcohol testing regulations during the past two (2) years.

I specifically authorize the companies to fully complete the School District's Report of Past Drug and/or Alcohol Test Results form.

The following is a list of all of the companies for which I worked as a driver, or for which I took a pre-employment driver position drug and/or alcohol test, during the past two (2) years:

<u>Company name</u>	<u>Dates worked for/took pre-employment test</u>
_____	_____
_____	_____
_____	_____
_____	_____

APPLICANT CERTIFICATION

I have carefully read and fully understand this Consent to release my past drug and alcohol test results. In authorizing the release of my test results, I consent and agree to waive any physician-patient privilege that may otherwise exist with respect to the confidentiality of my drug and alcohol test results. I further release the Company and its medical review officer, and any officer, employee or agent of the Company or medical review officer whose disclosure of the results is in accordance with this release from any and all claims or causes of actions which may result from the disclosure of such test results to the person or persons identified on this release form.

In signing below, I certify that all of the information which I have furnished on this form is true and complete, and that I have identified all of the companies for which I have either worked, or for which I took a pre-employment drug and/or alcohol test, as a driver during the past two years. I understand that this information is material to my hiring and that my failure to provide true and complete information will automatically disqualify me for a position with the School District or, in the event that I am hired, subject me to immediate termination. Further, I understand that in the event of receipt of a report of past

drug and/or alcohol violation, any conditional offer of employment will be revoked and in the event I have been hired, any employment will be automatically ended.

Signature of Applicant

Print Name

Date

Document No. 2

**APPLICANT'S CERTIFICATION OF
PAST DRUG AND ALCOHOL TEST RESULTS**

During the past two years before this application, I:

Did _____ Did not _____ (check applicable blank) test positive or refuse to submit to any pre-employment drug or alcohol test administered by an employer to which I applied for, but did not obtain, safety-sensitive transportation work covered by DOT agency drug and alcohol testing rules.

If I did test positive or refuse to submit, then I further certify that I:

Did _____ Did not _____ N/A _____ (check applicable blank) complete the return-to-duty process of the DOT agency drug and alcohol testing rules. I agree that it is my responsibility to

provide the School District with documents establishing completion of such process before I may perform safety-sensitive functions for the School District.

APPLICANT CERTIFICATION

In signing below, I certify that all of the information, which I have furnished, on this form is true and complete. I understand that this information is material to my hiring and that my failure to provide true and complete information concerning the time period in question will automatically disqualify me for a position with the School District or, in the event that I am hired, subject me to immediate termination.

Signature of Applicant

Print Name

Date

Document No. 3

REQUEST FOR PAST TEST RESULTS

To: _____ *[Insert name of previous employer]*

From: _____ *[Insert name and title of PCSD representative]*

Subject: Request to obtain past drug and alcohol test results

Date: _____ *[Insert date]*

_____ *[Insert applicant's name]* has advised us that he/she worked for your company as a driver or that he/she applied to your company for work as a driver, during the previous two (2) years.

Regulations of the Department of Transportation (DOT) (49 C.F.R. § 40.25) require us to obtain from your company, and **require your company to provide** to us, information concerning the above-named driver's past drug and alcohol test results (including refusals to be tested).

In accordance with DOT's regulations, therefore, we are providing you with the driver's written consent directing your company to provide us with the results of past drug and alcohol testing, as set forth in the consent. A Report form to provide the requested information is also enclosed for your convenience.

Please send this information to

Plattsmouth Community Schools
1912 Old Hwy. 34
Plattsmouth, NE 68048

as soon as possible, either by facsimile (FAX # (402) 296-2667) or by mail. As required by the DOT, the information which you furnish will be treated as strictly confidential.

Enclosures:

Document No. 1. Applicant's Consent to Obtain Past Drug and Alcohol Test Results.
Document No. 4. Report of Past Drug and Alcohol Test Results.

Document No. 4

REPORT OF PAST DRUG AND/OR ALCOHOL TEST RESULTS

To: Plattsmouth Community Schools ("School District")
From: _____ *[Insert name of Company submitting results]*
Re: _____ *[Insert Driver/Applicant's name]*
_____ *[Insert Driver/Applicant's Social Security Number]*
_____ to _____ *[Insert "Relevant 2 Year Period" dates]*

In accordance with the DOT regulations, School District's request, and the Driver/Applicant's Consent, the Company reports the following results of drug and alcohol

tests conducted on the above named Driver/Applicant by this Company during the above designated "Relevant 2-Year Period."

(i) Past Alcohol Test Results: No alcohol tests conducted during relevant period

Date of Test: _____ 0.04 or greater Negative Refused to be tested

Date of Test: _____ 0.04 or greater Negative Refused to be tested

(ii) Past Drug Test Results: No drug test conducted during relevant period

Date of Test: _____ Verified Positive Negative Refused to be tested

Date of Test: _____ Verified Positive Negative Refused to be tested

(iii) Refusals to Submit: Note: Refusals to submit include verified adulterated or substituted)

No refusal to submit to drug and/or alcohol test during relevant period

Refusal to submit to drug and/or alcohol test during relevant period, on the following dates:

Date of Refusal: _____ Nature of Refusal: _____

Date of Refusal: _____ Nature of Refusal: _____

(iv) Any Other Violations of DOT Agency Drug and/or Alcohol Testing Regulations:

No such violations during period specified

Violations occurred during relevant period, on the following dates:

Date of Violation: _____ Nature of Violation: _____

Date of Violation: _____ Nature of Violation: _____

(v) Completion of DOT Return-to-Duty Requirements, including follow-up tests:

Not Applicable, no violations occurred during period specified

Not Applicable, violation(s) occurred during period specified, but Company has no record of successful completion of return-to-duty requirements

Documents are attached; violation(s) occurred during period specified, and Employee successfully completed return-to-duty requirements

Date

Name of person completing form (*type/print*)

Title
(*type/print*)

Section 3 Smoke and Tobacco-Free Workplace

The use of tobacco products in the District's buildings, school grounds, owned or leased facilities, *and vehicle's* is prohibited. *(Added an "apostrophe" in vehicles)*

Article 4

PERSONNEL

Policy No. 4010

Personnel - All Employees

Smoking Prohibition

This policy is promulgated pursuant to authority granted to the Board of Education and in compliance with the Nebraska Clean Indoor Air Act.

Smoking shall be prohibited on all Plattsmouth Community School District property. Private, enclosed offices are not exempt from this policy. There shall be no designated smoking areas in or around any of the Plattsmouth Community School District buildings, for employees, students, visitors to the schools, and/or the general public. This policy shall apply at all times whether school is in session or not.

Legal Reference: §71-5701

Date of Adoption: July 11, 2005

Reviewed: May 12, 2008, May 11, 2009, May 10, 2010, May 9, 2011, Dec. 12, 2011, Mar. 11, 2013, Feb. 10, 2014, Feb. 9, 2015, Feb. 8, 2016, Feb. 13, 2017, Feb. 12, 2018, Feb. 11, 2019, Mar. 9, 2020

Section 4 Weapon-Free Workplace

The District prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any teacher found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

The term "weapon" means an instrument or object used, or which may be used, as a means of attack, defense, or destruction, including, without limitation:

- a. Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means
- b. The frame or receiver of any object described in the preceding example
- c. Any firearm muffler or silencer
- d. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device
- e. Any bludgeon, club, metal knuckles, or throwing star

- f. Any knife other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2-1/2 inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A switch-blade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement
- g. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun
- h. A teacher may possess mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes shall not be considered as possession of a weapon. Possession of larger quantities and/or concentrations of mace or other similar chemical agents than is typically designed for individual personal defensive purposes will be considered as possession of a weapon. Usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. A teacher who is negligent in possession of mace or other similar chemical agents will be subject to disciplinary action.
- i. A teacher may possess an item which may be considered a weapon where such item is used for instructional purposes and has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.
- j. Any other object that is designed for or intended for use as a destructive or injurious device.

The phrase "possession of a weapon" includes, without limitation, a weapon in a teacher's personal possession, as well as in a teacher's motor vehicle, desk, locker, briefcase, backpack, or purse.

Section 5 Use of District Computer Network and Internet

It is the policy of Plattsmouth Community Schools to comply with the Children's Internet Protection Act (CIPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. “Inappropriate material” for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent’s designees.
5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyber bullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent’s designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.

6. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

A. Computer Acceptable Use Policy

This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.
4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. Personal Gain: Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.

- b. Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

- c. Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.

- d. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,

1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
5. Users shall not copy, change, or transfer any software without permission from the network administrators.
6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of

any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.

7. Users shall not engage in any form of vandalism of the technology resources.
8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.

e. **Other Policies and Laws:** Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:

1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
4. to engage in or promote violations of student conduct rules.
5. to engage in illegal activity, such as gambling.
6. in a manner contrary to copyright laws.
7. in a manner contrary to software licenses.

5. Disclaimer. The technology resources are supplied on an "as is, as available" basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.

6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal,

defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.
8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

ADMINISTRATORS, FACULTY AND STAFF AGREEMENT

In order to make sure that all members of Plattsmouth Community Schools community understand and agree to these rules of conduct for use of the e-mail and Internet systems of the school district, the District asks that you, as an administrator, faculty member, or staff member user, sign the following statement:

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

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

Section 6 Technology Safety

Instruction

Policy No. 6800

Computer

Internet Safety and Acceptable Use Policy

A. Internet Safety Policy

It is the policy of Plattsmouth Community Schools to comply with the Children’s Internet Protection Act (CIPA). and Children’s Online Privacy Protection Act. (COPPA). With respect to the District’s computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called “hacking,” and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) Obtain verifiable parental implement consent before allowing third parties to collect personal information online from students; and

implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.
5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be

responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.

6. Parental Consent. The District shall obtain verifiable parental consent prior to students or otherwise disclosing personal information online.
7. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.
8. The District shall comply with the Nebraska Student Online Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the online privacy of all students.

B. Computer Acceptable Use Policy

This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate,

and proximate to the education of students as defined in the E-rate program regulations.

4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters unless the User has entered into a lease agreement or other similar agreement with the School District that makes such use permissible under law.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

- c. **Campaigning:** Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- d. **Technology-Related Limitations:** Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,

1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
 2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
 3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
 4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
 5. Users shall not copy, change, or transfer any software without permission from the network administrators.
 6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
 7. Users shall not engage in any form of vandalism of the technology resources.
 8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
 2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
 3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
 4. to engage in or promote violations of student conduct rules.
 5. to engage in illegal activity, such as gambling.
 6. in a manner contrary to copyright laws.
 7. in a manner contrary to software licenses.

5. Disclaimer. The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District’s computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent’s designees.
8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Legal Reference: Children’s Internet Protection Act, 47 USC § 254
[Children’s Online Privacy Protection Act, 15 U.S.C. § 6501](#)

FCC Order adopted August 10, 2011
47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932
(2003) (E-rate restrictions)
Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and
Disclosure Act) LB 512 (2017)

Date of Adoption: March 13, 2006
Reviewed: November 12, 2007
Revised: August 11, 2008
Reviewed: Nov. 9, 2009, Nov. 8, 2010, Nov. 14, 2011, Nov. 12, 2012, Nov. 11, 2013,
Nov. 10, 2014
Revised: Aug. 10, 2015
Reviewed: Nov. 9, 2015
Revised: Aug. 8, 2016
Reviewed: Nov. 14, 2016
Revised: July 10, 2017
Reviewed: Nov. 13, 2017, Nov. 12, 2018, Jan. 13, 2020

Plattsmouth Community Schools
Addition to Employee Code of Conduct
Appendix "I"

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

ADMINISTRATORS, FACULTY AND STAFF AGREEMENT

In order to make sure that all members of Plattsmouth Community Schools community understand and agree to these rules of conduct for use of the e-mail and Internet systems of the school district, the Plattsmouth Community School District asks that you, as an administrator, faculty member, or staff member user, sign the following statement:

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

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

Employee's Name _____

Date of Birth ____/____/____

School _____

Employee's Signature _____ Date: _____

Address _____ City _____
, NE

Home Phone No. (____) _____ - _____

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

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

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

STUDENT'S AGREEMENT

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

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

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

Student's Name _____ Student's Grade _____

Date of Birth ____/____/____

Student's Signature _____ Date: _____

Address _____ City _____
, NE

Home Phone No. (____) _____ - _____

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

Plattsmouth Community Schools
Addition to Student Code of Conduct
Appendix "3"

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

PARENT'S AGREEMENT

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

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

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

Student's Name _____ Student's Grade _____

Date of Birth ____ / ____ / ____

Parent's Signature _____ Date: _____

Address _____ City _____
, NE

Home Phone No. (____) _____ - _____ Work Phone No. (____) _____ - _____

Fax No. (____) _____ - _____

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

Plattsmouth Community Schools
Addition to Student Code of Conduct
Appendix "4"

PARENTAL AUTHORIZATION AND RELEASE FORM TO DISPLAY STUDENT WORK

The undersigned(s) is/are the parent(s), guardian(s), or person(s) ("parent") in charge of _____ ("the student").

The School District has requested authorization from the parent of the student to display the product of the student's school-related academic, athletic, musical and/or art work product in public places, including, but not limited to, school buildings and functions, public places in the community, school, local, state and national publications, and on the web page produced and operated by the School District. Upon consideration of the request of the School District:

_____ I/We hereby authorize the School District to display the product of the student's school-related academic, athletic, musical and/or work product in public places, including, but not limited to, school buildings and functions, public places in the community, school, local, state and national publications, and on the web page produced and operated by the School District; and further I/We hereby waive any claims regarding copyright to the student's school-related academic, athletic, musical and/or art work product, and hereby release the School District and the Board of Education of the School District and all employees, agents, and representatives of the School District from any liability concerning the posting of the student's work on the School District's web page.

_____ I/We DO NOT authorize the School District to display the product of the student's school-related academic, athletic, musical and/or work produce in public places, including, but not limited to, school buildings and functions, public places in the community, school, local, state and national publications, and on the web page produced and operated by the School District.

DATED this _____ day of _____, _____.

Name of Student

Parent/Guardian

Parent/Guardian

Section 7 Use of School Facilities

Teachers will be issued keys to the school. Teachers are expected to not lose their keys and to not allow others to have access to or to use their keys. Teachers are permitted to have access to school facilities during non-school time provided such access is for work-related purposes. When teachers leave the building, they are to close all windows, lock their classroom door, and make sure that the entry door is fully closed and locked. This is especially important when teachers are using the school facilities prior to the beginning of the school year and during any weekend or evening usage.

School property is to be used for approved work-related purposes and not for personal purposes or for personal gain or benefit. Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.), and school postage is to be used for approved school-related purposes only. Excess or surplus supplies or equipment, including items, which have been placed in the trash, should not be removed for non-school use without approval from the administration.

Section 8 Care of School Property

Teachers are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. If an item is in need of maintenance or repair, report it to the Principal. If you learn that a student has damaged school property or equipment, or if you are responsible for damage to school property, promptly report it to the Principal so the item may be replaced or repaired if possible and appropriate responsibility for the cost of replacement or repair may be determined.

Section 9 Use of Telephone

Personal telephone calls shall not be made during duty time except in the event of an emergency. Long distance calls on school telephones must be made from the office.

Section 10 Visitors

Teachers are not to have visitors on school property except on a short-term basis and only with permission of the Principal. Included in the definition of visitors are family members of the teacher. Visitors should follow posted procedures for being on school property. Teachers are not to bring their children to their workplace during instructional time in lieu of taking them to childcare.

Section 11 Volunteers

It is the desire of the Plattsmouth Community Schools to provide a safe environment for our students and staff. In order to ensure this, all individuals providing volunteer services to the District shall have a background check performed prior to volunteering. The intent of this policy is not to interfere or inhibit a parent's ability to observe their child in a classroom setting on an individual basis or meet with teachers or staff regarding their child's education or needs, but to ensure that reasonable steps are taken to provide a safe environment for our students and staff. For additional information, refer to Board Policy 1015.

Section 12 Salespersons

Teachers need not allow, and should not permit, any salesperson or representative or agent of any commercial enterprise or theatrical presentation to contact the teacher while engaged in the teacher's duties except for such times as may be designated by the Superintendent or designee. By law, the hours of no solicitation are between 8:00 a.m. and 4:00 p.m. on all days' school is in session. If you are required to be at work earlier than 8:00 a.m., the hours are extended to that earlier time as well.

Teachers shall not use classrooms, buildings or other school property for personal use or profit without specific approval from the Superintendent or designee. Teachers shall not use time for which the teacher is on duty or paid by the District to engage in any activity for personal financial profit. Any violation of this policy will be held to be willful insubordination.

Section 13 Security of Desks and Lockers

Offices, teacher desks, lockers, file cabinets and other such storage devices are owned by the school and are to be properly cared for and maintained. Appropriate security measures should be used to protect school and personal property kept in storage devices from theft or vandalism and to protect confidential student records.

The school exercises exclusive control over school property and reserves the right to search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file. School-related documents or records must remain readily available to administration and other appropriate school staff. Any personal items a teacher wants to have kept private should be kept in a separate personal storage device, such as a brief case, purse or backpack.

The District is not responsible for any personal property teachers may bring to school. Teachers are cautioned not to bring large amounts of money or items of significant value to school.

Section 14 Video Surveillance

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

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

Section 15 Bulletins and Announcements

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

Section 16 Copyright and Fair Use Policy

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

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

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

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

Section 17 Lost and Found

Teachers who find lost articles are asked to take them to the office, where the articles can be claimed by the owner.

Section 18 Personal Property

Plattsmouth Community School District is not responsible for personal property brought to school by any employee.

Section 19 Safety

Safety Program and Safety Committee

The District has established a Safety and Security Management Plan that includes safety and security plans and procedures, including plans and procedures to address emergency and crisis situations. Teachers are expected to be familiar with and to comply with the Safety and Security Management Plan. The Plan may be obtained for review or copy from the Principal or the Superintendent.

The District also has a safety committee to address employee accidents, injuries and work place conditions. A representative from each bargaining group plus representatives appointed by administration serve on the committee. If you have a desire to serve on the committee, you should contact the president of the teacher's association. Teachers can make suggestions and/or report concerns to the safety committee in the following ways: (1) contact the teacher's association representative of the safety committee, (2) contact the president of the teacher's association, or (3) contact the Safety Committee in care of the Superintendent.

Safety Practices

Guidelines for safe work practices that teachers should follow include the following:

1. Never stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
2. Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
3. Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
4. No open e.g., candles
5. Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
6. Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
7. Do not use equipment if you are not familiar with it or operate machinery without proper training.
8. Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.
9. Report any injuries or medical problems to your supervisor immediately and complete the employee accident report.
10. Wear seatbelts when in vehicles where provided.

11. Do not do repetitive tasks for long periods of time (i.e., keyboarding, dipping cookies, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc. Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

As required by law, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

Use of Personal Vehicles

Teachers who drive school vehicles must have a valid driver's license and proof of insurance. Teachers will be provided a Driver's Certification form to verify this information and shall be given instruction on emergency evacuation and first aid. Teachers should not transport students in their personal vehicles. Teachers are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Cell phones and other handheld wireless communication devices shall not be used while the vehicle is in motion.

Accidents

Every accident that results in a personal injury must be reported to the Principal immediately. In the event the injury involves a student, the teacher responsible for the student either as teacher, coach or sponsor is responsible for making the report. If the injury occurs in the presence of the teacher, the teacher is also responsible for making a report.

Workers Compensation

Teachers are required to immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork.

Section 20 Safe Pupil Transportation Plan

Students

Policy No. 5506

Safe Pupil Transportation Plan

Plattsmouth Community School District Safe Pupil Transportation Plan

This Safe Pupil Transportation Plan sets forth the District's plan for providing safe transportation to students being transported in pupil transportation vehicles.

1. **Weapons-** Upon becoming aware of a weapon aboard a pupil transportation vehicle, the driver will make every attempt to:

- A. Radio transportation dispatch and notify them of the situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location. Examples of a safe haven include, but are not limited to, any school building site, emergency service station (law enforcement or fire department), community service agency, etc.
- B. Pull vehicle over to safe and secure area.
- C. Confiscate weapon (if it doesn't jeopardize student or driver safety).
- D. Give description of weapon and participating parties to dispatch.
- E. Dispatch will immediately notify appropriate law enforcement agencies and school administration.

2. **Pupil behavior-** Students are expected to follow student conduct rules while in a pupil transportation vehicle. The pupil transportation driver is responsible for controlling behavior which affects safety and for reporting rule violations to school administration. In the event a student's behavior jeopardizes safety, the driver will make every attempt to:

- A. First seek to resolve incident through discussion with the student(s) involved.
- B. Radio transportation dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
- C. Activate emergency flashers.
- D. Bring vehicle to a safe stop. Seek to resolve the incident, using physical force only as necessary to protect students or yourself.
- E. Report and document discipline problems to the school administrator on a Bus Conduct Report/Incident Form.

3. **Terrorist threats-** A person commits a terroristic threat if the person threatens to commit a crime of violence with the intent to terrorize another or with the intent of causing evacuation of a building, place of assembly or facility of public transportation or in reckless disregard of the risk of causing such terror or evacuation. Upon becoming aware of a terroristic threat relating to a pupil transportation vehicle, the driver will make every attempt to:

- A. Radio transportation dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
- B. Make every attempt to keep passengers calm (this may mean complying with the terrorist).
- C. Dispatch will immediately notify appropriate law enforcement agencies and school administration.
- D. Driver should wait for instructions from dispatch *if possible*.

4. **Severe weather-** Upon becoming aware of severe weather while aboard a pupil transportation vehicle, the driver will make every attempt to:

- A. Radio transportation dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
- B. Return to the school if less than five minutes away and follow the directions of the school administrator.
- C. If more than five minutes away from school, go to the nearest school and follow the directions of the school administrator.
- D. If more than five minutes away from the nearest school or there is immediate danger, get to the nearest basement or underground shelter with all students.
- E. If there is no shelter and there is immediate danger the driver and passengers are to follow evacuation procedures and get everyone off the vehicle into the nearest ditch or culvert at least 100 feet away from the vehicle.

5. **Hazardous materials-** Upon becoming aware of a hazardous material aboard a pupil transportation vehicle, the driver will make every attempt to:

- A. Radio transportation dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
- B. Pull vehicle over to safe and secure area.
- C. Give description of hazardous materials in question to dispatch.
- D. Dispatch will immediately notify appropriate law enforcement and school administration.
- E. Driver should wait for instructions from dispatch *if possible*.

6. **Medical emergencies-** Upon becoming aware of a medical emergency aboard a pupil transportation vehicle, the driver will make every attempt to:

- A. Radio transportation dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
- B. Dispatch will immediately notify appropriate medical agencies and school administration.
- C. Driver should follow instructions from dispatch, school officials, and parents when such information can be obtained quickly enough. If not available, follow emergency first aid procedures.
- D. *Only if necessary*, the driver should move passengers only enough to get them out of danger of traffic or fire. If moved, the driver and aide are to keep them where placed until a medical agency arrives, unless a parent has taken charge of their child.
- E. Driver should try to keep student passengers as calm as possible.

7. Procedures in the event of mechanical breakdowns of the vehicle- Upon becoming aware of a mechanical breakdown aboard a Pupil transportation vehicle, the driver will make every attempt to:

- A. Pull vehicle over to safe and secure area *if possible*
- B. Radio transportation dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
- C. Activate emergency flashers and place warning flares/reflectors in accordance with safety guidelines, if not in secure area.
- D. Driver should try to keep student passengers as calm as possible.
- E. Dispatch will arrange for assistance and a relief vehicle *if needed*.

8. Procedures in the event the drop-off location is uncertain or appears unsafe to leave students. In the event the drop-off location is uncertain or appears unsafe to leave students, the driver will make every attempt to:

- A. Radio transportation or otherwise communicate with dispatch to notify them of the situation if possible.
- B. Release children only if an adult responsible for the children is present. If not, keep children who are to be released in the vehicle, continue with route, and return children who were to be released to the school.
- C. Dispatch will notify appropriate law enforcement agencies and school administration if appropriate given the circumstances.

9. Documentation under Safe Pupil Transportation Plan. Each pupil transportation driver is required to complete and submit to the school administration a bus conduct report or incident report involving the pupil transportation vehicle operated by the driver or any pupils transported in it. Documentation is to include the occurrence of any of the following events: weapons, student behavior which affects safety, terroristic threats, severe weather, hazardous materials, or medical emergencies. Documentation of such events shall be completed and submitted as soon as practicable after the incident.

10. Transportation of Unsafe Items. Drivers shall not permit pupil transportation vehicles to transport any items, animals, materials, weapons or look-a-like weapons or equipment which in any way would endanger the lives, health or safety of the children or other passengers and the driver. Look-a-like weapons associated with a school sponsored or approved activity may be transported only with written permission of a school administrator. Any items that would break or could produce injury if tossed about inside the pupil transportation vehicle when involved in an accident or sudden stop shall be secured.

11. Supplemental Information. A copy of this plan shall be placed in each pupil transportation vehicle, kept at each school building, and made available upon request. Supplemental information with respect to operational and procedural guidelines used to administer this plan can be found in the District's safety and security plan adopted

pursuant to 92 NAC10 and in the Nebraska Department of Education Pupil Transportation Guide.

Legal Reference: Neb. Rev. Stat. §§ 79-318, 79-602, 79-607 and 79-608
Title 92, Nebraska Administrative Code, Chapter 91

Date of Adoption: June 9, 2014

Reviewed: Apr. 13, 2015, Apr. 11, 2016, Apr. 10, 2017, Apr. 9, 2018, June 10, 2019, Aug. 10, 2020

Section 21 Fire drills and Crisis Plan

Instruction

Policy No. 6115

Fire Drills

Fire drills shall be conducted at such times and manner as is required by the State Fire Marshal.

The frequency of fire drills shall be as follows:

- at a sufficient frequency to familiarize occupants with the drill procedure as a matter of routine;
- every month in each school building in which the facility is in session;
- subject to the exception that a monthly drill may be deferred in months of severe weather, provided that the required number of annual drills is achieved and not less than four are conducted before the drills are deferred; and
- one additional drill shall be conducted within the first 30 days of a school year.

The manner of conducting fire drills shall be as follows:

- emphasis shall be on conducting an orderly evacuation, rather than speed;
- under varying conditions and at expected and unexpected times;
- participants shall relocate to a predetermined location and remain until recalled or dismissed; and
- all emergency and relocation drill alarms shall be sounded

Crisis Plans

Crisis Plans for emergency responses and directions for tornado, evacuation, lockdown, lockout, shelter in place and fire drill activities have been developed. To be in compliance

with the fire code, there are to be nine fire evacuation exercises each school year. Two tornado drills are to be exercised and two lockdown drills practiced each school year.

Since many parents may not be at home, all children and faculty will be normally retained at the school building in case of extreme emergency. The school notification system will be activated to inform parents and guardians regarding where children may be picked up at school or at the evacuation site.

Legal Reference: Neb. Rev. Stat. §79-706

Date of Adoption: March 13, 2006

Reviewed: Nov. 12, 2007, Nov. 10, 2008, Nov. 9, 2009, Nov. 8, 2010, Nov. 14, 2011, Nov. 12, 2012, Nov. 11, 2013, Nov. 10, 2014

Revised: Aug. 10, 2015

Reviewed: Nov. 9, 2015, Nov. 14, 2016, Nov. 13, 2017, Nov. 12, 2018, Jan. 13, 2020

Article 8 – STATE AND FEDERAL PROGRAMS

Section 1 Notice of Nondiscrimination

Anti-discrimination, Anti-harassment, and Anti-retaliation (Employees and students)

A. Elimination of Discrimination.

The Plattsmouth Community School District hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The Plattsmouth Community School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, age 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 OCR at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114, (816) 268-0550 (voice), or (877) 521-2172 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.

1. Purpose:

The Plattsmouth Community School District is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's race, color, national origin, religion, disability, age, sex, or other protected category, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's race, color, national origin, religion, disability, age, sex, or other protected category, may include, but is not limited to:

- a. Name-calling,
- b. Teasing or taunting,
- c. Insults, slurs, or derogatory names or remarks,
- d. Demeaning jokes,
- e. Inappropriate gestures,
- f. Graffiti or inappropriate written or electronic material,
- g. Visual displays, such as cartoons, posters, or electronic images,
- h. Threats or intimidating or hostile conduct,
- i. Physical acts of aggression, assault, or violence, or
- j. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or
- g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures," below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

2. Anti-retaliation:

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

3. Grievance (or Complaint) Procedures:

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination (designated coordinator). If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation (“discrimination”) to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is included in Appendix E and is available in the office of each District building, on the District's website, and from the designated coordinators.

District employees, supervisors and administrators must immediately report any complaints, reports, observations, or other information of alleged discrimination to the designated coordinator, even if that District employee is investigating the alleged discrimination as part of the District's student or employee disciplinary process, and provide the complainant with information for filing a complaint of discrimination, including a complaint form if requested, and contact information for the District's designated coordinator. If the District uses its disciplinary procedures to investigate and resolve an alleged discrimination complaint, those disciplinary procedures will comply with the District's standards for a prompt and equitable grievance procedure outlined in section B.2., below.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

i. Level 1 (Investigation and Findings):

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the

District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will complete its investigation within **ten (10) working days** after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. Extenuating circumstances do not include summer vacation, and if a designated compliance coordinator or investigator is unavailable, another coordinator or trained employee will be designated to conduct the investigation. If extenuating circumstances exist, the extended timeframe to complete the investigation will **not exceed ten (10) additional working days without the consent of the complainant**. Periodic status updates will be given to the parties, if necessary.

The District's investigation will include, but is not limited to:

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the

context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.

- d. A review of the evidence using a “preponderance of the evidence” standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- a. A summary of the facts,
- b. An analysis of the appropriate legal standards applied to the specific facts,
- c. Findings regarding whether discrimination occurred, and
- d. If a finding is made that discrimination occurred, the recommended remedy or remedies necessary to eliminate discrimination, including harassment and retaliation, prevent its recurrence, and remedy its effects, if applicable.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made (see the Remedies section, below, for additional information about remedies). The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within **ten (10) working days** after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose to a student who was discriminated against or harassed (victim), information about the sanction imposed upon a student who was found to have engaged in discrimination or harassment (student who discriminated) when the sanction directly relates to the victim. This includes an order that the student who discriminated stay away from the victim, or that the student who discriminated is prohibited from attending school for a period of time, or transferred to other classes.

ii. Level 2 (Appeal to the Superintendent):

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within **ten (10) working days** after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal **within ten (10) working days** after receiving the appeal. The party who filed the

appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

iii. Level 3 (Appeal to the Board):

If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education **within ten (10) working days** after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at the next scheduled Board meeting to present his or her appeal. The Board will issue a written determination about the appeal **within thirty (30) working days** after receiving the appeal. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

4. Remedies:

If the District knows or reasonably should know about possible discrimination, including harassment or violence, the District will take immediate, interim action or measures to protect the alleged victim, ensure the safety of the school community, and prevent further potential discrimination, harassment, or retaliation during the District's pending investigation. These interim measures will be prompt, age-appropriate, effective, and tailored to the specific situation, and may include a change in the student's seating assignment or class, a change in an employee's work area, prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation, and other remedies, such as those listed below.

The District will minimize any burden on the alleged victim when taking interim measures. For instance, the District generally will not remove the alleged victim from his or her class or work area and allow the alleged harasser to remain. In addition the District will ensure that the complainant is aware of his or her Title IX rights, including a strong prohibition against retaliation for reporting discrimination or harassment or cooperating with any investigation or proceeding, and any available resources, such as counseling, health, and mental health services, and the right to file a complaint with local law enforcement, if applicable.

If the District determines that unlawful discrimination or harassment occurred, the District will take prompt and effective action to eliminate the discrimination or harassment, prevent its recurrence, and remedy its effects on the complainant and others, if appropriate. The remedies will be tailored to the specific allegations and facts of each situation, including, but not limited to, the following remedies:

- a. Providing an escort to ensure the complainant can move safely between classes and activities.

- b. Ensuring the complainant and alleged harasser do not attend the same classes.
- c. Moving the alleged harasser to another school or work area within the District.
- d. Providing counseling services or reimbursement, if appropriate.
- e. Providing medical services or reimbursement, if appropriate.
- f. Providing academic support services, such as tutoring.
- g. Arranging for the complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the complainant's academic record.

The District may provide remedies for the broader student population as well, including but not limited to:

- a. Offering counseling, health, mental health, or other holistic and comprehensive victim services to all students or employees affected by sexual harassment or sexual violence, and notifying students and employees of campus and community counseling, health, mental health, and other student services.
- b. Designating an individual from the District's counseling center to be "on call" to assist victims of sexual harassment or violence whenever needed.
- c. Providing additional training to the District's designated compliance coordinators and other employees who are involved in addressing, investigating, or resolving complaints of discrimination, harassment, and retaliation, to better respond to specific types of harassment and violence.
- d. Informing students and employees of their options to notify proper law enforcement authorities, including school and local police, and the option to be assisted by District employees in notifying those authorities.
- e. Creating a committee of students or employees and District officials to identify strategies for ensuring that students and employees:
 - i. Know the school's prohibition against discrimination, harassment, and retaliation.
 - ii. Recognize acts of discrimination, harassment (including acts of violence), and retaliation when they occur.
 - iii. Understand how and to whom to report any incidents of discrimination.
 - iv. Know the connection between alcohol and drug abuse and harassment or violence based on sex or other protected characteristics.
 - v. Feel comfortable that District officials will respond promptly and equitably to reports of discrimination, harassment (including violence) and retaliation.
- f. Conducting periodic assessments of student or employee activities to ensure that the practices and behavior of students or employees

do not violate the District’s policies against anti-discrimination, anti-harassment, and anti-retaliation.

- g. Conducting in conjunction with students or employees, a “climate check” to assess the effectiveness of efforts to ensure that the District is free from discrimination, harassment (including violence), and retaliation, and using the resulting information to inform future proactive steps that will be taken by the District.

In addition to these remedies, the District may impose disciplinary sanctions against the student or employee who discriminated, harassed, or retaliated against the complainant, up to and including possible expulsion or termination or cancellation of employment.

5. Confidentiality:

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted,

At the same time, the District will evaluate a confidentiality request in the context of its responsibility to provide a safe and nondiscriminatory environment for all students. Thus, the District may weigh the confidentiality request against factors such as: the seriousness of the alleged harassment, the complainant's age; whether there have been other harassment complaints about the same individual and the alleged harasser’s rights to receive information about the allegations if the information is maintained by the District as an “education record” under FERPA. In some cases, the District may be required to report alleged misconduct or discrimination, such as sexual harassment involving sexual violence, to local law enforcement or other officials, and the District may not be able to maintain the complainant's confidentiality. The District will inform the complainant that it cannot ensure confidentiality, if applicable.

6. Training:

The District will ensure that District employees, including but not limited to officials, administrators, teachers, substitute teachers, counselors, nurses and other

health personnel, coaches, assistant coaches, paraprofessionals, aides, bus drivers, and school law enforcement officers, are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees. This training will include, at a minimum, the following areas:

- a. The current legal standards and compliance requirements of anti-discrimination, anti-harassment, and anti-retaliation federal, state, and any local laws and regulations, including several specific examples of discrimination, harassment (including acts of violence because of a person's sex or other protected characteristics), and retaliation.
- b. The District's current anti-discrimination, anti-harassment, and anti-retaliation notice, policies, grievance procedure, and discrimination complaint form, including the specific steps and timeframes of the investigative procedures, and the District's disciplinary procedures.
- c. Identification of the District's designated compliance coordinators and their job responsibilities.
- d. Specific examples and information regarding how to report complaints or observations of discrimination, harassment, or retaliation to appropriate District officials or employees. In addition, the District will emphasize that employees, students, third parties, and others should not be deterred from filing a complaint or reporting discrimination. For instance, if a student is the victim of sexual violence, a form of sexual harassment, but the student is concerned that alcohol or drugs were involved, school staff should inform the student that the District's primary concern is student safety, that any other rules violations will be addressed separately from the sexual violence allegation, and that the use of alcohol or drugs never makes the victim at fault for sexual violence.
- e. Potential consequences for violating the District's anti-discrimination, anti-harassment, and anti-retaliation policies, including discipline.
- f. Potential remedies, including immediate, interim remedies, to eliminate the discrimination, harassment, and retaliation, prevent its recurrence, and remedy its effects.
- g. A description of victim resources, including comprehensive victim services, to address acts of discrimination and harassment, including acts of violence because of a person's sex or other protected characteristics, and a list of those resources for distribution to trainees.

In addition, the District shall ensure that employees designated to address or investigate discrimination, harassment, and retaliation, including designated compliance coordinators, receive additional specific training to promptly and effectively investigate and respond to complaints and reports of discrimination, and

to know the District's grievance procedures and the applicable confidentiality requirements.

7. Designated Compliance Coordinators:

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- j. Recommending changes to this policy and grievance procedure.
- k. Performing other duties as assigned.

The designated compliance coordinators will not have other job responsibilities that may create a conflict of interest with their coordinator responsibilities.

8. Preventive Measures:

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas (B.6.a-g) identified in the Training section, above.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Section 2 Anti-discrimination

Community Relations

Policy No. 1200

Personnel - All Employees and Students

Anti-discrimination

A. Elimination of Discrimination.

The policy of [Name] Public Schools is to 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 admission or access to, or treatment with regard to employment or with regard to its programs and activities.

[Name] Public Schools and its staff shall comply with all state and federal laws prohibiting discrimination. The Board of [Name] Public Schools intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination and directs its staff to take all actions necessary to meet this objective.

The Superintendent shall be the Coordinator for anti-discrimination laws (including Title VI, Title IX; the Americans with Disabilities Act of 1990 (ADA), and Section

504 of the Rehabilitation Act of 1973 (Section 504)) and complaints or concerns involving discrimination or compliance with those laws should be addressed to said Coordinator.

B. Preventing Harassment and Discrimination of Employees and Students.

1. **Purpose:** [Name] Public Schools is committed to offering employment and educational opportunity to its employees and students based on ability and performance in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers or other persons is prohibited. In addition, [Name] Public Schools will try to protect employees or students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, religion, national origin, sex, disability or age is prohibited. The following are general definitions of what might constitute prohibited harassment.

- a. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.
- b. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.
- c. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

Sexual harassment may exist when:

- (a) Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);
- (b) Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.

- (c) The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

2. **Procedures:**

- a. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision.
- b. If the report is not satisfactorily resolved within ten calendar days, or if the discrimination or harassment continues, please report your complaint to the Superintendent of [Name] Public Schools.
- c. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.
- d. The person to whom the complaint is made is to thoroughly investigate the complaint and work with the person filing the complaint to seek an appropriate resolution so the discrimination or harassment can be remedied and put to an end.
- e. Complaints of discrimination or harassment will be treated with the utmost confidence, consistent with resolution of the problem.
- f. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc., may be taken.
- g. Under no circumstances will a supervisor or a teacher or the Board threaten or retaliate against a person for alleging discrimination or harassment.

Legal Reference: Title VI, 42 U.S.C. § 2000d, Title VII, 42 U.S.C. § 2000e, Title IX; 20 U.S.C. § 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. §48-1101 et seq.
Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. §621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. §48-1001 et seq.;
Americans with Disabilities Act (ADA), 42 U.S.C. § 12101 et seq.
Section 504 of the Rehabilitation Act of 1973 (Section 504)
Pregnancy Discrimination Act, 42 U.S.C. § 2000e(k)
Uniform Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C. § 4301 et seq.
Neb. Rev. Stat. 79-2, 115, et seq.

Adopted: January 9, 2006

Reviewed: Mar. 12, 2007, Mar. 10, 2008, Mar. 9, 2009, Mar. 8, 2010, Mar. 14, 2011

Revised: Aug. 8, 2011

Reviewed: Dec. 12, 2011, Jan. 14, 2013, Jan. 13, 2014, Jan. 12, 2015

Revised: Aug. 10, 2015

Reviewed: Jan 11, 2016

Revised: July 10, 2017

Reviewed: Jan. 15, 2018, Feb. 11, 2019, Feb. 10, 2020

Complaint Form
Discrimination, Harassment or Retaliation
1200A

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. This complaint form is to be used when a person has a complaint related to discrimination, harassment or retaliation on such bases in regard to employment or the programs and activities of the school district.

Refer to Board Policy 1200, 4003 and/or 5401 for the particulars of the complaint and grievance process. You may attach additional materials to this form if needed.

The applicable coordinator may be contacted if you have questions about filling out this complaint form:

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.

Name: _____

Date:

(1) Description of the complaint:

(2) Names of any witnesses to the matter being complained about: _____

(3) Identify and attach any document supporting the complaint:

(4) Confidentiality: I ___ do ___ do not give consent to my identity being shared with the person(s) against whom I am complaining. If I do not give consent, I understand that the investigation may be hindered, but that the District will nonetheless investigate and take prompt and effective action to remediate the concerns I have raised, if appropriate.

(5) Relief requested (what I want done in response to this complaint):

The undersigned states: The facts in this complaint are true to the best of my knowledge, information and belief. I give permission for an investigation to be made into this complaint. I

understand that the District will take steps to prevent me being retaliated against for filing this complaint, that I am to notify the District if any such retaliation occurs, and that the District will take prompt and strong responsive action if retaliation occurs.

Signature: _____

Received by: _____ Date: _____

Section 3 Equal Opportunity

Policy 5401

Students (& Employees)

Equal Opportunity: Anti-discrimination, Anti-harassment, and Anti-retaliation

A. Elimination of Discrimination.

Plattsmouth Community Schools hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

Plattsmouth Community Schools 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 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.

B. Prohibited Harassment, Discrimination, and Retaliation of Employees,

Students and Others.

1. Purpose:

Plattsmouth Community Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's race, color, national origin, religion, disability, age, sex, or other protected category, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- c. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
- d. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's race, color, national origin, religion, disability, age, sex, or other protected category, may include, but is not limited to:

- k. Name-calling,
- l. Teasing or taunting,
- m. Insults, slurs, or derogatory names or remarks,
- n. Demeaning jokes,
- o. Inappropriate gestures,
- p. Graffiti or inappropriate written or electronic material,
- q. Visual displays, such as cartoons, posters, or electronic images,
- r. Threats or intimidating or hostile conduct,
- s. Physical acts of aggression, assault, or violence, or
- t. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,

- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or
- g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures," below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

2. Anti-retaliation:

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive

action, including possible discipline, including expulsion or termination, if applicable.

3. Grievance (or Complaint) Procedures:

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination (designated coordinator). If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation (“discrimination”) to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

District employees, supervisors and administrators must immediately report any complaints, reports, observations, or other information of alleged discrimination to the designated coordinator, even if that District employee is investigating the alleged discrimination as part of the District's student or employee disciplinary process, and provide the complainant with information for filing a complaint of discrimination, including a complaint form if requested, and contact information for the District's designated coordinator. If the District uses its disciplinary procedures to investigate and resolve an alleged discrimination complaint, those disciplinary procedures will comply with the District's standards for a prompt and equitable grievance procedure outlined in section B.2., below.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

ii. Level 1 (Investigation and Findings):

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any

burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will complete its investigation within **ten (10) working days** after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. Extenuating circumstances do not include summer vacation, and if a designated compliance coordinator or investigator is unavailable, another coordinator or trained employee will be designated to conduct the investigation. If extenuating circumstances exist, the extended timeframe to complete the investigation will **not exceed ten (10) additional working days without the consent of the complainant**. Periodic status updates will be given to the parties, if necessary.

The District's investigation will include, but is not limited to:

- e. Providing the parties with the opportunity to present witnesses and provide evidence.
- f. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- g. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.
- h. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- e. A summary of the facts,
- f. An analysis of the appropriate legal standards applied to the specific facts,
- g. Findings regarding whether discrimination occurred, and
- h. If a finding is made that discrimination occurred, the recommended remedy or remedies necessary to eliminate discrimination, including harassment and retaliation, prevent its recurrence, and remedy its effects, if applicable.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made (see the Remedies section, below, for additional information about remedies). The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within **ten (10) working days** after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose to a student who was discriminated against or harassed (victim), information about the sanction imposed upon a student who was found to have engaged in discrimination or harassment (student who discriminated) when the sanction directly relates to the victim. This includes an order that the student who discriminated stay away from the victim, or that the student who discriminated is prohibited from attending school for a period of time, or transferred to other classes.

ii. Level 2 (Appeal to the Superintendent):

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within **ten (10) working days** after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal **within ten (10) working days** after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

iii. Level 3 (Appeal to the Board):

If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education **within ten (10) working days** after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at the next scheduled Board meeting to present his or her appeal. The Board will issue a written determination about the appeal **within thirty (30) working days** after receiving the appeal. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

4. Remedies:

If the District knows or reasonably should know about possible discrimination, including harassment or violence, the District will take immediate, interim action or measures to protect the alleged victim, ensure the safety of the school community, and prevent further potential discrimination, harassment, or retaliation during the District's pending investigation. These interim measures will be prompt, age-appropriate, effective, and tailored to the specific situation, and may include a change in the student's seating assignment or class, a change in an employee's work area, prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation, and other remedies, such as those listed below.

The District will minimize any burden on the alleged victim when taking interim measures. For instance, the District generally will not remove the alleged victim from his or her class or work area and allow the alleged harasser to remain. In addition the District will ensure that the complainant is aware of his or her Title IX rights, including a strong prohibition against retaliation for reporting discrimination or harassment or cooperating with any investigation or proceeding, and any available resources, such as counseling, health, and mental health services, and the right to file a complaint with local law enforcement, if applicable.

If the District determines that unlawful discrimination or harassment occurred, the District will take prompt and effective action to eliminate the discrimination or harassment, prevent its recurrence, and remedy its effects on the complainant and others, if appropriate. The remedies will be tailored to the specific allegations and facts of each situation, including, but not limited to, the following remedies:

- h. Providing an escort to ensure the complainant can move safely between classes and activities.
- i. Ensuring the complainant and alleged harasser do not attend the same classes.
- j. Moving the alleged harasser to another school or work area within the District.
- k. Providing counseling services or reimbursement, if appropriate.
- l. Providing medical services or reimbursement, if appropriate.

- m. Providing academic support services, such as tutoring.
- n. Arranging for the complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the complainant's academic record.

The District may provide remedies for the broader student population as well, including but not limited to:

- h. Offering counseling, health, mental health, or other holistic and comprehensive victim services to all students or employees affected by sexual harassment or sexual violence, and notifying students and employees of campus and community counseling, health, mental health, and other student services.
- i. Designating an individual from the District's counseling center to be "on call" to assist victims of sexual harassment or violence whenever needed.
- j. Providing additional training to the District's designated compliance coordinators and other employees who are involved in addressing, investigating, or resolving complaints of discrimination, harassment, and retaliation, to better respond to specific types of harassment and violence.
- k. Informing students and employees of their options to notify proper law enforcement authorities, including school and local police, and the option to be assisted by District employees in notifying those authorities.
- l. Creating a committee of students or employees and District officials to identify strategies for ensuring that students and employees:
 - j. Know the school's prohibition against discrimination, harassment, and retaliation.
 - vi. Recognize acts of discrimination, harassment (including acts of violence), and retaliation when they occur.
 - vii. Understand how and to whom to report any incidents of discrimination.
 - viii. Know the connection between alcohol and drug abuse and harassment or violence based on sex or other protected characteristics.
 - ix. Feel comfortable that District officials will respond promptly and equitably to reports of discrimination, harassment (including violence) and retaliation.
- m. Conducting periodic assessments of student or employee activities to ensure that the practices and behavior of students or employees do not violate the District's policies against anti-discrimination, anti-harassment, and anti-retaliation.
- n. Conducting in conjunction with students or employees, a "climate check" to assess the effectiveness of efforts to ensure that the District is free from discrimination, harassment (including

violence), and retaliation, and using the resulting information to inform future proactive steps that will be taken by the District.

In addition to these remedies, the District may impose disciplinary sanctions against the student or employee who discriminated, harassed, or retaliated against the complainant, up to and including possible expulsion or termination or cancellation of employment.

5. Confidentiality:

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted,

At the same time, the District will evaluate a confidentiality request in the context of its responsibility to provide a safe and nondiscriminatory environment for all students. Thus, the District may weigh the confidentiality request against factors such as: the seriousness of the alleged harassment, the complainant's age; whether there have been other harassment complaints about the same individual and the alleged harasser's rights to receive information about the allegations if the information is maintained by the District as an "education record" under FERPA. In some cases, the District may be required to report alleged misconduct or discrimination, such as sexual harassment involving sexual violence, to local law enforcement or other officials, and the District may not be able to maintain the complainant's confidentiality. The District will inform the complainant that it cannot ensure confidentiality, if applicable.

6. Training:

The District will ensure that District employees, including but not limited to officials, administrators, teachers, substitute teachers, counselors, nurses and other health personnel, coaches, assistant coaches, paraprofessionals, aides, bus drivers, and school law enforcement officers, are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees. This training will include, at a minimum, the following areas:

- h. The current legal standards and compliance requirements of anti-discrimination, anti-harassment, and anti-retaliation federal, state, and any local laws and regulations, including several specific examples of discrimination, harassment (including acts of violence because of a person's sex or other protected characteristics), and retaliation.
- i. The District's current anti-discrimination, anti-harassment, and anti-retaliation notice, policies, grievance procedure, and discrimination complaint form, including the specific steps and timeframes of the investigative procedures, and the District's disciplinary procedures.
- j. Identification of the District's designated compliance coordinators and their job responsibilities.
- k. Specific examples and information regarding how to report complaints or observations of discrimination, harassment, or retaliation to appropriate District officials or employees. In addition, the District will emphasize that employees, students, third parties, and others should not be deterred from filing a complaint or reporting discrimination. For instance, if a student is the victim of sexual violence, a form of sexual harassment, but the student is concerned that alcohol or drugs were involved, school staff should inform the student that the District's primary concern is student safety, that any other rules violations will be addressed separately from the sexual violence allegation, and that the use of alcohol or drugs never makes the victim at fault for sexual violence.
- l. Potential consequences for violating the District's anti-discrimination, anti-harassment, and anti-retaliation policies, including discipline.
- m. Potential remedies, including immediate, interim remedies, to eliminate the discrimination, harassment, and retaliation, prevent its recurrence, and remedy its effects.
- n. A description of victim resources, including comprehensive victim services, to address acts of discrimination and harassment, including acts of violence because of a person's sex or other protected characteristics, and a list of those resources for distribution to trainees.

In addition, the District shall ensure that employees designated to address or investigate discrimination, harassment, and retaliation, including designated compliance coordinators, receive additional specific training to promptly and effectively investigate and respond to complaints and reports of discrimination, and to know the District's grievance procedures and the applicable confidentiality requirements.

7. Designated Compliance Coordinators:

Designated compliance coordinators will be responsible for:

- l. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- m. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- n. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- o. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
- p. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
- q. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- r. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- s. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- t. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- u. Recommending changes to this policy and grievance procedure.
- v. Performing other duties as assigned.

The designated compliance coordinators will not have other job responsibilities that may create a conflict of interest with their coordinator responsibilities.

8. Preventive Measures:

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely

publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas (B.6.a-g) identified in the Training section, above.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Adopted: July 11, 2005

Reviewed: May 12, 2008, May 11, 2009, May 10, 2010, May 9, 2011

Revised: August 8, 2011

Reviewed: Jan. 9, 2012, Apr. 8, 2013, Apr. 14, 2014, Apr. 13, 2015

Revised: Aug. 10, 2015

Reviewed: Apr. 11, 2016, Apr. 10, 2017, Apr. 9, 2018, June 10, 2019, Aug. 10, 2020

Section 4 Grievance Procedure for Persons with a Disability

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act address discrimination, harassment or failure to provide reasonable accommodations to persons with a disability. The following grievance procedure shall be used for resolution of complaints of alleged violations of the ADA or Section 504:

1. Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally
2. Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant
3. Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint
4. The Coordinator shall make a decision on the Complaint within thirty (30) days of the filing of the Complaint, unless such time period is extended by agreement of the Complainant. The decision shall be made in writing,

shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant

5. The Complainant shall have ten (10) days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution, and shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period. In the event the complainant rejects the proposed resolution, the complainant shall be given the opportunity to file a request for reconsideration within the ten (10) days from the date the Coordinator's decision is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. The Coordinator shall consider any additional information provided in the request for reconsideration and make a decision on the request for reconsideration within 10 (ten) days after the request for reconsideration was filed.

Section 5 Confidentiality of Student Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age rights of access and confidentiality with respect to education records. Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and Board policy. Further information about FERPA and the District's policies under FERPA are found in Board policy and in the student handbook.

Section 6 Disclosure of Student Information to Military Recruiters and Colleges

The No Child Left Behind Act of 2001 requires the District to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that the school not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written consent. Employees are expected to follow these requirements.

Section 7 Disclosure of Staff Qualifications

The No Child Left Behind Act of 2001 gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. The District designates the following information as "directory information" and will give parents/guardians such information upon request:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher, along with information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.

4. Whether the parent/guardian’s child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the NCLB.

Section 8 Student Privacy Protection

The No Child Left Behind Act of 2001 requires the District to protect the privacy of students. Further, information about student privacy and the District’s policies with regard to student privacy are found in Board policy and in the student handbook. In general, employees are expected to comply with these provisions of the NCLB and related Board policy, as follows:

1. Student surveys created by and administered by either the United States Department of Education or a third party (a group or person other than the District)—give parent/guardian the opportunity to inspect the survey upon request before the survey is administered or distributed to the students
2. Student surveys that involve “sensitive” matters—make suitable arrangements to protect student privacy (that is, do not include the name or other identifying information about a particular student) and give parents the opportunity, in advance, to “opt-out” their child from the survey. Sensitive matters include:
 - a. Political affiliations or beliefs of the student or the student’s parents
 - b. Mental or psychological problems of the student or the student’s parent
 - c. Sexual behavior or attitudes
 - d. Illegal, anti-social, self-incriminating or demeaning behavior
 - e. Critical appraisals of other individuals with whom the student has close family relationships
 - f. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers
 - g. Religious practices, affiliations, or beliefs of the students or the student’s parent
 - h. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)
3. Instructional materials—permit parents upon reasonable request to inspect any instructional material used as part of the educational curriculum for their child. The term “instructional materials” does not include academic tests or academic assessments for purposes of this parent inspection requirement. If you receive such a request, direct the parent to contact your building Principal and also inform the building Principal yourself about the request to get instructions
4. Collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information—the District policy is to not gather such information for such purposes

Section 9 Parental Involvement

General - Parental/Community Involvement in Schools

Cass County School District #13-0001, Plattsmouth Community Schools, after having conducted a public hearing concerning parental involvement and participation in the school District herewith declares that it shall be the policy of the District to provide access to parents to all textbooks, tests, curriculum materials, and any other instructional materials used by the school.

It shall further be the policy of the District in the event any parent has a complaint or objection to any such materials to make such provision for personal conferences with the parent and appropriate school personnel to discuss such concerns as the Superintendent or his/her designee may deem appropriate. The Superintendent or his/her designee shall prepare a complaint form that may be used by a parent to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.

It shall further be the policy of the District to upon reasonable advance request by a parent to attend and monitor courses, assemblies, counseling sessions, and other instructional activities, to permit such parent to be in attendance at such activities unless such attendance would substantially interfere with a legitimate school interest.

It shall further be the policy of the District to encourage communications from the parents concerning when a parent believes it to be appropriate for his/her student to be excused from testing, classroom instruction, and other school experiences that the parent may find objectionable. The Superintendent or his/her designee shall make a provision on the complaint form hereinabove referred to for receiving information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection and a proposed solution for dealing with the objection that would be satisfactory to the parent.

It shall further be the policy of the District to provide full access to the records of the students to a parent or guardian all as set forth in Section 79-2,104, the Federal Education Right To Privacy Act, and other applicable law during regular business hours of the school at the school headquarters or wherever the student's records may regularly be maintained by the District.

It is the further policy of the District to notify a parent or parents of any student who may be subjected to a standard norm referenced or criterion referenced test or standard tests such as but not limited to the Iowa Test of Basic Skills or the California Achievement Test, to notify the parent when reasonable to do so, where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent or guardian of such student shall be prohibited unless a parent requests in writing that such tests be administered to his/her resident student.

Prior to any school sponsored survey being administered to the students of the District, it shall be the duty of the Superintendent or his/her designee to notify the parent or parents

of each student involved in the survey of the nature of the survey, the date and time when such survey shall be administered, and the purpose for which and the uses of which survey exist from the school's perspective.

It shall be the policy of the District as a general matter to leave substantive decision making processes to the professional staff, administration and Board of Education, subject to an effort to receive information from parents as to any concerns, objections, or other information such parents would wish to provide to the school District concerning a parent's access, involvement, and participation in all activities of the school as it relates to the student of the District.

Title I Parental Involvement

The District has a separate policy established pursuant to the No Child Left Behind Act of 2001 relating to parental involvement applicable to parents of children enrolled in Title I programs. The policy requires that parents of Title I children be given the opportunity to participate in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—(A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in the parental involvement policy. Employees are expected to comply with the Title I parental involvement policy.

Section 10 Homeless Students

The No Child Left Behind Act of 2001 requires that homeless students not be stigmatized or segregated on the basis of their status as homeless. Homeless children generally include children who lack a fixed, regular, and adequate nighttime residence. Bill Fitzpatrick, the Family School Liaison, serves as the District's designated Homeless Coordinator and should be contacted for questions relating to a homeless student.

Section 11 Breakfast and Lunch Programs

The District participates in the National School Lunch Program. Employees are expected to keep information about the participation of students in the program confidential.

Section 12 Confidentiality of Protected Health Information

It is the policy of the District to develop and implement all necessary practices, policies, and procedures to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) where and to the extent applicable and to maintain the privacy of protected health information (PHI), as that term is defined by HIPAA, that it receives, obtains, or transmits for employees and students. The District designates the Superintendent as its HIPAA privacy officer. Student and employee records containing PHI shall be accessible only to those who require such information to carry out their duties.

Section 13 Employee Anti-discrimination

Personnel - All Employees (& Students)

Policy No. 4003

Anti-discrimination, Anti-harassment, and Anti-retaliation

A. Elimination of Discrimination.

Plattsmouth Community Schools hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

Plattsmouth Community Schools 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. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law. 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.

B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.

1. Purpose:

The (Name) Public Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers),

third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's race, color, national origin, religion, disability, age, sex, or other protected category, may include, but is not limited to:

- a. Name-calling
- b. Teasing or taunting
- c. Insults, slurs, or derogatory names or remarks,
- d. Demeaning jokes,
- e. Inappropriate gestures,
- f. Graffiti or Inappropriate written or electronic images,
- g. Visual displays, such as cartoons, posters, or electronic images,
- h. Threats or intimidating or hostile conduct,
- i. Physical acts of aggression, assault, or violence, or
- j. Criminal offences

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or d. sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,

- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or
- g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures," below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

2. Anti-retaliation:

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive

action, including possible discipline, including expulsion or termination, if applicable.

3. Grievance (or Complaint) Procedures:

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination (designated coordinator). If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation (“discrimination”) to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

i. *Level 1 (Investigation and Findings):*

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District’s investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District’s investigation.

The District will aim to complete its investigation within **ten (10) working days** after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will **not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline.** Periodic status updates will be given to the parties, when appropriate.

The District's investigation will include, but is not limited to:

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.
- d. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- a. A summary of the facts,
- b. Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and
- c. If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate such discrimination, harassment or other inappropriate conduct.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within one **(1) working day** after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

ii. Level 2 (Appeal to the Superintendent):

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within Five **(5) working days** after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal **within ten (10) working days** after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

iii. Level 3 (Appeal to the Board):

If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education **within five (5) working days** after receiving the Superintendent's determination. The Board of Education will review the appeal, the superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at a Board meeting to present his or her appeal. The party will be allowed to address the Board at the Board's next regularly scheduled Board meeting (unless the Board received the appeal one week before the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, designated compliance officer and the party. The Board will issue a written determination about the appeal **within thirty (30) days** after the party addresses the Board. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any action taken, will be final on behalf of the District.

4. Confidentiality:

The identity of the complainant will be kept confidential to the extent permitted by the state and federal law. The District will notify the complainant of the anti-

retaliation provisions of applicable laws and the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted.

5. Training:

The district will ensure that relevant District employees are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

In addition, the District shall ensure that employees designated to address or investigate discrimination, harassment, and retaliation, including designated compliance coordinators, receive training to promptly and effectively investigate and respond to complaints and reports of discrimination, and to know the District's grievance procedures and the applicable confidentiality requirements.

6. Designated Compliance Coordinators:

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.

- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- j. Recommending changes to this policy and grievance procedure.
- k. Performing other duties as assigned.

7. Preventive Measures:

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas (B.6.a-g) identified in the Training section, above.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Legal Reference: Title VI, 42 U.S.C. § 2000d, Title VII, 42 U.S.C. § 2000e, Title IX; 20 U.S.C. § 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. §48-1101 et seq.
Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. §621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. §48-1001 et seq.;

Americans with Disabilities Act (ADA), 42 U.S.C. § 12101 et seq.
Section 504 of the Rehabilitation Act of 1973 (Section 504)
Pregnancy Discrimination Act, 42 U.S.C. § 2000e(k)
Uniform Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C. § 4301 et seq.
Neb. Rev. Stat. § 79-2,115, et seq

Date of Adoption: July 9, 2018
Reviewed: Feb. 11, 2019, Mar. 9, 2020

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.

Complaint Form Discrimination, Harassment or Retaliation

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. This complaint form is to be used when a person has a complaint related to discrimination, harassment or retaliation on such bases in regard to employment or the programs and activities of the school district.

Refer to Board Policy 1200, 4003 and/or 5401 for the particulars of the complaint and grievance process. You may attach additional materials to this form if needed.

The applicable coordinator may be contacted if you have questions about filling out this complaint form:

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.

Name: _____ Date: _____

(1) Description of the complaint:

_____.

(2) Names of any witnesses to the matter being complained about: _____

_____.

(3) Identify and attach any document supporting the complaint:

_____.

(4) Confidentiality: I ___ do ___ do not give consent to my identity being shared with the person(s) against whom I am complaining. If I do not give consent, I understand that the investigation may be hindered, but that the District will nonetheless investigate and take prompt and effective action to remediate the concerns I have raised, if appropriate.

_____.

(5) Relief requested (what I want done in response to this complaint):

_____.

The undersigned states: The facts in this complaint are true to the best of my knowledge, information and belief. I give permission for an investigation to be made into this complaint. I understand that the District will take steps to prevent me being retaliated against for filing this complaint, that I am to notify the District if any such retaliation occurs, and that the District will take prompt and strong responsive action if retaliation occurs.

Signature: _____

Received by: _____ Date: _____

Appendix A
Notice of COBRA Continuation Coverage Rights
**** Continuation Coverage Rights Under COBRA****

Introduction

You are receiving this notice because you have recently become covered under Plattsmouth Community School District health plan (the “Plan”). This notice contains important information about your right to COBRA continuation coverage, which is a temporary extension of coverage under the Plan. The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you and to other members of your family who are covered under the Plan when you would otherwise lose your group health coverage. **This notice generally explains COBRA continuation coverage, when it may become available to you and your family, and what you need to do to protect the right to receive it.** This notice gives only a summary of your COBRA continuation coverage rights. For more information about your rights and obligations under the Plan and under federal law, you should either review the Plan’s Summary Plan Description or get a copy of the Plan Document from the Plan Administrator.

The Plan Administrator is Dr. Richard E. Hasty, Superintendent, 1912 Old Highway 34, Plattsmouth, NE 68048 (402) 296-3361. The Plan Administrator is responsible for administering COBRA continuation coverage.

COBRA Continuation Coverage

COBRA continuation coverage is a continuation of Plan coverage when coverage would otherwise end because of a life event known as a “qualifying event.” Specific qualifying events are listed later in this notice. COBRA continuation coverage must be offered to each person who is a “qualified beneficiary.” A qualified beneficiary is someone who will lose coverage under the Plan because of a qualifying event. Depending on

the type of qualifying event, employees, spouses of employees, and dependent children of employees may be qualified beneficiaries. Under the Plan, qualified beneficiaries who elect COBRA continuation must pay for COBRA continuation coverage.

If you are an employee, you will become a qualified beneficiary if you will lose your coverage under the Plan because either one of the following qualifying events happens:

1. Your hours of employment are reduced, or
2. Your employment ends for any reason other than your gross misconduct.

If you are the spouse of an employee, you will become a qualified beneficiary if you will lose your coverage under the Plan because any of the following qualifying events happens:

1. Your spouse dies;
2. Your spouse's hours of employment are reduced;
3. Your spouse's employment ends for any reason other than his or her gross misconduct;
4. Your spouse becomes enrolled in Medicare (Part A, Part B, or both); or
5. You become divorced or legally separated from your spouse.

Your dependent children will become qualified beneficiaries if they will lose coverage under the Plan because any of the following qualifying events happens:

1. The parent-employee dies;
2. The parent-employee's hours of employment are reduced;
3. The parent-employee's employment ends for any reason other than his or her gross misconduct;
4. The parent-employee becomes enrolled in Medicare (Part A, Part B, or both);
5. The parents become divorced or legally separated; or
6. The child stops being eligible for coverage under the plan as a "dependent child."

Sometimes, filing a proceeding in bankruptcy under title 11 of the United States Code can be a qualifying event. If a proceeding in bankruptcy is filed with respect to the employer and that bankruptcy results in the loss of coverage of any retired employee covered under the Plan, the retired employee is a qualified beneficiary with respect to the bankruptcy. The retired employee's spouse, surviving spouse, and dependent children will also be qualified beneficiaries if bankruptcy results in the loss of their coverage under the Plan. The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred. When the qualifying event is the end of employment or reduction of hours of employment, death of the employee, commencement of a proceeding in bankruptcy with respect to the employer to the extent retiree health coverage is provided, or enrollment of the employee in Medicare (Part A, Part B, or both), the employer must notify the Plan Administrator of the qualifying event within 30 days of any of these events.

For the other qualifying events (divorce or legal separation of the employee and spouse or a dependent child's losing eligibility for coverage as a dependent child), you must notify the Plan Administrator. The Plan requires you to notify the Plan Administrator within 60 days after the qualifying event occurs. You must send this notice to the Plan Administrator. Any additional Plan procedures for this notice must also be provided.

Once the Plan Administrator receives notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. For each qualified beneficiary who elects COBRA continuation coverage, COBRA continuation coverage will begin on the date of the qualifying event.

COBRA continuation coverage is a temporary continuation of coverage. When the qualifying event is the death of the employee, enrollment of the employee in Medicare (Part A, Part B, or both), your divorce or legal separation, or a dependent child losing eligibility as a dependent child, COBRA continuation coverage lasts for up to 36 months.

When the qualifying event is the end of employment or reduction of the employee's hours of employment, COBRA continuation coverage lasts for up to 18 months. There are two ways in which this 18-month period of COBRA continuation coverage can be extended.

Disability extension of 18-month period of continuation coverage

If you or anyone in your family covered under the Plan is determined by the Social Security Administration to be disabled at any time during the first 60 days of COBRA continuation coverage and you notify the Plan Administrator in a timely fashion, you and your entire family can receive up to an additional 11 months of COBRA continuation coverage, for a total maximum of 29 months. You must make sure that the Plan Administrator is notified of the Social Security Administration's determination within 60 days of the date of

the determination and before the end of the 18-month period of COBRA continuation coverage. This notice should be sent to the Plan Administrator. Any additional Plan procedures for this notice must also be provided.

Second qualifying event extension of 18-month period of continuation coverage

If your family experiences another qualifying event while receiving COBRA continuation coverage, the spouse and dependent children in your family can get additional months of COBRA continuation coverage, up to a maximum of 36 months. This extension is available to the spouse and dependent children if the former employee dies, enrolls in Medicare (Part A, Part B, or both), or gets divorced or legally separated. The extension is also available to a dependent child when that child stops being eligible under the Plan as a dependent child. In all of these cases, you must make sure that the Plan Administrator is notified of the second qualifying event within 60 days of the second qualifying event. This notice must be sent to the Plan Administrator. Any additional Plan procedures for this notice must also be provided.

If You Have Questions

If you have questions about your COBRA continuation coverage, you should contact the Superintendent or Plan Administrator or you may contact the nearest Regional or District Office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA). Addresses and phone numbers of Regional and District EBSA Offices are available through EBSA's web site at www.dol.gov/ebsa.

Keep Your Plan Informed of Address Changes

In order to protect your family's rights, you should keep the Plan Administrator informed of any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the Plan Administrator.

Appendix B
Fair Labor Standards Act Notice

EMPLOYEE RIGHTS

UNDER THE FAIR LABOR STANDARDS ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

FEDERAL MINIMUM WAGE

\$7.25 PER HOUR

BEGINNING JULY 24, 2009

- OVERTIME PAY** At least 1½ times your regular rate of pay for all hours worked over 40 in a workweek.
- CHILD LABOR** An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor.
- Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs under the following conditions:
- No more than*
- 3 hours on a school day or 18 hours in a school week;
 - 8 hours on a non-school day or 40 hours in a non-school week.
- Also, work may not begin before 7 a.m. or end after 7 p.m., except from June 1 through Labor Day, when evening hours are extended to 9 p.m. Different rules apply in agricultural employment.
- TIP CREDIT** Employers of "tipped employees" must pay a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference. Certain other conditions must also be met.
- ENFORCEMENT** The Department of Labor may recover back wages either administratively or through court action, for the employees that have been underpaid in violation of the law. Violations may result in civil or criminal action.
- Employers may be assessed civil money penalties of up to \$1,100 for each willful or repeated violation of the minimum wage or overtime pay provisions of the law and up to \$11,000 for each employee who is the subject of a violation of the Act's child labor provisions. In addition, a civil money penalty of up to \$50,000 may be assessed for each child labor violation that causes the death or serious injury of any minor employee, and such assessments may be doubled, up to \$100,000, when the violations are determined to be willful or repeated. The law also prohibits discriminating against or discharging workers who file a complaint or participate in any proceeding under the Act.
- ADDITIONAL INFORMATION**
- Certain occupations and establishments are exempt from the minimum wage and/or overtime pay provisions.
 - Special provisions apply to workers in American Samoa and the Commonwealth of the Northern Mariana Islands.
 - Some state laws provide greater employee protections; employers must comply with both.
 - The law requires employers to display this poster where employees can readily see it.
 - Employees under 20 years of age may be paid \$4.25 per hour during their first 90 consecutive calendar days of employment with an employer.
 - Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.



For additional information:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

WWW.WAGEHOUR.DOL.GOV



U.S. Department of Labor | Wage and Hour Division

WHD Publication 1095 (Revised July 2009)

Appendix C
Military Family Leave Notice

NOTICE

Military Family Leave

On January 28, President Bush signed into law the National Defense Authorization Act for FY 2008 (NDAA), Public Law 110-181. Section 585(a) of the NDAA amended the FMLA to provide eligible employees working for covered employers two important new leave rights related to military service:

- (1) **New Qualifying Reason for Leave.** Eligible employees are entitled to up to 12 weeks of leave because of “any qualifying exigency” arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation. By the terms of the statute, this provision requires the Secretary of Labor to issue regulations defining “any qualifying exigency.” In the interim, employers are encouraged to provide this type of leave to qualifying employees.

- (2) **New Leave Entitlement.** An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the servicemember. This provision became effective immediately upon enactment. This military caregiver leave is available during “a single 12-month period” during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

Additional information on the amendments and a version of Title I of the FMLA with the new statutory language incorporated is available on the FMLA amendments Web site at http://www.dol.gov/esa/whd/fmla/NDAA_fmla.htm.



Appendix D FMLA Notice

EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

***The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".**

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrual prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months*, and if at least 50 employees are employed by the employer within 75 miles.

***Special hours of service eligibility requirements apply to airline flight crew employees.**

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in significant other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and

a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave until onset of one block. Leave can be taken intermittently or on a reduced leave schedule while medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information to the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertifications supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employee's rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA, and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersedes any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.500(a) may require additional disclosures.



For additional information:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV

U.S. Department of Labor | Wage and Hour Division



WHD Publication 1425 - Revised February 2015

Appendix E
Complaint Form-Discrimination, Harassment or Retaliation

The Plattsmouth Community School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, age or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This complaint form is to be used when a person has a complaint related to discrimination, harassment or retaliation on such bases in regard to employment or the programs and activities of the school district. Refer to Board Policy 4003 and/or 5401 for the particulars of the complaint and grievance process. You may attach additional materials to this form.

Contact the applicable coordinator, if you have questions about filling out this form:

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.

Name: _____ Date: _____

(1) Description of the complaint:

(2) Names of any witnesses to the matter being complained about:

(3) Identify and attach any document supporting the complaint:

(4) Confidentiality: I ___ do ___ do not give consent to my identity being shared with the person(s) against whom I am complaining. If I do not give consent, I understand that the investigation may be hindered, but that the District will nonetheless investigate and take prompt and effective action to remediate the concerns I have raised, if appropriate.

(5) Relief requested (what I want done in response to this complaint):

The undersigned states: The facts in this complaint are true to the best of my knowledge, information and belief. I give permission for an investigation to be made into this complaint. I understand that the District will take steps to prevent me being retaliated against for filing this complaint, that I am to notify the District if any such retaliation occurs, and that the District will take prompt and strong responsive action if retaliation occurs.

Signature: _____ Received by: _____ Date: _____

The following rules and expectations will be effective during the 2020-2021 school year. These rules and expectations are intended to ensure the health and safety of all students, staff members, and the overall community. Because of the fluid nature of the current COVID-19 pandemic and the District's continued collaboration with health officials, these rules and expectations are subject to change at any time. The District will send staff members written notification of any such changes. It is each staff member's responsibility to monitor for, understand, and adhere to any such changes, including those changes implemented on short notice. If a staff member has any questions about the interpretation or implementation of these rules and expectations, it is the staff member's responsibility to promptly contact their administrator.

1. Masks. Unless otherwise directed by the Superintendent, every staff member must wear an appropriate mask that is consistent with District and building return to school protocols while on school grounds and while in school vehicles, with exceptions for documented medical or religious reasons. An appropriate mask is a double cloth mask that does not interfere with or disrupt the operation of the school or the learning environment. Masks must be worn in a manner that covers the staff member's nose and mouth. A staff member who does not fully comply with this rule (such as having the mask cover their mouth but not their nose) is in violation of District rules and expectations. Staff members may remove their masks only in accordance with District and building return to school protocols and guidelines. It is the staff member's responsibility to seek clarification from an administrator if the staff member is uncertain as to whether they may remove their mask at work.

2. Enforcement of Mask and Safety Rules. Every staff member has an obligation to ensure that all other persons on school grounds and in school vehicles abide by the mask requirement. If a staff member observes another staff member or student not wearing a mask in a manner that is consistent with District and building return to school protocols, the staff member must promptly remind the staff member or student to wear their mask. If a staff member observes another staff member or student repeatedly not wearing a mask, then the staff member must promptly notify their administrator.

3. COVID-19 Symptoms. A staff member who experiences any of the following symptoms (even when off duty) must promptly notify their administrator:

1. Fever or chills
2. Cough
3. Shortness of breath or difficulty breathing
4. Muscle or body aches
5. New loss of taste or smell
6. Sore throat
7. Nausea or vomiting
8. Diarrhea

If a staff member wakes up in the morning of a workday with any of the aforementioned symptoms, the staff member must immediately contact their administrator to determine if the staff member should report for work that day.

If a staff member exhibits any of the aforementioned symptoms (including experiencing the symptoms within 48 hours of the next workday), the staff member's administrator will then evaluate the staff member's symptoms to determine if the staff member should report for work on the next workday.

Staff members who report to work without contacting their administrator about potential symptoms do so under the following conditions: (1) that the staff member is not experiencing any of the aforementioned symptoms; and (2) the staff member agrees to certain non-invasive, permissible medical checks (such as temperature scans) and/or health screening questionnaires.

4. Potential Exposure. A staff member who has reason to suspect that he or she may have been exposed to COVID-19 must promptly inform their administrator. Potential exposure includes, but is not limited to, coming into close contact with a person who tested positive or is awaiting test results, a family member in the household who has tested positive or is awaiting test results, traveling to locations identified by the current DHM as requiring a quarantine, or receiving notification from a health official or medical professional of a potential exposure. Staff members who plan to travel outside of the community for non-work reasons must notify and consult with their supervising administrator in advance to determine the potential consequences (such as quarantine restrictions upon return) of such travel. A staff member who has potentially been exposed to COVID-19 will not be allowed on school grounds or in a school vehicle until the administration, in its sole and absolute discretion, determines that the staff member may safely return to school.

5. Work at Home. In very limited circumstances, the District may allow a staff member to work from home. Any staff member who works from home must adhere to all of the District's rules and expectations during the workday. These rules and expectations include, but are not limited to, the staff member devoting their full time and attention during the workday to the performance of their job duties, refraining from personal business or activities, refraining from prohibited conduct (such as consuming alcohol) and promptly responding to emails or calls.

6. Activities. A staff member who has potentially been exposed to COVID-19 or exhibits COVID-19 symptoms will not be permitted to serve as a coach or sponsor until the District, in its sole and absolute discretion, determines that the staff member may safely return to work. A staff member who has potentially been exposed to COVID-19 or exhibits COVID-19 symptoms will not be permitted to attend any practices or competitions, even if the staff member attempts to undertake measures to social distance at such practices or competitions, until such time that the Sarpy/Cass Health Department and PCS have completed an investigation and contact tracing resulting in a recommendation that it is appropriate for the employee to return to work.

7. Failure to be Honest. These rules and expectations are designed and will be implemented to ensure the health and safety of all students and staff. One staff member's refusal to be entirely honest or straightforward about a potential exposure or symptoms could jeopardize the health and safety of other staff members and students.

8. Off Duty Conduct. Generally, the District does not monitor or govern a staff member's conduct outside of duty hours. However, as a reminder, the District maintains an interest in a staff member's "off duty" conduct when such conduct interferes with the staff member's ability to perform their job. As a result, all staff members should adhere to health and safety best practices while "off duty," including frequent hand washing, wearing a mask in public areas when physical distancing is not possible, maintaining physical distancing in public areas whenever possible, and not attending gatherings that are not in compliance with the current DHM.

9. Other Health and Safety Rules. At any time, the administration may impose or require a staff member to abide by other health and safety requirements. Every staff member must follow such health and safety requirements.

Appendix F
RECEIPT OF 2020-2021 PLATTSMOUTH COMMUNITY SCHOOLS
CERTIFICATED STAFF HANDBOOK

This signed receipt acknowledges receipt of the 2020-2021 Certificated Staff Handbook of Plattsmouth Community School District. This receipt acknowledges that it is understood that I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract and that I understand that the handbook includes the District's policies of child abuse reporting, non-discrimination, and equity, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination. I further understand that any subsequent Board policies or information in the Negotiated Agreement supersede the related content contained herein.

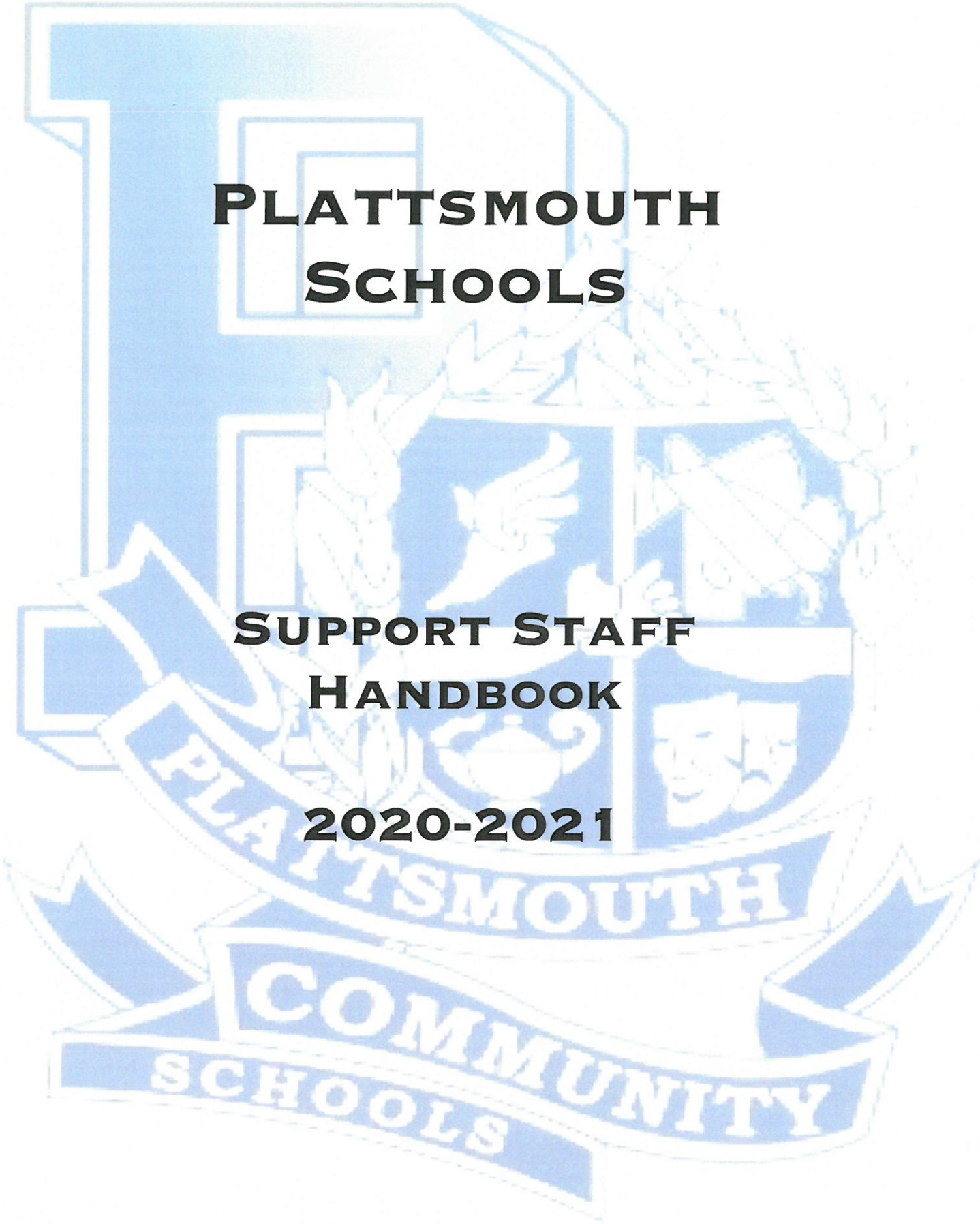
Date: _____

Teacher's Printed Name

Teacher's Signature

Return to:

Dr. Richard E. Hasty, Superintendent
Plattsmouth Community School District
Administration Center
1912 Old Highway 34
Plattsmouth, Nebraska 68048
402-296-3361

The logo for Plattsmouth Community Schools is a large, light blue crest. At the top is a shield with a caduceus (a staff with two snakes entwined around it). Below the shield is a banner with the word "PLATTSMOUTH". At the bottom is another banner with the word "COMMUNITY". The entire crest is set against a background of a large, stylized letter "P" that also contains the word "PLATTSMOUTH".

**PLATTSMOUTH
SCHOOLS**

**SUPPORT STAFF
HANDBOOK**

2020-2021



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Never underestimate your importance to the effective operation of the school!

WELCOME TO PLATTSMOUTH SCHOOLS 2020-2021

As support staff, you touch the hearts and minds of students every school day. Your interactions with staff and students will establish the climate for learning with the students with or without special needs.

Many times you will be the adult in the school building who connects with the student. You will be the one to motivate, to encourage, and to establish those high expectations.

You are needed --- every day --- by the students, the teachers, and the administration.



The mission of the Plattsmouth Community School District is to work in partnership to ensure

academic achievement,
responsible behavior, and
civic engagement.

ALL MEANS ALL:
INCLUSION IS ESSENTIAL

Plattsmouth Community Schools

2020-2021 Calendar

2:30 PM student dismissal every Friday
for staff collaboration time

AUGUST 2020						
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 2020						
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 2020						
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 2020						
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 2020						
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

- 3-5 PD New Teachers
- 6-11 PD All Staff/No Students
- 12 First Day of School 1st-9th, PM Kind., 12 PM 10th-12th
- 12 First Day of School for AM Kind.
- 12-17 Early Childhood Home Visits
- 18 First Day for Early Childhood

September

- 7 No School - Staff & Students
- 11 No School - Half Day Teacher PD
- 23 P/T Conferences: MS 4:30 PM-7:30 PM, HS 5-8 PM

October

- 14 End of 1st Qtr.=44 student days
- 21 P/T Conferences: ES/MS 4:30 PM-7:30 PM, HS 5-8 PM
- 22 PD All Teachers/No Students
- 22 P/T Conferences: ES 4:30 PM-7:30 PM
- 23 No School for Staff & Students- Teacher Comp. Day

November

- 4 EC P-T Home Visits: 4:30 PM-7:30 PM
- 5 EC P-T Home Visits: 8 AM-7:30 PM, No classes
- 6 EC P-T Home Visits: 8 AM-4 PM, No classes
- 25 Half Day - Teacher Professional Development
- 26-27 No School for Staff & Students

December

- 18 End of 2nd qtr.=42 student days, End of 1st semester
Student days=86, Teacher days=93(Oct. 16 is a comp. day)
- 21-31 No School- Staff & Students

January

- 1 No School - Staff & Students
- 4 PD - All Teachers - No Students
- 5 First Day of Second Semester

February

- 10 P/T Conferences: MS 4:30 PM-7:30 PM, /HS 5-8 PM
- 15 PD - All Teachers - No Students
- 24 & 25 P-T Conferences: EC 4:30 PM-7:30 PM
- 26 P-T Conferences: EC All Day, No classes

March

- 10 P/T Conferences: ES/MS 4:30 PM-7:30 PM, HS 5-8 PM
- 11 P/T Conferences: ES 4:30 PM-7:30 PM
- 11 End of 3rd Qtr.=47 student days
- 12 No Students - PD - All Teachers
- 15-19 No School-Spring Break (3/19 is a Teacher Comp. Day)

April

- 2 & 5 No School - Staff & Students

May

- 5 & 6 PT Conferences: EC 4:30 PM-7:30 PM
- 7 P-T Conferences: EC 8 AM-4 PM, No classes
- 8 High School Graduation
- 10 EC Comp. Day, No classes
- 20 Half Day - End of 4th Qtr.=41.5 student days, End of 2nd Semester=88.5 student days
- 21 PD - All Teachers - No Students, Teacher days=94 (Mar. 19 is a comp. day)
- 24-28 Inclement weather make-up days, PD

JANUARY 2021						
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 2021						
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 2021						
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 2021						
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 2021						
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
	Professional Development (PD)-All Teachers-No Students
	Half Day - Students
	Half Day - Teacher Professional Development
	Parent/Teacher Conferences
	No School for Staff & Students
	Inclement weather make-up days, PD

The first five inclement weather days or other unanticipated school closings will be made up as teacher professional development days during May 24-28. If there are more than five inclement weather days or unanticipated school closings, the Board will revisit the calendar.

**Plattsmouth Community Schools
Classified Employees Semi-Monthly
Pay Calendar
2020-21 School Year**

Month	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Pay Day	Number of Weeks In Pay Period
June/July	29	30	1	2	3	4	5	Monday August 3, 2020	2
July	6	7	8	9	10	11	12		
July	13	14	15	16	17	18	19	Tuesday August 18, 2020	2
July	20	21	22	23	24	25	26		
July/Aug	27	28	29	30	31	1	2	Thursday September 3, 2020	3
August	3	4	5	6	7	8	9		
August	10	11	12	13	14	15	16		
August	17	18	19	20	21	22	23	Friday September 18, 2020	2
August	24	25	26	27	28	29	30		
Aug/Sept	31	1	2	3	4	5	6	Friday October 2, 2020	2
September	7	8	9	10	11	12	13		
September	14	15	16	17	18	19	20	Friday October 16, 2020	2
September	21	22	23	24	25	26	27		
Sept/Oct	28	29	30	1	2	3	4	Tuesday November 3, 2020	3
October	5	6	7	8	9	10	11		
October	12	13	14	15	16	17	18		
October	19	20	21	22	23	24	25	Wednesday November 18, 2020	2
Oct/Nov	26	27	28	29	30	31	1		
November	2	3	4	5	6	7	8	Thursday December 3, 2020	2
November	9	10	11	12	13	14	15		
November	16	17	18	19	20	21	22	Friday December 18, 2020	2
November	23	24	25	26	27	28	29		
Nov/Dec	30	1	2	3	4	5	6	Thursday December 31, 2020	2
December	7	8	9	10	11	12	13		
December	14	15	16	17	18	19	20	Friday January 15, 2021	3
December	21	22	23	24	25	26	27		
Dec/Jan	28	29	30	31	1	2	3		
January	4	5	6	7	8	9	10	Wednesday February 3, 2021	2
January	11	12	13	14	15	16	17		
January	18	19	20	21	22	23	24	Thursday February 18, 2021	2
January	25	26	27	28	29	30	31		

Plattsmouth Community Schools Classified Employees Semi-Monthly Pay Calendar 2020-21 School Year

Month	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Pay Day	Number of Weeks In Pay Period
February	1	2	3	4	5	6	7	Wednesday March 3, 2021	2
February	8	9	10	11	12	13	14		
February	15	16	17	18	19	20	21	Thursday March 18, 2021	2
Feb/March	22	23	24	25	26	27	28		
March	1	2	3	4	5	6	7	Friday April 2, 2021	2
March	8	9	10	11	12	13	14		
March	15	16	17	18	19	20	21	Friday April 16, 2021	2
March	22	23	24	25	26	27	28		
Mar/Apr	29	30	31	1	2	3	4	Monday May 3, 2021	2
April	5	6	7	8	9	10	11		
April	12	13	14	15	16	17	18	Tuesday May 18, 2021	2
April	19	20	21	22	23	24	25		
Apr/May	26	27	28	29	30	1	2	Thursday June 3, 2021	2
May	3	4	5	6	7	8	9		
May	10	11	12	13	14	15	16	Friday June 18, 2021	2
May	17	18	19	20	21	22	23		
May	24	25	26	27	28	29	30	Friday July 2, 2021	2
May/June	31	1	2	3	4	5	6		
June	7	8	9	10	11	12	13	Friday July 16, 2021	3
June	14	15	16	17	18	19	20		
June	21	22	23	24	25	26	27		

Plattsmouth Community Schools Classified Employees Monthly Pay Calendar 2020-21 School Year

Month	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Pay Day	Number of Weeks In Pay Period
June/July	29	30	1	2	3	4	5	Tuesday August 18, 2020	4
July	6	7	8	9	10	11	12		
July	13	14	15	16	17	18	19		
July	20	21	22	23	24	25	26		
July/Aug	27	28	29	30	31	1	2	Friday September 18, 2020	5
August	3	4	5	6	7	8	9		
August	10	11	12	13	14	15	16		
August	17	18	19	20	21	22	23		
August	24	25	26	27	28	29	30		
Aug/Sept	31	1	2	3	4	5	6	Friday October 16, 2020	4
September	7	8	9	10	11	12	13		
September	14	15	16	17	18	19	20		
September	21	22	23	24	25	26	27		
Sept/Oct	28	29	30	1	2	3	4	Wednesday November 18, 2020	5
October	5	6	7	8	9	10	11		
October	12	13	14	15	16	17	18		
October	19	20	21	22	23	24	25		
Oct/Nov	26	27	28	29	30	31	1		
November	2	3	4	5	6	7	8	Friday December 18, 2020	4
November	9	10	11	12	13	14	15		
November	16	17	18	19	20	21	22		
November	23	24	25	26	27	28	29		
Nov/Dec	30	1	2	3	4	5	6	Friday January 15, 2021	4
December	7	8	9	10	11	12	13		
December	14	15	16	17	18	19	20		
December	21	22	23	24	25	26	27		
Dec/Jan	28	29	30	31	1	2	3	Thursday February 18, 2021	4
January	4	5	6	7	8	9	10		
January	11	12	13	14	15	16	17		
January	18	19	20	21	22	23	24		
January	25	26	27	28	29	30	31	Thursday March 18, 2021	4
February	1	2	3	4	5	6	7		
February	8	9	10	11	12	13	14		
February	15	16	17	18	19	20	21		

**Plattsmouth Community Schools
Classified Employees Monthly
Pay Calendar
2020-21 School Year**

Month	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Pay Day	Number of Weeks In Pay Period
February	22	23	24	25	26	27	28	Friday April 16, 2021	4
March	1	2	3	4	5	6	7		
March	8	9	10	11	12	13	14		
March	15	16	17	18	19	20	21		
March	22	23	24	25	26	27	28	Tuesday May 18, 2021	5
Mar/Apr	29	30	31	1	2	3	4		
April	5	6	7	8	9	10	11		
April	12	13	14	15	16	17	18		
April	19	20	21	22	23	24	25		
Apr/May	26	27	28	29	30	1	2	Friday June 18, 2021	4
May	3	4	5	6	7	8	9		
May	10	11	12	13	14	15	16		
May	17	18	19	20	21	22	23		
May	24	25	26	27	28	29	30	Friday July 16, 2021	5
May/June	31	1	2	3	4	5	6		
June	7	8	9	10	11	12	13		
June	14	15	16	17	18	19	20		
June	21	22	23	24	25	26	27		



Our staff is encouraged to be consistent in their attendance. Relationships formed by daily interactions with students are an important part of their positions.

When staff is absent, the disruption in a student's routine may affect both academics & behaviors. Sometimes being absent cannot be avoided, but if at all possible, we need everyone here to do the critical job of educating our youth.

Plattsmouth Community School District

SUPPORT STAFF EVALUATION FORM 2020-2021

EMPLOYEE NAME: _____

DATE OF EVALUATION: _____

BUILDING: _____

JOB DESCRIPTION TITLE: _____

WORK PERFORMANCE <small>(any area(s) identified as "Does Not" meet District Expectations will require development of a performance plan)</small>	DISTRICT EXPECTATIONS		SUPERVISOR COMMENTS Must make a comment for each area
	Does	Does Not	
Attendance/Punctuality: Arrives on time, rarely absent. Follows proper reporting procedures when an absence is unavoidable.			
Personal Appearance: Cleanliness, grooming, appropriate apparel.			
Attitude: Enthusiasm for work, willing to meet job requirements, readily accepts suggestions, is loyal to job and employer.			
Confidentiality: Handles confidential information properly.			
Public Relations: Deals tactfully and courteously with members of the community, administrators, teachers, parents and students.			
Initiative: Sees things to do and does them, seeks ways of improving job performance.			
Relationships With People: Ability to get along with others, good relations with coworkers, good team worker.			
Environmental Health/Safety: Complies with district policies relative to safety and environmental programs, participates in training seminars, identifies and reports unsafe conditions promptly and uses equipment provided.			
Overall Job Performance: Meeting the overall expectations of the assignment			Overall Job Performance Comments:

The employee's signature on this report does not represent either acceptance or approval of the appraiser's evaluation. The employee may attach to this form any statements of clarification or rebuttal.

Supervisor/Director/Principal Signature

Employee's Signature

Date

Goal for 2021-2022 School Year:

**PLATTSMOUTH COMMUNITY SCHOOLS
Performance Plan**

Name:

Date:

Building:

Title:

List the specific job skills to be improved:

1. Work Performance Area:

Improvement Goal:

2. Work Performance Area:

Improvement Goal:

Strategies for Improvement:

Evaluation Timeline (when and how):

The employee's signature on this report does not represent either acceptance or approval of the performance plan. The employee may attach to this form any statements of clarification or rebuttal.

Employee's Comments (optional):

_____ Date _____ Employee's Signature _____ Teacher Supervisor Signature _____ Bldg. Prin. Initials

**PLATTSMOUTH COMMUNITY SCHOOL DISTRICT
SUPPORT STAFF CONTRACT PROVISIONS, REGULATIONS, AND GUIDELINES
July 1, 2020 to June 30, 2021**

The Board of Education of the Plattsmouth Community School District feels that providing a quality education for students of the District is their goal. The Board recognizes that attainment of this goal is a joint responsibility of the Board, the administrators, the instructional staff, and the support staff. The provisions of this document shall be considered an addendum to each support staff employee's individual contract and part of the agreement between the Plattsmouth Community School District and the support staff employee.

I. SUPPORT STAFF EMPLOYEES DEFINED

Support staff employees are employees who are not administrators or employees in positions that require a Nebraska Department of Education teaching license but are employed to fulfill their duties on an hourly basis. Support staff employees shall include, but not be limited to, para educators, maintenance employees, custodial employees, clerical/secretarial employees, van drivers, and temporary employees.

II. LENGTH OF CONTRACT

The District may enter into written agreements with support staff employees. The agreement will state the terms of employment.

Support staff employees' annual days and hours of employment shall be based on the amount of time the school district needs the services of the employee. Support staff employees shall not work hours and days beyond those contracted unless the Superintendent approves the additional days and hours.

Lunch period schedules for all employees shall be established in each operating unit. Lunch periods shall be a minimum of one-half hour per day for employees working in excess of six consecutive hours per day. Employees must clock out for their lunch break and clock back in when they return to work. Employees tend to be more productive when they are provided a duty-free break. Therefore, any lunch period less than thirty minutes must be approved by the employee's supervisor, in writing, by filling out a timecard adjustment form. Para educators assigned to the early childhood center working in excess of six consecutive hours per day who have the opportunity to eat lunch with the students in their assigned classroom will not be required to clock out for a 30-minute lunch break. These para educators will receive a 15-minute on the clock break scheduled by the classroom teacher. The para educator must follow the guidelines outlined below regarding breaks.

At the discretion of the employee's immediate supervisor, additional breaks may be given, but are not required. If an employee intends to remain on the clock for a break, he/she may not leave the campus where their work is performed. **When an employee leaves campus for a break, he/she must sign out at the office, clock out when they leave, and clock in when they return.**

III. COMPENSATION

The Board shall determine the compensation to be paid for the support staff employees' positions, keeping in mind the responsibilities and experience of the employee, the educational philosophy of the school district, the financial condition of the school district, and any other considerations as deemed relevant by the Board.

A. Salary Schedule

A salary schedule will be developed annually for all support staff employee positions. The basic compensation of each employee shall be set forth in the salary schedule. Initial placement on the salary schedule is at the discretion of the District.

B. Pay Day

Support staff employees will be paid semimonthly. Direct deposits are made on or about the third (3rd) and eighteenth (18th) day of each month. If the payday falls on a Saturday or Sunday direct deposits will be made on Friday.

C. Electronic Deposit

Employee checks will be direct-deposited into the employee's bank account. Direct deposit forms are available in the district office.

D. Nebraska School Retirement Fund

State law requires all new employees scheduled to work an average of twenty (20) or more hours per week for three (3) calendar months of the plan year to join the Nebraska Public Employees' Retirement System. At the time of hiring, each new employee must fill out a membership registration form on which they list their beneficiaries. Deductions will be made at the rate established by the Nebraska Public Employees' Retirement System and shall be taken from the employee's gross compensation each month and deposited in the employee's account with the Nebraska Public Employees' Retirement System. The district matches the amount of employee deduction plus an additional one (1) percent. The current employee rate is 9.78%.

E. Overtime Compensation

Support staff employees will be compensated on an hourly basis, whether full time or part time. Whenever a support staff employee must work more than forty hours in a given work week, the employee shall be compensated in the form of compensatory time. Overtime is **not permitted** without prior authorization of the superintendent. The work week for purposes of calculating hours is 12:01 a.m. Monday through midnight Sunday.

F. Time Cards

Each workday support staff employees must clock in, unless prior approval is obtained from the business manager. This can be accomplished by using badge readers, or a computer designated for clocking in and out in each building, along with the employee's key card. It is the responsibility of the employee to clock in when they begin work each day, clock out when they are not working, and to clock out and back in for a minimum half hour lunch each day, when they are scheduled to work a shift of six consecutive hours or more per day.

At the discretion of the employee's immediate supervisor, additional breaks may be given, but are not required. If an employee intends to remain on the clock for a break, he/she may not leave the campus where their work is performed. When an employee leaves campus for a break, he/she must sign out at the office, clock out when they leave, and clock in when they return. Failure of the employee to maintain an accurate daily time record will result in disciplinary action. Falsification of a time record will be grounds for immediate termination.

G. Missed Punches

If an employee forgets to punch in or out, they must fill out a timecard adjustment form as described below so that their timecard can be corrected. This must be done within two business days of the missed punch. **Under no circumstances should an employee quit clocking in and out because they missed a punch. The employee should continue to punch in or out as if they had not missed a punch.** Once the business manager has received the timecard adjustment form and entered the missed punch, the timecard will be corrected. Do not try and correct your timecard yourself by clocking in or out at an incorrect time as you are doubling the corrections that need to be made.

H. Other Time card Adjustments

All support staff employees are given a schedule to work at the time of hire. The employee's supervisor must approve any deviation from the schedule (additional hours, no lunch, or a missed punch on the timecard), and a timecard adjustment form must be completed.

I. Timecard Adjustment Form Procedures

Timecard adjustment forms are available in the building offices or from the human resources page at pcds.org. A timecard adjustment form must be filled out by the employee and signed by both the employee and his/her building administrator and received by the business manager at the Administration Office **within two working days** of the date of correction. It is the employee's responsibility to view his/her timecard at the timekeeping website on a regular basis and let the business manager know in writing with a timecard adjustment form if hours are incorrect. Employees who do not deliver their timecard adjustment forms to the business manager within **two** working days of the correction are considered in neglect of duty and are subject to a reprimand and/or immediate dismissal. **Under no circumstances will an employee receive pay for hours not substantiated by a missed punch form and approved by their building administrator within the time noted in this paragraph**

J. Attendance Incentive.

Hourly support staff employees that are employed for an entire semester (either first or second semester) of a school year, and do not have more than five absences during that semester, excluding bereavement leave and snow/cold days, or other days called off by the superintendent, shall receive a \$500 attendance incentive that will be paid at a pay period within a reasonable time after the last day of the semester in which the employee meets the identified criteria. Eligibility for the attendance incentive shall mirror Section V herein – minimum 15 hours per week, 215 days per year, or minimum 25 hours per week, 176 days per year.

IV. PROBATIONARY PERIOD

The first ninety (90) working days of a newly hired support staff employee shall be considered a probationary period. New employees, regardless of experience, shall be subject to this probationary period. During the probationary period, **the newly hired employee is not eligible to be paid for leave of absence or other benefits, including sick and personal leave and holiday pay.** Probationary employees are subject to immediate termination without prior notification any time during the first ninety (90) working days.

Background checks will be conducted on all newly hired employees to ensure that all public school students are provided an environment that is safe and all staff with whom students may come into contact are of highest integrity.

V. LEAVES OF ABSENCE

For personal and other leaves, a request for leave form is to be submitted to the employee’s immediate supervisor at least five school days prior to the leave or such other advance notice as is practicable under the circumstances.

Personal leave will be charged in two-hour increments. Sick leave may be used in quarter hour increments. At no time, can sick or personal leave plus time clocked in and out be more than the employee’s scheduled hours per day, per their contract.

Staff must utilize paid leave options prior to requesting any unpaid leave.

A. Personal Leave

Personal leave for support staff employees must be scheduled and approved by the employee's supervisor in advance. Under no circumstances will personal leave be awarded to an employee unless proper procedures have been followed.

Maximum personal leave available for 12-month employees shall be no greater than **40 days** in any agreement year. Maximum personal leave available for less than 12-month employees shall be no greater than **10 days** in any agreement year. One personal leave day shall mean the number of hours the employee is scheduled to work as noted in their employee contract.

All **permanent** hourly employees scheduled to work **five days a week and a minimum scheduled work day of three hours** per day or more shall have available personal leave based on length of service with the district (excluding substitute employees, seasonal employees, special projects, and volunteer time). The total days of leave described above are made available to employees as follows:

Minimum 15 hours per week, 215 days per year	Length Of Completed Years of Service*	Number of Personal Days
12 Month Employees	Years 1 - 5	5 Days
12 Month Employees	Years 6 - 10	10 Days
12 Month Employees	Years 11 - 15	15 Days
12 Month Employees	Years 16 - 20	20 Days
12 Month Employees	Years 21 - 25	25 Days
12 Month Employees	Years 26+	30 Days

Minimum 25 hours per week, 176 days per year	Length Of Completed Years of Service*	Number of Personal Days
Less than 12 month Employees	Years 1 - 5	1 Day
Less than 12 month Employees	Years 6 - 10	2 Days
Less than 12 month Employees	Years 11 - 15	3 Days
Less than 12 month Employees	Years 16 - 20	4 Days
Less than 12 month Employees	Years 21 - 25	5 Days
Less than 12 month Employees	Years 26 - 30	6 Days
Less than 12 month Employees	Years 30+	7 Days

**Continuous years of service to the District, without a break in employment.*

Length of service for Personal Time Off is based upon the anniversary date of each employee's start date at the Plattsmouth Community Schools as evidenced by the payroll system. For example, on the sixth anniversary date of employment of November 1, the extra personal days will accumulate on that day. Likewise, the maximum number of sick or personal leave days (i.e. 40 days of PTO for 12-month employees) will cap on the anniversary date of employment.

Classified staff will be limited to the use of five (5) personal/vacation days in any given month.

B. Sick Leave

Twelve-month employees will earn one sick leave day for each month that they work from July to June. Less than twelve-month employees will earn one sick leave day for each month that they work from August to May.

Sick leave shall be cumulative up to a maximum of **fifty (50) days**. Employees must call their supervisor as soon as possible before their scheduled work time, but not less than one hour prior to their scheduled work time, so that proper arrangements can be made. Failure to call the supervisor in a timely manner will be considered neglect of duty and may be grounds for immediate dismissal.

Sick leave is to be used for illness or a physical condition that prevents the employee from performing their duties. Sick leave may be used for self or for a member of the employee's immediate family. Immediate family shall mean wife, husband, father, mother, brother, sister, son, daughter, or other minor child in custody.

Sick leave may also be used for the serious illness or injury of extended family members that require the care of a physician or hospitalization that requires the employee to be present. Extended family shall mean grandparent, grandchild, aunt or uncle.

One day shall mean the number of hours the employee is typically scheduled to work, or the average hours actually worked, whichever is less. All sick leave days used by an employee will be counted toward the total days of leave provided to employees in compliance with the Family Medical Leave Act.

Extended Leave – Sick leave of three (3) or more days shall be substantiated by a licensed physician's verification, and a Family Medical Leave Act (FMLA) Application must be completed by the employee and submitted to the business manager within two business days. A support staff employee who is unable to work because of personal illness or disability and who has exhausted all leave available shall be granted a leave of absence without pay for the current semester not to extend beyond one subsequent semester. This leave is only granted when requested by the employee and proper communication about the leave is shared with the building supervisor.

C. Jury Duty

Any support staff employee called for jury duty during working hours shall be provided such time. Any fees or remuneration the support staff employee receives during such leave shall be paid to the Plattsmouth Community School District, not to exceed the employee's per diem salary for each day of jury duty.

D. Bereavement – Bereavement leave is available only for employees who work five days a week and a minimum scheduled workday of three (3) hours per day.

1. Leave of not more than three (3) days will be granted in each case of death in the family of a support staff employee. One day shall mean the number of hours the employee is typically scheduled to work or the average number of hours actually worked, whichever is less. Members of the family are defined to be: wife, husband, son, daughter, father, mother, father-in-law, mother-in-law, aunt, uncle, aunt-in-law, uncle-in-law, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents, grandparents-in-law, niece, nephew, grandchild, or anyone for whom the employee has financial responsibility.
2. Bereavement leave is available if the employee calls his/her supervisor prior to their absence and submits a leave form in a timely manner. An obituary notice and/or something similar will be required and must be sent up to the business manager before bereavement leave can be approved as paid leave.

E. Professional Leave

Professional leave may be granted to support staff employees for the purpose of attending meetings and conferences directly related to their assignments. Professional leave is permitted at full pay if the conference or meeting attendance is approved by the support staff employee's supervisor and planned in the budget. If a support staff employee wishes to be absent from duty for a brief period to attend a professional meeting, a written request for approval of such absence shall be filed by the support staff employee at least five (5) days prior to the first day of the anticipated absence. Support staff employees are encouraged to attend professional meetings on days that students are not in school. Support staff employees granted permission to attend professional meetings will be reimbursed for actual expenses upon submission of a detailed log and original detailed receipts.

F. Leave Regulations

The leaves set forth in this section are subject to the District's Family Medical Leave Act Policy. Non-probationary employees will be permitted to use approved sick leave hours or personal days to adjust their total hours for the week to their normal total scheduled hours. At no time will sick leave or personal leave hours be used to inflate the employee's hours so that they exceed the normal scheduled workweek.

Nature of Paid Leaves. Paid leave is available to non-probationary employees when the following specific conditions are met: (1) the employee is currently employed by the District; (2) the leave day is taken on a day the employee would otherwise be expected to be at work; and (3) the employee has met the conditions for such leave to be taken that are applicable to the type of paid leave that has been requested.

Except as expressly provided above, earned and unused personal leave will be paid in the support staff employee's final check upon resignation, retirement or termination. No other leave will be paid upon resignation, retirement, or termination.

Emergency closings due to inclement weather or other conditions shall not be included as paid days unless the principal/supervisor requires the employee (i.e. a maintenance employee that is responsible for snow removal on an emergency closing day) to work on that day, regardless of whether or not the employee had prior approval for leave on the identified day.

To be paid for absence from work, employees must complete the on-line leave form found at www.pcsd.org – forms. Leave forms are due to the supervisor prior to planned absences or immediately upon returning from unplanned absences. **Under no circumstances will leave forms turned in after the payroll has been processed be approved for payment.** The employee and the supervisor must sign the leave form. **Absence forms that are not submitted within two working days following an unplanned absence from work will be considered an inaccurate time card and will be subject to disciplinary action and/or immediate dismissal. It is the employee's responsibility to view his timecard at the timekeeping website and let the business manager know if leave time has not been added correctly before the timecard is processed for payment. Leave issues not addressed prior to payment or leave forms turned in after a timecard has been processed for payment will not be paid.**

VI. RESIGNATION

Support staff employees who wish to resign during the school year shall give written notice of the intent to resign and shall state their intended final date of employment. Written notice of intent to resign shall be given to the Superintendent. An exit interview survey will be mailed to a resigning employee after their last pay check, along with Nebraska Retirement System paperwork. All keys and school property will be turned in to the business manager's office or the supervisor's office on the employee's last day of service. The replacement cost of any item of school property that is not turned in will be deducted from the employee's final paycheck.

VII. HEALTH

A. New Support Staff Employees

New support staff employees may be required to take a physical examination and drug screening to provide evidence of physical fitness to perform assigned duties. Such evidence shall be a statement from a licensed physician and/or licensed laboratory, submitted on or before the first working day of the contract year.

B. Other Examinations

Subsequent physical examinations and drug screening may be required at the discretion of the superintendent. In such case, the superintendent will specify the type of examination, the physician, and the District will pay for the examination in full.

C. Absence from Work

Regular, dependable attendance is an essential function of the Employee's position. When a support staff employee is unable to report to work because of health reasons or personal conflicts, the employee must notify his/her immediate supervisor or designee as soon as possible but no less than one hour prior to his/her scheduled work time so that adequate arrangements can be made. Excessive absences are disruptive to the work environment.

Failure to call the supervisor in a timely manner will be considered neglect of duty and may be grounds for immediate termination. Sick leave of three (3) or more consecutive days shall be substantiated by a licensed physician's written verification and a Family Medical Leave Act (FMLA) application. A leave form must be completed by the employee and submitted to the business manager **within two business days. Leave issues not addressed prior to processing of the related payroll, or leave forms turned in after a timecard has been processed for payment, will not be paid.**

VIII. HOLIDAYS

Specified holidays for twelve-month support staff employees are as follows: **Labor Day, Thanksgiving and the day after, Christmas Day, New Year's Day, Good Friday, Memorial Day, and Independence Day.** When Christmas, New Year's or Independence Day falls on a weekend, one day before or after for each holiday is considered the holiday.

Specified holidays for less than 12-month support staff employees are as follows: **Labor Day, Thanksgiving and the day after, Christmas Day, New Year's Day, and the Friday of spring break.** When Christmas or New Year's Day falls on a weekend, one day before or after each holiday is considered the holiday.

Support staff employees, including para-educators, FSAs, custodial/maintenance staff, and hourly administrative assistants, must work the regularly scheduled school-in-session day prior to the holiday and after the holiday to receive holiday pay. If an employee works less than the regularly scheduled school-in-session day before or after the holiday, their holiday pay will be prorated based on the hours worked on those two days. Sick leave (for a medical procedure that requires multiple consecutive days of absence and is accompanied by a doctor's note stating the same (FMLA paperwork must be submitted), and bereavement leave that qualifies under Section V (D), may be used the day prior or the day after a holiday – leave form required.

Holiday pay hours are based on the number of hours the employee is scheduled to work, per their individual employment contracts.

IX. INSURANCE-

Health, Major Medical, and Disability

Support staff employees who work at least 30 hours per week and a minimum of 215 work days per year may be eligible for group health and medical insurance programs as determined by the Board, the insurance carrier, and required by law. These employees will receive either a stipend towards their health insurance premium, which meets the affordability factor of the Affordable Care Act, or \$200.00 per month in-lieu-of insurance compensation added to their monthly paycheck. Support staff employees new to the district shall have the option to elect the health plan or in- lieu-of insurance compensation within their first 30 days of employment.

A. Group Term Life Insurance

Support staff employees who work at least 35 hours per week and a minimum of 215 work days per year will be provided group term life insurance in the amount of \$10,000. The employee may choose an additional \$10,000 or \$20,000 of coverage at a cost of \$2.55 per month for each additional \$10,000 of coverage. Premiums will be paid through payroll deduction.

B. Selection of Carriers

The Board shall select all insurance program carriers. The Board and the insurance carrier shall jointly establish the open enrollment period. If a change of carrier is being considered, support staff employees will be asked for recommendations and information, but such change remains the prerogative of the Board.

D. School Liability

All support staff employees shall be covered by a school-financed liability insurance covering job-related performance of duties.

X. EVALUATIONS

Evaluation of support staff employees on their skills, abilities, and competence shall be an ongoing process. The goal of the formal evaluation of support staff employees shall be to maintain employees who meet or exceed the District's standards of performance, to clarify each employee's role, to ascertain the areas in need of improvement, to clarify the immediate priorities of the District, and to develop a working relationship between the supervisor and the employee.

At a minimum, newly hired employees shall be evaluated by their supervisor near the end of their 90-day probationary period and near the end of their work year. If the 90-day probationary period ends in March, April, or May, the probationary period evaluation will be combined with the end of the work year evaluation. Non-probationary employees shall be evaluated at least once per work year. If a staff member does not meet or exceed the District's standards of performance in all areas, a performance plan must be developed by the employee's direct supervisor (e.g. teacher supervisor). Failure to meet the performance plan may subject the employee to termination. Employees not meeting the expectations described above will be frozen from any vertical movement on the salary schedule and no pay increase will be granted.

XI. TRANSFER

Determining the location where a support staff employee's assignment will be performed is the responsibility of the Superintendent and within the sole discretion of the District. In making position assignments, the Superintendent shall consider the qualifications of the employee and the needs of the District.

The employee, the employee's supervisor, or the Superintendent may initiate a transfer. The District will make every effort to provide notice to appropriate staff of vacancies occurring in the District by posting vacancy notices on the school district website. The posting vacancy notice will contain information regarding the job classification, location of work, starting date, hours to be worked, rate of pay, and minimum requirements. The website address is www.pcsd.org.

Any support staff employee may apply for a voluntary transfer to another assignment. The application shall be in writing to the Superintendent. The District will consider all applicants for a vacancy, both internal and external.

It is possible an employee may be asked to move from his/her present position to another position. An involuntary transfer shall be made only after a meeting between the employee and his/her supervisor. If involuntarily transferred to a lesser-compensated position, the employee will continue to earn his/her current wage. The involuntarily transferred employee's wage will be frozen until the wage of the lesser-compensated position catches up to the wage of the employee.

XII. QUALIFICATIONS, RECRUITMENT, SELECTION

Persons interested in a support staff employee position shall have an opportunity to apply and qualify for a support staff employee position in the school district without regard to age, race, creed, color, sex, national origin, religion, or disability. Job applicants for classified employee positions shall be considered on the basis of the following:

- Training, experience, and skill;
- Nature of the occupation;
- Demonstrated competence; and possession of, or the ability to obtain, the state or other license or certificate that would be required for the position.

Announcement of the position shall be through means the Superintendent believes will inform potential applicants about the position. Applications for employment may be obtained on the District website.

XIII. EMPLOYEE DISMISSAL

The District believes support staff employees should perform their jobs, respect Board policy, and obey the law. Support staff employees are at-will employees. Support employees may be terminated at any time with or without just cause. It shall be the responsibility of the Superintendent or Superintendent's designee to dismiss a support staff employee. A support staff employee may be dismissed for any reason, including, but not limited to, incompetence, willful neglect of duty, immoral or improper conduct, insubordination, reduction in force, willful violation of Board policy or administrative regulations, a violation of the law, and actions which are, in the opinion of the Board, harmful to the welfare of the District, staff, or students. The Superintendent is authorized to suspend an employee, with or without pay, pending action on a dismissal or during investigation of charges against the employee or for disciplinary purposes.

XIV. TRAVEL

Reimbursement for authorized mileage will be paid to staff members that drive their own vehicles during their regularly scheduled working hours between two or more work sites, or for out-of-town travel, **only if** a district vehicle is not available. Claims for reimbursement should be submitted to the appropriate supervisor. The allowable rate shall be governed by Board policy unless otherwise required by law. The district is not liable for physical damage to employee vehicles.

Staff members who drive school vehicles must have a valid driver's license and proof of insurance. They will be provided a driver's certification form to verify this information and shall be given instruction on emergency evacuation and first aid. Staff members must not transport students in their personal vehicles. They are responsible for following safe driving practices, including use of seat belts by all occupants and are responsible for any injury or accident. Cell phones and other handheld wireless communication devices shall not be used while the vehicle is in motion.

XV. TAX SHELTERED ANNUITY

The Board at the request of the support staff employee and in accordance with the Internal Revenue Code and the Code of Nebraska shall withhold and transfer an amount of salary monthly, said amount to be determined by the support staff employee, permitting the support staff employee to participate in a tax-deferred annuity program of the support staff employee's choosing within the parameters of TSA Consulting Group, the district's service provider. It is the responsibility of the employee to set their withholding or transfer amount in accordance with the requirements of the law; the district is not responsible for assuring that the employee is within the guidelines of the law.

XVI. SUBSTITUTE SUPPORT STAFF COMPENSATION

Employees who serve as substitutes workers for district support staff will be compensated at Step 1, the base hourly rate of the identified position. The substitute employee is not eligible for any benefits.

XVII. CONFIDENTIALITY CLAUSE

Employment with the Plattsmouth Community Schools is contingent upon the employee's agreement of total confidentiality regarding any school related matter. Any breach of confidentiality may result in immediate termination of employment.

XVIII. ROLE MODEL

Support staff serve as role models for students and their actions and conduct reflect on the school as a whole. Employees are, in all respects, to conduct themselves in a professional manner. Cell phones are not to be used for personal calls, texting, or for other purposes when students are present. Cell phones must be kept off, or on silent, during work hours. Cell phone calls or text messages may be made before work hours, after work hours, or during lunch breaks. The office will take phone messages for staff when they are with children, in case there is a family emergency. In an emergency situation, you will be notified immediately.

XIX. RELATIONSHIPS

It is important for staff to maintain an effective working relationship with the administration and all colleagues, including other support staff and teachers. Support staff should also maintain appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

XX. CIVILITY

All employees shall behave with civility, fairness and respect in dealing with fellow employees, students, parents, patrons, visitors, and anyone else having business with Plattsmouth Community Schools. Uncivil behaviors are prohibited. Employees may be subject to disciplinary action up to and including termination for engaging in uncivil behaviors.

Uncivil behaviors are any behaviors that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent or harassing. Such interactions are prohibited in all forms of communication, including telephone conversations, voice mail messages, face-to-face conversations, written communications, and email messages.

Any employee aware of another employee's uncivil behavior shall, no later than the next business day, report the conduct to the employee's immediate supervisor and the Superintendent. There will be no retaliation against a person for making such a report.

However, any employee that is aware of another employee's uncivil behavior and fails to report the conduct to the employee's immediate supervisor and Superintendent by the next business day may be subject to disciplinary action up to and including termination. Prompt reporting of uncivil behavior is necessary for maintaining a safe and healthy learning environment for students and staff.

XXI. NOTIFICATION OF ARREST, ETC.

Employees must notify the Superintendent by the next business day after:

1. Arrest or Criminal Charges. The employee is arrested, ticketed, or issued a criminal charge where:

- a. The maximum penalty for the crime equals or exceeds six months of incarceration;
- b. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or witness, or the crime involves alleged sexual misconduct
- c. Conviction would impact performance of employee's job responsibilities, including offenses that:
 - i. Would impact the responsibility to be a role model for students or relations with other employees of Plattsmouth Community Schools
 - ii. Would impact the employee's ability to operate a motor vehicle if the employee at times needs to travel during duty time or the employee at times drives students; or
 - iii. Would impact the employee's Commercial Drivers License if the employee's job requires that the employee have a CDL.
- d. The arrest or the alleged criminal activity occurred while the employee was on duty, on property of Plattsmouth Community Schools, or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.

Employees must also promptly report to the Superintendent whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense is not otherwise reportable.

2. Certificate or License. The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee's position. This includes proceedings of the Nebraska

Department of Education related to an alleged violation of the NDE Standards of Conduct and Ethics, Chapter 27, and proceedings of the Health and Human Services related to an alleged violation of the professional standards of conduct for the employee's position.

3. Child Abuse. The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

Further, employees must give full disclosure of any Child Protection Act investigation that resulted in an "inconclusive" determination that occurred at any time. Current employees must give such disclosure within ten days following adoption of this policy. As a condition of employment, applicants for employment must give such disclosure prior to commencement of employment. Any hiring made without such disclosure shall be subject to being immediately revoked in the event the required disclosure was not given.

Employees must give full disclosure of the existence and nature of the above proceedings and must also promptly notify the Superintendent of the disposition of the proceedings.

Legal documents relating to the proceedings shall be treated and maintained as part of the employee's confidential criminal background file.

Failure to notify, as described herein, may subject the employee to disciplinary action, up to and including termination.

Background checks will be conducted at least once every five years on all employees to ensure that all public school students are provided an environment that is safe and all staff with whom students may come into contact are of highest integrity.

XXII. PROFESSIONAL ATTIRE

It is important for staff to project a professional image to students, parents and co-workers. Appropriate attire and grooming project a professional image. Staff is expected to maintain conservative and professional attire and grooming when on duty. As professionals, staff is expected to be aware of the standard to be maintained. As a minimal guide, staff should not wear clothing which students would not be permitted to wear at school. The administration may establish more detailed guidelines for individual staff should that be necessary.

6-8-2020

Date Approved by the Board of Education

I have been offered a copy of the 2020-21 Support Staff Contract Provisions and understand that I can access the document under the human resources tab at www.pcsd.org.

Date

Employee's Printed Name

Employee's Signature

Personnel- Non-Certificated EmployeesStandards of Performance

In fulfillment of the employee's minimum responsibilities, the employee:

1. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, other employees, parents, school patrons, or school board members.
2. Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, religion or handicapping condition.
3. Shall not use coercive means, or promise or provide special treatment to students, other employees, school patrons, or school board members in order to influence professional decisions.
4. Shall not make any fraudulent statement or fail to disclose a material fact for which the employee is responsible.
5. Shall not exploit relationships with students, other employees, parents, school patrons, or school board members for personal gain or private advantage.
6. Shall not harass, in any manner, students, parents or school patrons, employees, or board members.
7. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of duties.
8. Shall keep, in confidence, personally identifiable student or employee information that has been obtained in the course of service to the district, unless disclosure serves professional purposes or is required by law.
9. Shall not discipline students using corporal punishment.
10. Shall not misrepresent the school district, and shall take added precautions to distinguish between the employee's personal and institutional views.
11. Shall abide by policies and regulations of the Board of Education and the rules and standards established by the administration and the employee's supervisor.
12. Shall seek no reprisal against any individual who has reported a violation of these standards.

Date of Adoption: July 11, 2005

Reviewed: May 12, 2008, May 11, 2009, May 10, 2010, May 9, 2011, Dec. 12, 2011,

Mar. 11, 2013, Feb. 10, 2014, Feb. 9, 2015, Feb. 8, 2016, Feb. 13, 2017, Feb. 12, 2018, Feb. 11, 2019, Mar. 9, 2020

Personnel - All Employees (& Students)Anti-discrimination, Anti-harassment, and Anti-retaliation**A. Elimination of Discrimination.**

Plattsmouth Community Schools hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

Plattsmouth Community Schools 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 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.

B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.**1. Purpose:**

The [Name] Public Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment or retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, may include, but is not limited to:

- a. Name-calling,
- b. Teasing or taunting,
- c. Insults, slurs, or derogatory names or remarks,
- d. Demeaning jokes,
- e. Inappropriate gestures,
- f. Graffiti or inappropriate written or electronic material,

- g. Visual displays, such as cartoons, posters, or electronic images,
- h. Threats or intimidating or hostile conduct.
- i. Physical acts of aggression, assault, or violence, or
- j. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or
- g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures," below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

2. Anti-retaliation:

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

3. Grievance (or Complaint) Procedures:

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination. If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

i. *Level 1 (Investigation and Findings):*

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will aim to complete its investigation within **ten (10) working days** after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will **not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline.** Periodic status updates will be given to the parties, when appropriate.

The District's investigation will include, but is not limited to:

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.
- d. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- a. A summary of the facts,
- b. Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and
- c. If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate such discrimination, harassment or other inappropriate conduct.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within **one (1) working day** after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

ii. Level 2 (Appeal to the Superintendent):

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within **five (5) working days** after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal **within ten (10) working days** after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

iii. Level 3 (Appeal to the Board):

If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education **within five (5) working days** after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at a Board meeting to present his or her appeal. The party will be allowed to address the Board at the Board's next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, designated compliance officer and the party. The Board will issue a written determination about the appeal **within thirty (30) days** after the party addresses the Board. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

4. Confidentiality:

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted.

5. Training:

The District will ensure that relevant District employees are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

In addition, the District shall ensure that employees designated to address or investigate discrimination, harassment, and retaliation, including designated compliance coordinators, receive training to promptly and effectively investigate and respond to complaints and reports of discrimination, and to know the District's grievance procedures and the applicable confidentiality requirements.

6. Designated Compliance Coordinators:

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.

- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- j. Recommending changes to this policy and grievance procedure.
- k. Performing other duties as assigned.

7. Preventive Measures:

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Legal Reference: Title VI, 42 U.S.C. § 2000d, Title VII, 42 U.S.C. § 2000e, Title IX; 20 U.S.C. § 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. §48-1101 et seq.
 Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. §621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. §48-1001 et seq.;
 Americans with Disabilities Act (ADA), 42 U.S.C. § 12101 et seq.
 Section 504 of the Rehabilitation Act of 1973 (Section 504)
 Pregnancy Discrimination Act, 42 U.S.C. § 2000e(k)
 Uniform Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C. § 4301 et seq.
 Neb. Rev. Stat. § 79-2,115, et seq

Date of Adoption: July 9, 2018
 Reviewed: Feb. 11, 2019, Mar. 9, 2020

StudentsChild Abuse and Neglect

School employees shall promptly report to the appropriate law enforcement agency and the principal when they have reasonable cause to believe that a child has been subjected to abuse or neglect, including sexual abuse, or circumstances which reasonably would result in abuse or neglect. The principal will ensure that the report has been made to the proper law enforcement agency or other agency as required by law.

This requirement shall apply to all school employees, including coaches and volunteers, participating in interstate amateur athletic competition. The term "promptly" means "within a 24-hour period."

Legal Reference: Neb. Rev. Stat. § 28-711
34 U.S.C. § 20341

Adopted: June 13, 2005

Reviewed: July 14, 2008, July 13, 2009, July 12, 2010, July 11, 2011, Jan. 9, 2012, Apr. 8, 2013,
Apr. 14, 2014, Apr. 11, 2015, Apr. 11, 2016, Apr. 10, 2017, Apr. 9, 2018

Revised: July 9, 2018

Reviewed: June 10, 2019

5419 Use of Restraints and Seclusion

This policy sets forth the requirements, restrictions and procedures related to the use of physical restraints and seclusions at the Plattsmouth Community Schools.

1. Definitions

A. Physical Restraint. Physical restraint means one or more persons using a physical hold to restrict a student's freedom of movement as a response to student behavior. A light touching of a student while conducting a physical escort or a touching to provide instructional assistance is not a physical restraint for purposes of this Guidance.

B. Seclusion. Seclusion is the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving as a response to student behavior.

Seclusion is distinguishable from an in-school suspension, in which other students or adults may be present. While students are required to remain in the in-school suspension area, the students are not physically prevented from leaving.

2. Physical Restraint

A. When Physical Restraint May be Used. Physical restraint may be used in the following circumstances:

- To prevent a student from completing an act that would result in injury to the student or others when there is a substantial risk that the student would commit the act.
 - A verbal threat by a student does not present a substantial risk that a student would commit an aggressive act unless the student also demonstrates the ability and intent to carry out the threat.
 - Destruction of or damage to property does not present a substantial risk of personal injury unless personal injury would be caused as a result of the destructive act (for example, throwing sharp or heavy objects when others are present, or the person whose property is about to be destroyed is likely to react physically if the person's property were destroyed). (Note: If a student is about to destroy or damage property, the act of grasping the student's arm or leg solely to prevent the striking, throwing or kicking of the item is not prohibited).

- To move a student to a seclusion room, or to remove a student to another location because the student is creating a substantial disruption to others, in circumstances where the student is unable to be moved or removed without the use of physical restraint; and
- In circumstances where the student's IEP or a Behavioral Plan provides for the use of physical restraint in circumstances other than the foregoing. If it is anticipated that physical restraint may need to be used with a special education student, the IEP team is to discuss and include use of physical restraint in the student's IEP if the IEP team determines use of physical restraint to be appropriate. (Note: IEPs or Behavioral Plans should not provide for such physical restraint except in those circumstances where the professional staff determines that non-aversive or positive intervention strategies would not be effective).

Physical restraint may not be used:

- When a known medical or psychological condition contraindicates its use.
- As a form of punishment.

- B. Conditions. Use of physical restraint shall take into consideration the safety and security of the student.

In determining whether a student who is being physically restrained should be removed from the area where such restraint was initiated, the staff shall consider the potential for injury to the student, the student's privacy interests, and the educational and emotional well-being of other students in the vicinity.

If physical restraint is imposed upon a student whose primary mode of communication is sign language or an augmentative mode, the student shall be permitted to have his or her hands free of restraint for brief periods, unless staff determines that such freedom appears likely to result in harm to the student or others.

- C. Timeline. Physical restraint is to be used only as long as necessary to resolve the reason for which it was initiated.
- D. Training. Physical restraint shall be applied only by individuals who have received systematic training that includes all the elements described below. An individual who applies physical restraint shall use only techniques in which he or she has received such training and demonstrated proficiency within the preceding year.

Training with respect to physical restraint may be provided only by certified trainers and shall include, but need not be limited to:

- Appropriate procedures for preventing the need for physical restraint, including the de-escalation of problematic behavior, relationship-building, and the use of alternatives to restraint;
- A description and identification of dangerous behaviors on the part of students that may indicate the need for physical restraint and methods for evaluating the risk of harm in individual situations in order to determine whether the use of restraint is warranted;
- The simulated experience of administering and receiving a variety of physical restraint techniques, ranging from minimal physical involvement to very controlling interventions;
- Instruction regarding the effects of physical restraint on the person restrained, including instruction on monitoring physical signs of distress and obtaining medical assistance;
- Instruction regarding documentation and reporting requirements and investigation of injuries and complaints; and
- Demonstration by participants of proficiency in administering physical restraint.

An individual may provide training to others in a particular method of physical restraint only if he or she has completed training in that technique that meets the foregoing requirements within the preceding one-year period.

3. Seclusion

A. When Seclusion May be Used. Seclusion may be used in the following circumstances:

- When a student's behavior is so out of control that the student's behavior creates a risk of injury to the student or others;
- When a student's behavior is so out of control that the student is causing a substantial disruption to school activities and there is no other technique and no other place the student may be moved to prevent continued disruption;
- When a student's behavior is so out of control that the student is unable to engage in educational activities and there is no other technique that could reasonably be employed to allow the student's emotions to cool down and engage in appropriate behaviors and educational activities; and
- The student has an IEP or a Behavioral Plan which provides for the use of seclusion in circumstances other than the foregoing. If it is anticipated that seclusion may need to be used with a special education student, the IEP team is to discuss and include use of seclusion in the student's IEP if the IEP team determines use of seclusion to be appropriate. (Note: IEPs or Behavioral Plans should not provide for use of seclusion except in those circumstances where the professional staff determines that non-aversive or positive intervention strategies would not be effective).

Seclusion may not be used:

- When a known medical or psychological condition contraindicates its use.
- As a form of punishment.

B. Conditions. Use of seclusion shall take into consideration the safety and security of the student.

Enclosures used for seclusion, other than enclosures used on a temporary basis, shall:

- Have the same ceiling height as the surrounding room or rooms and be large enough to accommodate not only the student being isolated but also any other individual who is required to accompany that student.
- Be constructed of materials that cannot be used by students to harm themselves or others, be free of electrical outlets, exposed wiring, and other objects that could be used by students to harm themselves or others, and be designed so that students cannot climb up the walls (including walls far enough apart so as not to offer the student being isolated sufficient leverage for climbing).
- If an enclosure used for isolated time out is fitted with a door, the door shall either be a steel door or a wooden door of solid-core construction. If the door includes a viewing panel, the panel shall be unbreakable.
- Be designed to permit visual monitoring of and communication with the student sufficient to ensure the student's safety and security. For students who do not communicate verbally, arrangements shall be made to permit the student to periodically communicate the student's needs.
- If a locking mechanism is used on the enclosure, the mechanism shall be constructed so that it will engage only when a key, handle, knob, or other similar device is being held in position by a person, unless the mechanism is an electrically or electronically controlled one that is automatically released when the building's fire alarm system is triggered. Upon release of the locking mechanism by the supervising adult, the door must be able to be opened readily.

The procedures for use of seclusion include:

- An adult who is responsible for supervising the student shall remain within close proximity of the enclosure.
- The adult responsible for supervising the student must periodically check on the student visually if possible.

- C. Timeline. A student shall not be kept in seclusion for more than 20 minutes after the student ceases presenting the specific behavior for which isolated time out was imposed or any other behavior for which isolated time out would be an appropriate intervention.
- D. Training. Orientation will be provided to staff members who are anticipated to be involved in the use of seclusion. The orientation shall cover the procedures contained in this Guidance.

4. Documentation and Evaluation

- A. Documentation of Use of Physical Restraint or Seclusion. A written record of each use of seclusion or physical restraint shall be prepared and maintained in the student's temporary record. The student's case manager, if any, shall also maintain a copy of each such record. Each such record shall include:

- The student's name;
- The date of the incident;
- The beginning and ending times of the incident;
- A description of any relevant events leading up to the incident;
- A description of any interventions used prior to the implementation of physical restraint or seclusion;
- A description of the incident and/or student behavior that resulted in implementation of physical restraint or seclusion;
- A log of the student's behavior during physical restraint or seclusion, including a description of the restraint technique(s) used and any other interaction between the student and staff;
- A description of any injuries (whether to students, staff, or others) or property damage;
- A description of any planned approach to dealing with the student's behavior in the future;
- A list of the school personnel who participated in the implementation, monitoring, and supervision of physical restraint or seclusion;
- The date on which the parent or guardian was notified.

The record shall be completed by the beginning of the school day following the use of seclusion or physical restraint.

- B. Notification of Administration. The Superintendent or Superintendent's designee shall be notified of the incident as soon as possible, but no later than the end of the school day on which it occurred.
- C. Notification of Parent or Guardian. Within 24 hours after use of seclusion or physical restraint, the Superintendent or Superintendent's designee shall send written notice of the incident to the student's parents or guardians, unless the parent or guardian has provided the District a written waiver of this requirement for notification. The parent or guardian shall inform the parent of the date of the incident, a description of the intervention (physical restraint or seclusion) used, and who at the school may be contacted for further information.
- D. Evaluation. An evaluation shall be conducted whenever a physical restraint exceeds 15 minutes or results in physical injury, whenever a seclusion exceeds 30 minutes, or use of physical restraint or seclusion is repeated with an individual student during any three-hour period:
 - A certified staff person trained in the use of physical restraint, or knowledgeable about the use of seclusion, as applicable, shall evaluate the situation.
 - The evaluation shall consider the appropriateness of continuing the procedure in use, including the student's potential need for medication, nourishment, or use of a restroom, and the need for alternate strategies (e.g., assessment by a mental health crisis team, assistance from police, or transportation by ambulance).
 - The results of the evaluation shall be committed to writing and copies of this documentation shall be placed into the student's temporary student record and provided to the Superintendent or Superintendent's designee.

Adopted: November 9, 2009
 Revised: February 8, 2010
 Reviewed: July 12, 2010, July 11, 2011, Jan. 9, 2012, Apr. 8, 2013, Apr. 14, 2014,
 Apr. 13, 2015, Apr. 11, 2016, Apr. 10, 2017, Apr. 9, 2018, June 10, 2019

Personnel - All EmployeesDrug and Substance Use and Abuse

It is the policy of the Plattsburgh Community School District to eliminate the influence of drugs, alcohol and other chemicals within the school environment and to educate students against the usage of drugs, alcohol and illegal substances. The District will implement regulations and practices which will insure compliance with laws relating to drugs and alcohol, including: the Drug-Free Workplace Act and the Omnibus Transportation Employee Testing Act of 1991, and all regulations and rules promulgated pursuant thereto.

Section 1 Drug-Free Workplace

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held. The school district recognizes that the use, possession, or being under the influence of illicit drugs or alcohol constitutes a hazard to the positive development of students and employees and a substantial interference with school purposes.

1. The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the work place. Employees are also prohibited from possessing, using or distributing illicit drugs or alcohol, or being under the influence of illicit drugs or alcohol, on any district property or district sponsored event. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol in the work place or on duty time shall be a violation of the drug-free workplace.
2. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, employees are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the employee commits a criminal drug or alcohol offense off the work place or off duty time.
3. As a condition of employment, employees will abide by the District's drug-free workplace policies and notify the Superintendent or designee of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.
4. Disciplinary sanctions, up to and including termination of employment and referral for prosecution, will be imposed upon employees who violate the aforementioned standards of conduct. Sanctions for violation thereof may include the requirement that the employee complete an appropriate rehabilitation program, reprimands, and non-renewal, cancellation, or termination of contract of employment.
5. Employees shall be advised through employee publications about drug and alcohol counseling and rehabilitation and reentry programs that are available.
6. Employees shall be furnished with a copy of this policy.

This policy supplements and is in addition to all other policies, regulations, practices, procedures, and contractual provisions regarding or related to the improper or unlawful possession, use, or distribution of illicit drugs and alcohol.

2. Alcohol and Drug Testing

The District will implement regulations and practices that will insure compliance with the Omnibus Transportation Employee Testing Act of 1991, and all regulations and rules promulgated pursuant thereto. Employees in "safety-sensitive" positions, as defined by the Act and regulations promulgated hereunder, including employees whose position requires a commercial driver's license (CDL), shall be tested for alcohol and controlled substances as required by law. (See attached Appendix "1"). Refusal to submit to such pre-employment testing, or testing positive, shall disqualify an applicant from employment. Reasonable suspicion, random, post-accident, return-to-duty, and follow-up testing shall also be conducted. Employees who test positive shall be immediately removed from safety-sensitive positions and shall be removed from employment.

Legal Reference: 41 U.S.C. §702

Date of adoption: July 11, 2005

Reviewed: May 12, 2008, May 11, 2009, May 10, 2010, May 9, 2011, Dec. 12, 2011

Revised: Sept. 10, 2012

Reviewed: Mar. 11, 2013, Feb. 10, 2014, Feb. 9, 2015, Feb. 8, 2016, Feb. 13, 2017, Feb. 12, 2018, Feb. 11, 2019, Mar. 9, 2020

Community RelationsCommunity Use of School Facilities, Equipment, and Supplies

School facilities are primarily intended for the District's educational and extracurricular activity programs. School facilities are, however, made available for use by outside groups to further the interests of the District and the community. Use by non-school groups is allowed pursuant to an application process and is subject to the terms and conditions set forth in this policy. The Plattsmouth Community School District reserves the right to make available only those facilities as deemed appropriate by the Board of Education.

Likewise, equipment and supplies are intended for the District's educational and extracurricular activity programs. District equipment and supplies will not be available for off-campus use by outside groups, or any individuals, unless otherwise approved by the Board or Education. For example, district tables, chairs, etc. will not be available for personal use at graduation receptions, wedding receptions, or other similar events.

Date of Adoption: Jan. 9, 2006

Reviewed: Mar. 12, 2007, Mar. 10, 2008, Mar. 9, 2009

Revised: Feb. 8, 2010

Reviewed: Mar. 8, 2010, Mar. 14, 2011

Revised: Dec. 12, 2011, Jan. 14, 2013, Sep. 9, 2013, Nov. 11, 2013

Reviewed: Jan. 13, 2014, Jan. 12, 2015, Jan. 11, 2016, Jan. 9, 2017, Jan. 15, 2018, Feb. 11, 2019, Feb. 10, 2020

Personnel - All EmployeesSmoking Prohibition

This policy is promulgated pursuant to authority granted to the Board of Education and in compliance with the Nebraska Clean Indoor Air Act.

Smoking shall be prohibited on all Plattsmouth Community School District property. Private, enclosed offices are not exempt from this policy. There shall be no designated smoking areas in or around any of the Plattsmouth Community School District buildings, for employees, students, visitors to the schools, and/or the general public. This policy shall apply at all times whether school is in session or not.

Legal Reference: §71-5701

Date of Adoption: July 11, 2005

Reviewed: May 12, 2008, May 11, 2009, May 10, 2010, May 9, 2011, Dec. 12, 2011,

Mar. 11, 2013, Feb. 10, 2014, Feb. 9, 2015, Feb. 8, 2016, Feb. 13, 2017, Feb. 12, 2018, Feb. 11, 2019, Mar. 9, 2020

Personnel - Non-Certificated EmployeesHiring and Dismissal

The Superintendent shall be responsible for selecting and recommending salaried personnel to the Board of Education. The Board should follow closely the recommendations of the Superintendent, but such recommendations are not binding on the Board of Education. Dismissal of non-certificated employees shall be on an at-will basis, as such employees are subject to termination at any time without cause, without prior disciplinary action or progressive discipline, and irrespective of the lack of any evaluation or the irregularity in any evaluation process.

Adopted: July 11, 2005

Reviewed: May 12, 2008, May 11, 2009, May 10, 2010, May 9, 2011, Dec. 12, 2011,

Mar. 11, 2013, Feb. 10, 2014, Feb. 9, 2015, Feb. 8, 2016, Feb. 13, 2017, Feb. 12, 2018, Feb. 11, 2019, Mar. 9, 2020

Personnel - Non-Certificated Support Staff"At Will" Employees

All non-certificated support staff and non-certificated assignments shall be employed on an "at will" basis. Non-certificated support staff shall have no property right in continued employment and need not be accorded a hearing or any other procedural or substantive due process, prior to termination of their employment.

Nothing in Board policy, administrative regulations or practices, employee handbooks, or in any evaluation instrument or in the appraisal process or program for non-certificated support staff shall, or is intended to create, or be a contract, or part of a contract, with a non-certificated support staff, which shall in any way be construed to be contrary to the "at will" employment of non-certificated support staff. No administrator or other employee of the District has any authority to enter into any agreement of employment with a non-certificated employee for any specific period of time or to make any agreement contrary to an at-will employment relationship.

Adopted: July 11, 2005

Reviewed: May 12, 2008, May 11, 2009, May 10, 2010, May 9, 2011, Dec. 12, 2011,

Mar. 11, 2013, Feb. 10, 2014, Feb. 9, 2015, Feb. 8, 2016, Feb. 13, 2017, Feb. 12, 2018, Feb. 11, 2019, Mar. 9, 2020

Personnel - Non-Certificated EmployeesComplaint Procedure

The normal procedure to be followed by each employee regarding a personal complaint related to his/her employment is to discuss the matter in a personal conference with the Principal or with the supervisory officer directly in charge. When the nature of the complaint dictates otherwise, the employee is entitled to present the complaint to any higher supervisory officer. An unsatisfactory result with the Principal or with the supervisory officer may be taken to the Superintendent.

Adopted: July 11, 2005

Reviewed: May 12, 2008, May 11, 2009, May 10, 2010, May 9, 2011, Dec. 12, 2011,

Mar. 11, 2013, Feb. 10, 2014, Feb. 9, 2015, Feb. 8, 2016, Feb. 13, 2017, Feb. 12, 2018, Feb. 11, 2019, Mar. 9, 2020

Personnel - All EmployeesEqual Opportunity Employment

It is the policy of Plattsmouth Community Schools to employ the best qualified applicant for each position without regard to sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status, and to not fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment, because of such individual's sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status.

There shall be no discrimination by school officials against any employee because of membership or activity in an employee organization or because of protected free speech activities.

Adopted: July 11, 2005

Reviewed: May 12, 2008, May 11, 2009, May 10, 2010, May 9, 2011, Dec. 12, 2011,

Mar. 11, 2013, Feb. 10, 2014, Feb. 9, 2015

Revised: Aug 10, 2015

Reviewed: Feb. 8, 2016, Feb. 13, 2017, Feb. 12, 2018, Feb. 11, 2019, Mar. 9, 2020

Personnel -AllRecruitment and Selection

The Board of Education authorizes the Superintendent to recruit and recommend for employment the best-qualified personnel to implement and fulfill the goals and policies of Plattsmouth Community Schools. All applicants so selected and recommended must satisfy the standards as set by the Board and/or the laws of the State of Nebraska.

All salaried personnel applying for employment shall be recommended for hiring by the Superintendent with the final approval by the Board of Education, prior to hiring. Final approval must be made by formal motion of the Board of Education. Where required by law or deemed essential by the school district, employees must be duly licensed and/or certified.

Prior to starting employment, all employees must complete and submit the District's (including Cass County Head Start) background check form and child abuse registry check form. If the background check and child abuse registry check results do not contain information that would put students and staff in a potentially unsafe environment or would not impact the employee's responsibility to be a role model for students, staff, and patrons of the District, the employee may be cleared for employment. Items that could prevent a candidate from being approved to work in the District may include, but are not necessarily limited to:

- a. a record of drug possession or distribution,
- b. a record of drug or alcohol abuse,
- c. a record of physical abuse,
- d. a record of sexual abuse,
- e. neglect of a minor,
- f. endangerment of a minor,
- g. sexual misconduct,
- h. a record of child pornography,
- i. or other items that are related to the ability of an employee to perform the duties of specific positions.

Candidates shall not start employment, until results are received and reviewed by an administrator and/or the business manager. Annual training regarding routing and documentation procedures for criminal background and child abuse registry forms and information will take place in the month of April each year for business, human resources, and data entry staff.

For Head Start employee, a file audit will be completed in October of each year to verify that background check information is documented in ChildPlus. Results will be provided to the Head Start Director, Superintendent, and Policy Council.

Probationary period: All newly hired, contracted employees will be considered probationary for a period of 90 calendar days, excluding breaks and summer vacation for employees that do not work twelve months. On approximately the 90th day, if not sooner, the employee's supervisor will complete a performance review to identify strengths, areas in need of improvement, a related improvement plan, and determine whether or not it is in the best interest of the District to continue employment.

Reference 79-501

Date of Adoption: July 11, 2005

Reviewed: May 12, 2008, May 11, 2009, May 10, 2010, May 9, 2011, Dec. 12, 2011,

Revised: Mar. 11, 2013, Apr. 8, 2013

Reviewed: Feb. 10, 2014, Feb. 9, 2015, Feb. 8, 2016, Feb. 13, 2017, Feb. 12, 2018,

Feb. 11, 2019, Mar. 9, 2020

Article 4

PERSONNEL

Policy No. 4019

Personnel - All Employees

Fair Labor Standards Act (Minimum Wage & Overtime)

Work week: The work week for overtime purposes shall be 12:00 a.m. Sunday until 11:59 p.m. Saturday. The administration may establish a different 7-day period workweek from time to time for specified employees or employee groups.

Overtime: Overtime will be paid to non-exempt employees as required by law. Compensatory pay in-lieu of overtime pay may be implemented in accordance with law. A non-exempt employee shall not work overtime without the express approval of the employee's supervisor.

Salaried Basis: The District's policy is to not permit improper deductions from the salary of exempt employees who are required to meet a "salaried basis" test for the exemption to be applicable. (Teaching professionals are not subject to the "salaried basis" test). An employee who feels an improper deduction affecting exemption status has occurred may submit a complaint to the Superintendent or the Superintendent's designee, who shall promptly investigate the complaint. Reimbursement shall be made and a good faith commitment to comply in the future will be given in the event it is determined that an improper deduction affecting overtime exemption has been made.

The District's policy is to authorize unpaid disciplinary suspensions of a full day or more for infractions of workplace conduct rules and to apply such policy uniformly to all similarly situated employees, including exempt employees who are required to meet a "salaried basis" test for the exemption to be applicable. Unpaid disciplinary suspensions of a partial day or of a full day or more may be implemented for infractions of safety rules of major significance. Deductions of pay for a partial day or a full day or more may be made for FMLA leaves and in the first and last weeks of employment. In addition, based on principles of public accountancy, deductions from pay for a partial day or a full day or more will be made for absences for illness, injury or personal reasons when accrued leave is not used or not available, and for absences due to any budget-required furlough.

Legal Source:

Fair Labor Standards Act, 29 U.S.C. § 201 et seq.;
29 CFR §§ 541.303; 541.602; 541.603; 541.710; 553.20-.28; and 771.105

Adopted: July 11, 2005

Reviewed: May 12, 2008, May 11, 2009, May 10, 2010, May 9, 2011, Dec. 12, 2011,

Mar. 11, 2013, Feb. 10, 2014, Feb. 9, 2015, Feb. 8, 2016, Feb. 13, 2017, Feb. 12, 2018, Feb. 11, 2019, Mar. 9, 2020

Personnel - Non-Certificated Support StaffQualifications of Non-Certificated Support Staff

Non-certificated support staff shall meet the statutory license requirements and such other qualifications as may be determined by the Superintendent of Schools. Preference for employment will be given to applicants who have some education, training or expertise relative to the positions for which they are applying.

Adopted: July 11, 2005

Reviewed: May 12, 2008, May 11, 2009, May 10, 2010, May 9, 2011

Revised: Dec. 12, 2011

Reviewed: Mar. 11, 2013, Feb. 10, 2014, Feb. 9, 2015, Feb. 8, 2016, Feb. 13, 2017, Feb. 12, 2018, Feb. 11, 2019, Mar. 9, 2020

Employee Conduct and Appearance

Employees are role models for the students who come in contact with them during and after school hours. The Board recognizes the positive effect employees can have on students in this capacity. Appearance can influence the way in which students, visitors, and other staff members interact with District employees and perceive their abilities to perform their jobs. To this end, the Board strongly suggests and encourages employees to dress themselves, groom themselves, and conduct themselves in a manner appropriate to the educational environment.

All certificated employees will dress in a manner and have an appearance that is appropriate and professional, in light of their job duties and work environment. Any appearance that is prohibited for students to wear is also prohibited for staff. Staff members need to consider the type of work and safety issues, when choosing their appearance.

The employee's direct supervising administrator will handle exceptions to the dress code on an individual basis relative to the position (maintenance, custodial, food service, industrial technology teacher, physical education teacher, etc.) or a special event (Casual Friday, jeans week, etc.). If an employee is unsure about the appropriateness of a certain type of appearance, he/she should consult with his/her direct supervising administrator. However, for health, safety, and professional reasons, flip-flops are not acceptable attire.

Support staff should maintain the same standard of dress expected of certificated employees.

Certificated employees of the school district shall also follow the code of ethics for their professions.

Date of Adoption: July 11, 2005

Reviewed: May 12, 2008, May 11, 2009, May 10, 2010, May 9, 2011, Dec. 12, 2011,

Mar. 11, 2013, Feb. 10, 2014

Revised: August 11, 2014

Reviewed: Feb. 9, 2015, Feb. 8, 2016, Feb. 13, 2017, Feb. 12, 2018, Feb. 11, 2019, Mar. 9, 2020

Personnel - Non-Certificated Support StaffBenefits for Non-Certificated Support Staff

Nine-month employees, or employees appointed to fill temporary jobs, shall not be entitled to the same benefits provided to twelve-month employees, such as vacations. Nine-month employees, or employees appointed to fill temporary jobs, will receive personal leave, sick leave, and bereavement leave, as identified in the Support Staff Contract Provisions, Regulations, and Guidelines.

Adopted: July 11, 2005

Reviewed: May 12, 2008, May 11, 2009, May 10, 2010, May 9, 2011, Dec. 12, 2011,

Mar. 11, 2013, Feb. 10, 2014, Feb. 9, 2015, Feb. 8, 2016, Feb. 13, 2017, Feb. 12, 2018,

Feb. 11, 2019, Mar. 9, 2020

Personnel - Non-Certificated EmployeesEmployment Agreement

All non-certificated employees shall be required to sign an "at will" employment agreement with the school district as a condition precedent to employment or continued employment with the District. The non-certificated "at will" employee agreement shall be in the form as proposed by the Superintendent of Schools and approved by resolution of the Board of Education.

Adopted: July 11, 2005

Reviewed: May 12, 2008, May 11, 2009, May 10, 2010, May 9, 2011, Dec. 12, 2011,

Mar. 11, 2013, Feb. 10, 2014, Feb. 9, 2015, Feb. 8, 2016, Feb. 13, 2017, Feb. 12, 2018, Feb. 11, 2018, Mar. 9, 2020

Personnel - Non-Certificated EmployeesAssignment and Transfer

Each non-certificated employee shall be assigned to a position at the direction of the Superintendent, with the assistance of the employee's immediate supervisor, and may be transferred to any other position as the Superintendent may direct.

Adopted: July 11, 2005

Reviewed: May 12, 2008, May 11, 2009, May 10, 2010, May 9, 2011, Dec. 12, 2011,

Mar. 11, 2013, Feb. 10, 2014, Feb. 9, 2015, Feb. 8, 2016, Feb. 13, 2017, Feb. 12, 2018, Feb. 11, 2019, Mar. 9, 2020

Personnel - Non-Certificated Support StaffEvaluation

Evaluation of non-certificated support staff employees on their skills, abilities, and competence shall be an ongoing process supervised by the Superintendent. The goal of the formal evaluation of non-certificated support staff employees shall be to maintain non-certificated support staff employees who meet or exceed the Board's standards of performance, to clarify each non-certificated support staff employee's role, to ascertain the areas in need of improvement, to clarify the immediate priorities of the Board, and to develop a working relationship between the administrators and other employees.

It shall be the responsibility of the Superintendent to ensure non-certificated support staff employees are formally evaluated annually. New non-certificated support staff employees may be formally evaluated more than once a year. A failure to evaluate in accordance with this policy shall not give the non-certificated support staff employee any claim against the District or affect the non-certificated support staff employee's at will status.

Legal Reference: Nebraska Code §§ 48-1001 to 48-1009, 48-1101 to 48-1126

Cross Reference: 4200 Non-Certificated Support Staff Employee Qualifications

Adopted: July 11, 2005

Reviewed: May 12, 2008, May 11, 2009, May 10, 2010, May 9, 2011, Dec. 12, 2011,

Mar. 11, 2013, Feb. 10, 2014, Feb. 9, 2015, Feb. 8, 2016, Feb. 13, 2017, Feb. 12, 2018, Feb. 11, 2019, Mar. 9, 2020

Personnel – Non-Certificated Support StaffInitial Training Period

The first 30 days of a newly employed non-certificated support staff employee's contract shall be an initial training period. "Day" shall be defined as one workday regardless of full-time or part-time status of the employee. New employees, regardless of experience, shall be subject to this initial training period.

"New" employees includes individuals who are being hired for the first time by the District and those who may have been employed by the District in the past, but have not been employed by the District during the school year prior to the one for which employment agreements are being issued.

Only the Superintendent, in his/her discretion, may waive the initial training period.

Legal Reference: Nebraska Code §§ 48-1001 to 48-1009, 48-1101 to 48-1126

Cross Reference: 4220 Non-Certificated Support Staff Employee Contracts

Adopted: July 11, 2005

Reviewed: May 12, 2008, May 11, 2009, May 10, 2010, May 9, 2011, Dec. 12, 2011,

Mar. 11, 2013, Feb. 10, 2014, Feb. 9, 2015, Feb. 8, 2016, Feb. 13, 2017, Feb. 12, 2018, Feb. 11, 2019, Mar. 9, 2020

Personnel – Non-Certificated Support StaffCompensation

The Board shall determine the compensation to be paid for the non-certificated support staff employees' positions, keeping in mind the education and experience of the non-certificated support staff employee, the educational philosophy of the District, the financial condition of the District, and any other considerations as deemed relevant by the Board.

It shall be the responsibility of the Superintendent to make a recommendation to the Board annually regarding the compensation of non-certificated support staff employees.

Legal Reference: Nebraska Code §§ 48-1219 to 48-1227

Cross Reference: 4220 Non-Certificated Support Staff Employee Contracts

Adopted: July 11, 2005

Reviewed: May 12, 2008, May 11, 2009, May 10, 2010, May 9, 2011, Dec. 12, 2011,

Mar. 11, 2013, Feb. 10, 2014, Feb. 9, 2015, Feb. 8, 2016, Feb. 13, 2017, Feb. 12, 2018, Feb. 11, 2019, Mar. 9, 2020

InstructionComputerInternet Safety and Acceptable UseA. Internet Safety Policy

It is the policy of Plattsmouth Community Schools to comply with the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.
5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
6. Parental Consent. The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.
7. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

8. The District shall comply with the Nebraska Student Online Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the online privacy of all students.

B. Computer Acceptable Use Policy

This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.

2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.

4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. Personal Gain: Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters unless the User has entered into a lease agreement or other similar agreement with the School District that makes such use permissible under law.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

- c. Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.

- d. **Technology-Related Limitations:** Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,
1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
 2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
 3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
 4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
 5. Users shall not copy, change, or transfer any software without permission from the network administrators.
 6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
 7. Users shall not engage in any form of vandalism of the technology resources.
 8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- e. **Other Policies and Laws:** Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
 2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
 3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
 4. to engage in or promote violations of student conduct rules.
 5. to engage in illegal activity, such as gambling.
 6. in a manner contrary to copyright laws.
 7. in a manner contrary to software licenses.

5. **Disclaimer.** The technology resources are supplied on an "as is, as available" basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.

6. **Filter.** A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona

vide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. **Monitoring.** Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.
8. **Sanctions.** Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Legal Reference: Children's Internet Protection Act, 47 USC § 254
Children's Online Privacy Protection Act, 15 U.S.C. § 6501
FCC Order adopted August 10, 2011
47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003) (E-rate restrictions)
Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act)
LB 512 (2017)

Date of Adoption: March 13, 2006
Reviewed: November 12, 2007
Revised: August 11, 2008
Reviewed: Nov. 9, 2009, Nov. 8, 2010, Nov. 14, 2011, Nov. 12, 2012, Nov. 11, 2013,
Nov. 10, 2014
Revised: Aug. 10, 2015
Reviewed: Nov. 9, 2015
Revised: Aug. 8, 2016
Reviewed: Nov. 14, 2016
Revised: July 10, 2017
Reviewed: Nov. 13, 2017, Nov. 12, 2018, Jan. 13, 2020

PLATTSMOUTH COMMUNITY SCHOOL DISTRICT
Para-Educator/Teacher Associate
Job Description

It is the policy of Plattsouth Community Schools to not discriminate on the basis of sex, handicap or disability, race, color, religion, marital status, veteran status, or national or ethnic origin in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Superintendent.

- A. **Job Title:** Para-Educator – Teacher Associate
- B. **Department:** Student Support
- C. **FLSA Status:** Non-Exempt
- D. **Essential Requirements:**
1. High School Diploma or equivalent (such as GED)
 2. Computer and business machines knowledge
 3. Organizational skills
 4. Work well with children
 5. First aid knowledge
 6. Skills in public relations
 7. 48 credit hours from an accredited college/university (preferred) or equivalency training provided by the district. Additional requirements for early childhood paraeducators to meet Rule 11 & Head Start requirements.
- E. **Reports To:** Building administrators, special education administrators, and supervising teachers
- F. **May Receive Guidance From:** Building administrators, special education administrators, and supervising teachers
- G. **Essential Job Functions:**
1. Correct papers and record grades
 2. Assist in classroom activities
 3. Supervise students in all areas of the school and at lunch, activity periods and on playground to guide students to interact harmoniously with other students
 4. Assist students with personal needs such as toileting, diapering and other health needs
 5. Provide instructional support assistance to students and student groups
 6. Ability to handle confidential information with complete security
- H. **Working Conditions:**
1. Inside and Outside
 2. Heated and air-conditioned building
 3. Stressful at times
 4. Potential risk of injury, due to aggressive student behavior or environmental conditions

I. Job Tasks:

1. Discuss assigned duties with classroom teachers in order to coordinate instructional efforts.
2. Prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstrations.
3. Present subject matter to students under the direction and guidance of teachers, using lectures, discussions, or supervised role-playing methods.
4. Tutor and assist children individually or in small groups in order to help them master assignments and to reinforce learning concepts presented by teachers.
5. Supervise students in classrooms, halls, cafeterias, school yards, and gymnasiums, or on field trips. Follow the direction and guidance of certified staff to address behavior challenges.
6. Conduct demonstrations to teach such skills as sports, dancing, and handicrafts.
7. Distribute teaching materials such as textbooks, workbooks, papers, and pencils to students.
8. Distribute tests and homework assignments, and collect them when they are completed.
9. Enforce administration policies and rules governing students.
10. Grade homework and tests, and compute and record results, using answer sheets or electronic marking devices.
11. Assist students with activities of daily living such as walking, sitting, eating, drinking, toileting, etc.

J. Knowledge:

1. Education and Training - Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
2. English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
3. Mathematics - Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

K. Skills

1. Instructing - Teaching others how to do something.
2. Speaking - Talking to others to convey information effectively.

3. Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
4. Learning Strategies - Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
5. Reading Comprehension - Understanding written sentences and paragraphs in work related documents.
6. Writing - Communicating effectively in writing as appropriate for the needs of the audience.
7. Service Orientation - Actively looking for ways to help people.
8. Social Perceptiveness - Being aware of others' reactions and understanding why they react as they do.
9. Coordination - Adjusting actions in relation to others' actions.

M. Work Activities:

1. Training and Teaching Others - Identifying the educational needs of others, developing formal educational or training programs or classes, and supporting the instruction of others.
2. Getting Information & Maintaining Confidentiality - Observing, receiving, and otherwise obtaining information from all relevant sources. Ensuring that confidential information is only shared with necessary staff.
3. Communicating with Persons Outside Organization - Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
4. Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others, and maintaining them over time.
5. Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
6. Thinking Creatively - Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.
7. Scheduling Work and Activities - Scheduling events, programs, and activities, as well as the work of others.
8. Evaluating Information to Determine Compliance with Standards - Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

9. Updating and Using Relevant Knowledge - Keeping up-to-date technically and applying new knowledge to your job.
10. Interpreting the Meaning of Information for Others - Translating or explaining what information means and how it can be used.

N. Required Employee Abilities:

1. Oral Expression - The ability to communicate information and ideas in speaking so others will understand.
2. Written Expression - The ability to communicate information and ideas in writing so others will understand.
3. Speech Clarity - The ability to speak clearly so others can understand you.
4. Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences.
5. Written Comprehension - The ability to read and understand information and ideas presented in writing.
6. Near Vision - The ability to see details at close range (within a few feet of the observer).
7. Auditory Attention - The ability to focus on a single source of sound in the presence of other distracting sounds.
8. Fluency of Ideas - The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
9. Problem Sensitivity - The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

O. At Will Employment: Employment with the School District is not for any period of time, and employment may be terminated at any time at the convenience of the terminating party, with or without cause, and with or without notice. Employment with the School District is not governed by any express or implied contract of employment containing terms different from or inconsistent with those stated in this employment agreement. The terms of this employment agreement may not be modified except in a writing signed by the Superintendent of Schools.

P. Essential Functions: The essential functions of the paraeducator position include (1) regular, dependable attendance on the job to complete the duties in the job description; (2) the ability to perform the identified tasks and to possess and utilize the identified knowledge, skills, and abilities and to perform the identified work activities; and, (3) the ability to perform the following identified physical requirements:

Essential Physical Requirements Para-Educator		Item is not a requirement of the job	Occasional – up to 33% of time	Occasional/Essential – up to 33% of time, absolutely essential to the job	Frequent – between 34% - 66%	Continuous -- over 66% of time
Stamina						
1.	Sitting					X
2.	Walking					X
3.	Standing					X
4.	Sprinting/Running		X			
Flexibility						
5.	Bending or twisting at the neck more than the average person					
6.	Bending or twisting at the trunk more than the average person					
7.	Squatting/Stooping/Kneeling				X	
8.	Reaching above the head		X			
9.	Reaching forward					X
10.	Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)		X			
Activities						
11.	Climbing (on ladders, into large trucks/vehicles, etc.)		X			
12.	Hand/grip strength		X			
13.	Driving on the job		X			
14.	Typing non-stop		X			
Use of Arms and Hands						
15.	Manual dexterity (using a wrench or screwing a lid on a jar)				X	
16.	Finger dexterity (typing or putting a nut on a bolt)				X	
Lifting Requirements						
17.	Lifting up to 10 pounds (Mark all that apply)					
	Floor to waist				X	
	Waist to shoulder				X	
	Shoulder to overhead		X			
18.	Lifting 11 to 25 pounds (Mark all that apply)					
	Floor to waist				X	
	Waist to shoulder				X	
	Shoulder to overhead		X			
19.	Lifting 26 to 50 pounds (Mark all that apply)					
	Floor to waist				X	
	Waist to shoulder				X	
	Shoulder to overhead		X			
20.	Lifting 51 to 75 pounds (Mark all that apply)					
	Floor to waist		X			
	Waist to shoulder		X			
	Shoulder to overhead		X			
21.	Lifting 76 plus pounds (Mark all that apply)					
	Floor to waist		X			
	Waist to shoulder		X			
	Shoulder to overhead	X				
22.	Can load/items weighing over 50 pounds that are lifted or carried be shared, or reduced into smaller loads? YES, usually					
Pushing/Pulling						
23.	25 to 50 pounds				X	
24.	51 to 75 pounds				X	
25.	76 to 90 pounds				X	
26.	Over 90 pounds		X			
Carrying						
27.	10 to 25 pounds				X	
28.	26 to 50 pounds				X	
29.	51 to 75 pounds				X	
30.	76 to 90 pounds		X			
31.	Over 90 pounds		X			

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description and attest to my ability to perform the essential functions of the position:

Para-Educator/Teacher Associate Signature

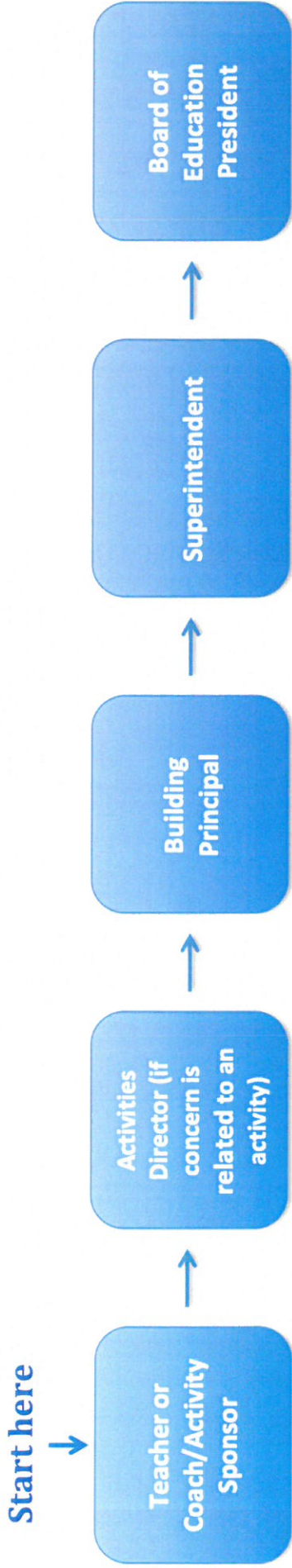
Date

Administrator Signature

Date

Discrimination in the Plattsmouth Community School District is prohibited under Title VII of the Civil Rights Act of 1964. Recognizing the legal, as well as social obligation to make equal employment opportunity a reality, the Plattsmouth Community School District hires and promotes without regard to race, color, gender, national origin, religion, sexual orientation, age, or mental or physical handicap unrelated to job performance. EOE.

PROTOCOL FOR ADDRESSING CONCERNS (Chain of Command)



Going directly to the source of a concern will, in many cases, clear up misunderstandings and resolve the issue. If the issue cannot be resolved at the school level, please contact the Superintendent. If you contacted the teacher/coach, activities director (if the concern is related to an activity), principal, and Superintendent, and the issue was not resolved, please contact the Board President.

The purpose of the protocol is to provide an avenue for concerns to be considered by the individuals identified above and determine whether or not there is a necessity for action. The protocol is not intended to guarantee that the identified individuals will implement all desired actions.

Thank You!



Thank you for your
dedication to students,
their families,
& the district!



Receipt of the 2020-2021 Support Staff Handbook

My signature below acknowledges receipt of the 2020-2021 Support Staff Handbook of the Plattsmouth Community School District. I understand that I am expected to read and understand these provisions. If I do not understand the provisions, it is my responsibility to ask my supervisor, the human resources manager, or the superintendent for clarification.

Acceptable Use of Computers and Networks Administrator, Faculty, and Staff Agreement

In order to make sure that all members of Plattsmouth Community Schools community understand and agree to these rules of conduct for use of the e-mail and Internet systems of the school district, the District asks that you, as an administrator, faculty member, or staff member user, sign the following statement:

I have received a copy of, and have read, the "Internet Safety and Acceptable Use Policy" adopted by the Plattsmouth Community Schools (BOE Policy No. 6800), and I understand and will abide by those district guidelines and conditions for the use of the facilities of Plattsmouth Community Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

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

Employee's Name _____ Building _____

Employee's Signature _____ Date _____

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