



PAPILLION LA VISTA
COMMUNITY SCHOOLS

Be known for greatness

Elementary Student Handbook 2023-24

Table of Contents

Notice of Non-Discrimination	3
Child Find Notice	3
Forward	3
Board of Education Policies & Handbooks	4
Enrollment Requirements	4
Kindergarten Entry	4
Residency, Option Enrollment & In-District Permits	4
Physical Examination Requirements	5
Immunization Requirements	5
Health Services & Student Illness	6-8
School Hours	8
Cancellation of School	9
Parents/Guardians Picking Up Children Before Dismissal & Appointments	9
Kids Club	9
Student Safety & Emergencies	9
Inspection of School Property	9
Nuisance Items	9
Video Recordings	10
Student Absence & Safety	10-12
Early Withdrawal from School	12-13
Visits to School	13
Bicycle Rules	13
School Celebrations, Food/Treats & Gifts	13
School Meals Program	13-15
Student Supports	15
Curriculum	15-16
Assessments and Reporting	16-17
Parent Involvement in Educational Practices	17
Student Technology Use	17
Tobacco/Nicotine Use & Electronic Smoking/Vaporizing Devices	18-19
Student Records & Directory Information	19
Student Surveys	19-21
Student Fees	21-24
Title I Information - Parent Notice	24
Title IX Information	24-32
Student Code of Conduct & Due Process	32-41
Bullying & Harassment	41-42
District Complaint Procedure	42-47
Questions?	47

NOTICE OF NONDISCRIMINATION

Papillion La Vista Community Schools 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. Trent Steele, Director of Secondary Student Services, 420 South Washington Street, Papillion, NE 68046 (402) 537-6214 (trent.steele@plcschools.org)

Employees and Others: Dr. Kati Settles, Assistant Superintendent Human Resources, 420 South Washington Street, Papillion, NE 68046 (402) 537-6206 (kati.settles@plcschools.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 Office for Civil Rights in the U.S. Department of Education (OCR), please contact OCR at One Petticoat Lane, 1010 Walnut Street #320, Kansas City, Missouri 64106, (816) 268-0550 (voice), or (877) 521-2172 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

CHILD FIND NOTICE

The Papillion La Vista Community Schools has an ongoing goal of locating and identifying all children, birth through age 21, who have special needs. The district will provide any child or youth who has a disability an appropriate public education at no cost to the parents of the child. Children or youth with disabilities are those who have developmental delays, hearing impairments or deafness, vision impairments or blindness, emotional disturbance, health impairments, specific learning disabilities, speech and language impairments, intellectual disability, orthopedic impairments, autism, multiple impairments, or traumatic brain injuries. In addition, children and youth with any disability which substantially limits a major life activity may receive accommodations to allow them access to an appropriate education (Section 504 of the Rehabilitation Act).

Papillion La Vista Community Schools requests your help in locating children and youth with disabilities who are eligible to benefit from Special Education or 504 accommodations. If you know of a child or youth who is a resident of the district, who may have a disability and is not receiving needed services, please contact the Director of Special Services, 420 S. Washington Street, Papillion, NE 68046, (402) 537-6221. Also, if you know of someone who may need this notice translated to another language, given orally, or delivered in some other manner, please contact the same person.

FORWARD

This handbook is intended to be used by students, parents, and staff as a guide to rules, regulations, and general information about the Papillion La Vista Community Schools.

Although the information found in this handbook is detailed, it is not intended to be all-encompassing or to cover every situation that may arise during the school day or year. The administration reserves the right to make decisions or rule revisions at any time that reflect the well-being of all students who may or may not be covered in this document or of which may be impacted by the enactment of a new state or federal law. Should a situation arise that is not specifically covered in this handbook, the administration will make a decision based on the law and the common good of the students and staff.

This handbook does not create a “contract.” Each student is responsible for becoming familiar with the handbook and knowing the information contained within. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

BOARD OF EDUCATION POLICIES & HANDBOOKS

Board of Education policies and all student/parent handbooks may be found on school websites and/or the Papillion La Vista Community Schools website www.plcschools.org.

ENROLLMENT REQUIREMENTS

Families should enroll online at www.plcschools.org. The following information is required at the time of enrollment:

- Certified copy of the child's birth certificate
- Proof of address/residency
- Proof of immunizations meeting the State of Nebraska requirements
- Proof of physical exam and vision evaluation within 6 months prior to entry are also required for students entering school at beginning grades (usually Kindergarten), at 7th grade, and for students coming from another state/country

School officials may also require information regarding previous academic information (transcripts, etc.) to determine proper placement.

KINDERGARTEN ENTRY

A child must reach the age of five on or before July 31st of the calendar year to be enrolled in kindergarten. The school district will enroll a child who will reach the age of five between August 1st and October 15th of the year of enrollment if the parent or guardian requests such enrollment and provides an affidavit stating:

1. the child attended kindergarten in another jurisdiction in the current school year; or
2. the family anticipates relocating to another jurisdiction that would allow admission within the current year; or
3. the child has demonstrated through recognized assessment procedures approved by the board that he or she is capable of performing the work of kindergarten. For additional information regarding this assessment procedure, contact the Early Childhood Supervisor at (402) 514-3242.

RESIDENCY, OPTION ENROLLMENT & IN-DISTRICT TRANSFERS

The Board of Education approves attendance boundaries for individual schools within the District using the criteria of safety, educational opportunity, and availability of facilities. For information regarding boundaries contact Student Services at (402) 537-6214 or visit the website at www.plcschools.org. For more information on issues of residency, please contact Student Services at 402-537-6214.

A student whose parent or guardian moves from the District during a school year may be allowed to finish the school year in their current school. Parents must immediately notify their child's school secretary of the change in address and submit an Option Enrollment application for the next school year.

All Option enrollment applications, for the next school year, must be filed with Student Services by March 15th. Class size, staffing, grade-level capacity, building capacity, and enrollment management strategies established by the school administration and/or Board of Education, all are considered when approving or denying applications.

A student whose parents or guardians move within the school district but away from the elementary attendance area assigned to their child's school may continue to attend that school for the remainder

of the school year. Parents must immediately notify their child's school secretary of the change in address. An In-District Transfer form must be filed with Student Services by February 1st to request permission to continue to attend that school the following year if that school is not closed. Decisions about approval of In-District Transfers will be made as outlined in Board Policy 5001.

PHYSICAL EXAMINATION REQUIREMENTS

Nebraska law requires all students entering kindergarten or a beginning grade (pre-K, K, or 1st) have a physical examination prior to the start of the school year, but not earlier than 6 months prior to the start of the school year. A physical examination is also required of students coming from out-of-state.

In addition, children entering school for the first time (Pre-K, K, or 1st) or transferring from out-of-state must obtain a vision evaluation from a licensed medical provider within 6 months prior to entry.

A printed form signed by a licensed medical provider indicating that a physical examination was administered on a specific date shall constitute sufficient evidence of a physical examination. Forms are available from your child's school and on our website. Waivers may also be available in certain situations – contact your school health office if you have questions.

Your school's health office can also provide you with a list of possible low cost or free health clinics in the area that could conduct your child's physical examination and vision evaluation.

IMMUNIZATION REQUIREMENTS

For purposes of compliance with Nebraska immunization requirements, the school shall require the presentation of an immunization history containing the name of the vaccine with the month, day, and year of administration. The most current information regarding Nebraska requirements may be found at: <https://dhhs.ne.gov/Immunization/School-Summary-RR-English.pdf>

Please be sure your student's immunizations comply with the Nebraska requirements. By law, students who do not present proof of immunizations must be excluded from school until such proof has been presented.

A waiver option is the only alternative for enrolling students who do not meet the immunization requirements. The waiver is limited to one of the following:

- A statement signed by a physician, a physician assistant, or an advanced practice registered nurse practicing under and in accordance with his or her respective certification act, stating that, in the health care provider's opinion, the immunizations required would be injurious to the health and well-being of the student or any member of the student's family or household **OR**
- An affidavit signed by a legally authorized representative of the student, stating that the immunization conflicts with the tenets and practice of a recognized religious denomination of which the student is an adherent or member or that immunization conflicts with the personal and sincerely followed religious beliefs of the student.

HEALTH SERVICES & STUDENT ILLNESS

The health services program includes registered nurses and trained health paraprofessionals who are supervised by registered nurses. Each school building has designated personnel who are responsible for first aid, emergency response, medication administration, and minor illness care.

Students who become ill or sustain injuries in school should report to the health office. If there is a need for the student to go home, the health office will inform the parent/guardian or persons

designated as emergency contacts. Serious or life-threatening injuries/illnesses will be sent by rescue squad to the hospital and a parent/guardian or emergency contact will be notified. Please contact the school with any changes in telephone numbers or contact information as soon as they occur.

Additional information regarding school health and welfare—including Health Action Plans—can be found in [Board Policy 5601](#).

WHEN TO STAY HOME

If your student has a temperature/fever (defined as 100.4 degrees or higher), please keep your student home for 24 hours after your student's temperature has returned to normal (without use of fever-reducing medicines such as ibuprofen or acetaminophen). If your student has an unexplainable rash or pink eye, keep your student at home. Please call and ask the nurse if you are not sure. Injuries sustained at home should be treated there. Please keep healthy students in school and ill students at home.

MEDICATIONS AT SCHOOL

The District follows medication administration guidelines established by the Nebraska Department of Health. No employees of the District will administer prescription medication to students or allow students to take any prescription medication without a written order from the child's physician. No over-the-counter medication shall be administered by school personnel without written authorization from the parent(s)/guardian(s). No personnel of the District will make recommendations of or prescribe any medications for students. Decisions regarding any medications taken by students are entirely up to the parent(s)/guardian(s) and their physician.

When a student is required to take medication during school hours that has been prescribed by a duly licensed physician or authorized in writing by the parent(s)/guardian(s), the following procedures are to be followed:

1. All **prescription medication** brought to school must be in the original prescription container, properly labeled, including the student's name, physician's name, and complete directions on administration of the medicine. Prescription medication will be given with written permission from both the parent and the licensed physician. Please note that a current prescription label from the pharmacy will be accepted as the written permission from the physician.
2. **Over the counter medication** will not be administered without written approval from the student's parent(s)/guardian(s). All over the counter medication brought to school must be in the original product container with the label intact.
3. The school district retains the discretion to reject requests for administration of medicine.
4. Please consult with your licensed medical physician on the timing of medication. Some prescriptions can be so written to eliminate the need for giving medication during school hours. Please do not request medication to be given at school before or after school hours since health office staff are not available.
5. The student may deliver medications to the school provided that a parental permission form is on file in the school office.
6. No more than one month's supply of the student's medication should be provided to the school personnel.
7. All medications not picked up will be properly disposed of at the end of the school year or when the student is no longer enrolled in the District.
8. All medications administered at school will be stored in a locked container and/or refrigerator.

Student health information will be shared with appropriate staff as needed. Medication administration forms are available at the school health office or on the district website under health services or at the following link: [Medication Administration Form](#).

COMMUNICABLE DISEASES

The school district follows the guidelines from the Nebraska Department of Health and Human Services. A more detailed listing is available in the health office of each school. Call the health office for your school if you have any questions.

- Chicken Pox - Exclude until all lesions are crusted/dry and the student is without fever.
- Colds - May return if no fever (without the use of fever reducing medication), over acute stage (sneezing, excessive nasal discharge, sleepiness, uncontrollable coughing).
- Pink Eye (Conjunctivitis) - May return when eye is normal in appearance or with written physician approval.
- Fifth Disease – Exclude until fever and malaise are gone. May return when no longer contagious (once the rash appears).
- Pertussis (whooping cough) – Exclude until written physician approval. Exclude inadequately immunized close contacts. Antibiotic treatment is necessary. Report any possible pertussis illness to the school as soon as a case is suspected.
- Impetigo - Exclude until lesions are treated, acute symptoms resolved, or with written physician approval.
- Lice (head or body) - Students with live lice will be sent home for treatment. May return to school after treatment. (Provide school with verification of appropriate treatment method – box or bottle of treatment used).
- Ringworm - If affected areas cannot be covered with clothing/dressing during school, the student will be excluded until treatment starts.
- Strep infections – Exclude until fever free (without the use of fever reducing medication) and under treatment for 24 hours.
- Staph infections (MRSA and others) – Students with confirmed staph infections must keep the lesions covered at school. Proper hygiene, hand washing and avoidance of sharing personal items is necessary.
- Influenza – Exclude for duration of illness and fever free (without the use of fever reducing medication).
- COVID-19 – Guidance from the Sarpy County Health Department will be followed.

HEALTH SCREENINGS

Various health screenings are required by Nebraska law, including vision, hearing, height, weight, and dental. Individual students and complete grade levels will be screened in compliance with the guidelines set by the Nebraska Department of Health and Human Services. Health office personnel and selected assistants will conduct the screenings. Parents/guardians will be contacted by the school nurse if their student does not pass a screening with a recommendation for a more thorough follow up assessment. Parents/Guardians who do not wish for their child to be included in a screening must provide the school principal a statement, signed by a physician, stating the child has undergone a physical inspection assessing the required areas within the past 6 months.

CONCUSSIONS

Please notify your school health office if your student has a concussion. The student may return with information from a licensed medical provider. Information provided should include any recommended accommodations/limitations for the school to consider regarding resumption of classroom/learning activities, and/or physical activities (PE, etc.). Return to Learn and Return to Play protocols have

been established. Please refer to Board Policy 6207 or contact your school's health office if you have questions.

STUDENT ALLERGIES

Due to the increasing number of students with allergies to certain foods, animals, or other materials, please do not bring homemade foods or family pets into schools. Principals have the authority to restrict foods or pets from school campus. See below for specific procedures regarding animals at school.

ANIMALS AT SCHOOL

Animals are not allowed in school district buildings or on school district property without the written permission of the superintendent or their designee except as provided in this policy or as otherwise required by law.

I. Use of Animals for Instructional Purposes

Animals that support a district program or curriculum or that are used for instructional purposes are allowed in school district buildings or on school district property with the written permission of the superintendent or building principal.

II. Service Animals

The school district does not permit discrimination against individuals with disabilities, including those who require the assistance of a service animal. An individual with a disability is permitted to be accompanied by his/her service animal on school property when required by law, subject to the conditions of this policy.

Service Animal. A "service animal" is a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

Request. A person who wants to be accompanied by his/her service animal must submit a written request form to a principal or superintendent. The request form can be found in Board policy 5606. These requests must be renewed each school year or whenever a different service animal will be used. Service animals will not be allowed in school buildings or other school property until the school has approved the request.

More information regarding procedures for service animals can be found in Board Policy 5606.

SCHOOL HOURS

8:05 A.M.	Tardy Bell Rings
8:10	Instruction Begins
3:00	Dismissal of Bus Students (if applicable)
3:05	Student Dismissal

Students should not arrive on school grounds before the designated time at your child's school.

CANCELLATION OF SCHOOL

The school district will use our automated calling system to notify all parents of school cancellations/changes. This information will also be posted on social media (Facebook, Twitter, and the District website) and shared with local media (television/radio). Parents are asked to refrain from calling the school for information regarding school closings.

LATE START

It is possible that due to weather or other conditions the Papillion La Vista Community Schools may utilize a two hour late start. This decision will be made based on conditions and communicated the night before or the morning of the late start day.

All schools will start two hours later than normal. If you receive PLCS transportation (bus or van), please plan on the late start pick up time to be exactly two hours later than normal. If you get picked up at the bus stop at 7:00 a.m., your pick up time will move to 9:00 a.m.

If there is a late start, no school activities will happen before the two hour start time. All after school activities will proceed as normal.

PARENTS/GUARDIANS PICKING UP BEFORE DISMISSAL

Parents/guardians must come to the school office to sign their child out of school if they are to be released before dismissal or for appointments (doctor, dentist, etc.).

KIDS CLUB

The Papillion La Vista Schools Foundation operates Kids Club, a before and after school childcare program, in every elementary school. For additional information about availability of the Kids Club Program in your child's school, contact the Kids Club program administrator at (402) 829-1340.

STUDENT SAFETY & EMERGENCIES

Each building has plans and procedures to deal with emergencies such as severe weather, fire, building evacuation, intruders, school bus safety, etc. Each building also reviews safety plans annually. Those plans are reviewed by the school district and area law enforcement annually.

An automated communication system (phone call, text, email, app notifier, social media, etc.) is also used to communicate information to parents/guardians as the situation requires. Please let the district know if your contact information changes, or if you'd prefer to be removed from portions of this automated communication system.

INSPECTION OF SCHOOL PROPERTY

The School District exercises exclusive control over all school property including vehicles, buildings, and grounds. This includes student lockers, desks, and other property owned by the school, as well as any items placed in school property by students. School property is subject to be searched by school officials at any time. Designated school officials also have authority to search student's clothing, backpacks, or other property brought onto the school grounds upon reasonable suspicion of a dangerous situation or a violation of school policy.

NUISANCE ITEMS

Students may bring personal items to school only if they serve a school purpose as identified by the classroom teacher or building administrator. It is the child's responsibility to bring and return these items safely and without causing distraction to the school environment. Cell phones must be turned off inside of school and kept in a location designated by the administrator. Students may not use cell phones during the school day without permission from the building administrator. The school cannot accept responsibility for broken or stolen personal items. If personal items become classroom nuisances, they will be confiscated. Check with your child's teacher or principal if you have questions or to seek additional guidance. Teachers and/or principals may prohibit or seize any personal item on school property. Parents may be required to pick up items taken and disciplinary action may be taken as a result.

RECORDINGS

No person is permitted to make surreptitious recordings on school grounds unless authorized by the administration. Students generally are not permitted to record classroom instruction or members of the school community during the school day without the express consent of a staff member or as required by the student's education plan.

SECURITY CAMERAS

Video security devices may be located in public areas in school facilities and on school grounds, as well as in district owned or contracted student transportation vehicles. These cameras are present to assist school officials in providing a safe learning environment for all students. Students should know that they have no expectation of privacy in those places where cameras are installed.

DESIGNATION OF LAW ENFORCEMENT UNITS

The District designates the Papillion Police Department, La Vista Police Department, Bellevue Police Department, Omaha Police Department, Nebraska State Patrol, and Sarpy County Sheriff's Department as the District's law enforcement units for purposes of:

- A. Enforcing any and all federal, state or local law.
- B. Maintaining the physical security and safety of the schools in the District.
- C. Maintaining safe and drug free schools.
- D. Contracting for specific services to be conducted for educational and safety purposes.

The District designates its building principals collectively as the District's "law enforcement unit." Each building principal is a law enforcement unit officer who is: (1) authorized to refer possible violations of any local, state, or federal law to Papillion Police Department, La Vista Police Department, Bellevue Police Department, Omaha Police Department, Nebraska State Patrol, and Sarpy County Sheriff's Department; and (2) charged with maintaining the physical security and safety of the District.

BUS & TRANSPORTATION SAFETY

All elementary students will receive instruction regarding bus safety. Such instruction will include safe riding practices as well as participation in emergency bus evacuation drills. Students are expected to follow the same standards of conduct and safety on a school bus as for the classroom. Violations of these standards of conduct may result in suspension of bus/transportation privileges.

STUDENT CLOTHING

Children should dress appropriately for school and weather conditions. Students will typically go outside for recess except when wind chills are below zero degrees, when lightning is in the area, or when it is raining. Clothing that disrupts the learning environment is not permitted. Some, but not all, examples may include drug/tobacco/alcohol advertisements, offensive/profane language, derogatory remarks, offensive messages about others/groups, gang messages, etc. Clothing such as tank tops, shorts, leggings, compression shorts, etc., may be prohibited if they do not appropriately cover the student. Building principals determine what is inappropriate or disruptive. Students wearing such items will be required to change into something acceptable. Families are encouraged to label coats, hats, boots, gloves, etc.

REPORTING STUDENT ABSENCES & SAFETY

Parents/guardians should contact the school prior to 8:30 A.M. each day their child is absent. If no call/contact is received, the school will contact the parents/guardians and any emergency contacts provided by the parent/guardian to locate the child. For the safety of your child, law enforcement may

be contacted to complete a well check. Principals may request verification from physicians for students who have absences due to medical issues/conditions.

ATTENDANCE/ABSENCES

Attendance records are included in students' permanent records. Frequent absences from classroom learning experiences disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost and is difficult to regain even during post-absence make-up sessions and/or homework.

A child is of mandatory attendance age if the child (a) will reach six years of age prior to January 1 of the current school year and (b) has not reached eighteen years of age. Information about possible exceptions may be obtained from your child's principal and/or the Director of Student Services.

Attendance Officer

The building principal is identified as the attendance officer in each building. The Principal may work collaboratively with the social worker, counselor, nurse, psychologist, teachers, and other key staff to promptly address attendance concerns. This may include working with the student/parent(s) to investigate barriers to regular attendance, develop a collaborative plan designed to improve attendance, and report cases of excessive absences to the county attorney.

Reporting Absences

Parent(s)/guardian(s) are required to notify the school if the student will be absent prior to 8:30 A.M. If the school has not received a call, the school shall call the parent/guardian or other contacts provided by the parent/guardian to verify the student's whereabouts. Phone calls or notes from parent(s)/guardian(s) may be accepted as verification for absence. Principals may request verification from physicians for students who may have absences due to medical issues/conditions.

Absences from School - Definitions:

An absence from school will be reported as: 1) an excused absence or (2) an unexcused absence. Students who are absent from their assigned classroom, but who are still in attendance at school or in a school activity may be recorded as 'waived' and such absence from class will not be counted as 'excused' or 'unexcused.'

Excused Absence is an absence for which there is a valid cause known and approved by the Principal or designee and confirmed by telephone or attested to in writing, signed by a parent/guardian either before or within 2 school days after the date of the absence. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.

The principal shall have the discretion to deny approval of any absence depending on the circumstances for each specific student (frequency of absence, academic status, test/work missed, and family trips that could occur during non-school times.) An absence for any of the following reasons may be excused, provided the required procedures have been followed:

- Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents)
- Illness which causes a student to be absent from school
- Doctor or dental appointment which requires the student to be absent from school
- Court appearances that are required by a court order
- School sponsored activities which require students to be absent from school
- Other absences which have received prior approval from the Principal, and
- Suspension or expulsion from the school building

Unexcused Absence is an absence which is not excused by the parent or school administrator. An absence for which there is no valid cause known to the principal or designee, confirmed by telephone or attested to in writing, signed by a parent/ guardian either before, or within 2 school days after the date of the absence will be recorded as 'unexcused.'

Any absences from school due to illness that extend beyond 3 consecutive school days may be recorded as 'unexcused,' unless the illness causing such absences is confirmed in writing by a licensed physician or the equivalent.

A student who engages in any unexcused absences may be considered truant as per Nebraska law. Truancy is also a violation of school rules and may require disciplinary consequences.

Excessive Absence/Notifications

The principal or designee shall contact the parents/guardians of any student who has missed 5, 9, and 15 days of school or the hourly equivalent to inform parents of the possible negative impact that further absences from school may have on the student's academic success.

At any point, the principal and/or designee may request one or more meetings with the parent/guardian for the purpose of addressing barriers to attendance. A collaborative plan will be developed to reduce barriers and improve attendance. If the parent/guardian refuses to participate in such meetings, the principal shall place documentation of such refusal in the child's attendance record. The collaborative plan shall consider, but not be limited to:

- Illness related to physical or behavioral health of the child
- Educational counseling
- Educational evaluation
- Referral to community agencies for economic reasons
- Family or individual counseling
- Assisting the family in working with other community services
- Referral to restorative justice practices or services

Involvement of County Attorney

The school may report to the county attorney when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per year. The school shall notify the child's family in writing prior to referring the child to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. A report to the county attorney may also be made when a student otherwise accrues excessive absences.

Any student who is absent for 30 consecutive school days, and whose building administrator has undertaken all required procedures to eliminate barriers to attendance, may be automatically disenrolled from Papillion La Vista Community Schools unless continued enrollment is required by state or federal law. Disenrolled students may seek admission and re-enrollment in Papillion La Vista Community Schools consistent with the procedures set forth above.

TARDINESS TO SCHOOL OR CLASS

Students are encouraged to arrive promptly to school to ensure a good start for the day. Chronic tardiness (arriving to school late and/or arriving to a class period late) can be disruptive to the

student's learning experience. Prompt and regular attendance is an important factor in a student's success in school.

EARLY WITHDRAWAL FROM SCHOOL

Any student who is enrolled in school and has not reached 6 years of age by January 1 of the current school year may be withdrawn from school voluntarily by the parent. An application for such a withdrawal must be submitted to the Superintendent on an established form. See Board Policy 5102 for further information.

VISITS TO SCHOOL

For the safety of students and staff, all visitors must report to the office and must wear an assigned name tag while visiting school. Parents/guardians are welcome and should make arrangements in advance to visit their child's school. If approved, a visit should be limited to one instructional period or determined at the principal's discretion. Visits may be restricted by the building principal if it may create a risk or disruption to the educational environment. The building principal has the right to limit and/or restrict visitations during certain periods or activities.

BICYCLE RULES

- Bicycles must be always maintained in a safe operating condition.
- Students must walk their bicycles through the crosswalks. Students must walk bicycles to bike racks when they reach the school grounds.
- Bicycles must be parked in a uniform manner using the bicycle racks provided. If the bicycle racks are full, stand the bicycles upright in a line. Bicycles may not be ridden on school grounds from 8:00 a.m. to 5:00 p.m. on school days.
- Students should ride their bicycles in single file on the right side of the street.
- In the City of La Vista, bicycles must be licensed when riding to and from school.
- Motorized bikes and scooters are prohibited on school grounds.

Violation of the above rules may result in the child not being permitted to ride his/her bicycle to school.

SCHOOL CELEBRATIONS, FOOD/TREATS & GIFTS

Schools may have up to three classroom parties. These are often held in the fall, at the end of the first semester, and in the spring. Assistance with these celebrations varies at each building (parent volunteers, PTO, etc.). Restrictions/limits regarding food may be in place at the principal's discretion, and no homemade food is allowed.

Birthday parties should not take place at school. Invitations to birthday parties or other family/social events outside of school should not be distributed at school.

SCHOOL MEALS PROGRAM

We are committed to offering nutritious meals to students each day. Your child is invited to join us for lunch where we will provide a meal which meets one third of the Recommended Dietary Allowances for key nutrients and includes an entrée, vegetable, fruit, grain, and milk. For your convenience, our menus can be viewed on the School District app or on our District Website at www.plcschools.org.

School breakfast is available at some elementary schools. Breakfast is planned to meet one fourth of the Recommended Dietary Allowances for key nutrients and includes grains, protein, juice, fruit, and milk. Our grab and go style breakfasts are planned for your convenience and offered just before school, starting at approximately 7:45 a.m. Breakfast menus are located on the District app and website.

Each student has a meal account which is accessed at the cashier station. Parents may deposit money for school meals directly into their student's account via our online system. For detailed instructions on enrolling in the online system, visit the District website in the Parents, School Meals, Online Meal Accounts section or go directly to the student meals family portal at linqconnect.com. Cash or checks are also taken for deposit into the meal account in the morning before school starts or at the cashier station while purchasing lunch. Parents can check account balances at any time on the district app or by checking online at linqconnect.com.

To give the opportunity to make some choices and help reduce food waste, students can refuse a few items at breakfast and lunch if they wish. Our staff assist elementary students in making these choices while encouraging them to select a healthy meal.

Meal prices are approved by the Board of Education each summer and are posted on the website following approval.

We have established meal charge procedures that describe how parents are notified of low or negative meal account balances. These procedures are distributed annually to parents at the beginning of the school year.

Families can qualify for free or reduced-price meals if they receive SNAP or TANF benefits, qualify for other programs, or if their income is below certain limits. An Application for Free/Reduced Price Meals can be completed online or with a paper copy of the application. Applications can be found in the School Meals section of the District website. Paper copies are available at the school or by calling 402-537-6250.

If you have questions about our programs, please contact the Food Service Office at 402-537-6250.

U.S.D.A. 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 (including gender identity and sexual orientation), 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.

STUDENT SUPPORTS

Papillion La Vista Community Schools provides multi-tiered supports for students in addition to general classroom instruction. Such supports may include the following:

- Alcohol & Drug Education Instruction
- Comprehensive Special Education Program
- Cooperation BEST/School to Career
- D.A.R.E.
- English Learner Program
- Preschool Programs
- High Ability Learner Program
- Social Emotional Learning
- School Social Workers
- Librarians
- Paraprofessional Support
- Elementary Counselors
- Physical Education Teachers
- Title I Reading Teachers (in designated schools)
- School Nurses
- School Psychologists
- Speech-Language Pathologists
- Instructional Coaches
- Music Teachers
- Art Teachers

CURRICULUM

The district provides a comprehensive educational program, and our program is continually monitored and regularly revised. PLCS curriculum is aligned and developed based on the Nebraska State Standards. Major revisions are conducted every seven years with the release of new standards. For detailed information about curriculum, please check the district website at www.plcschools.org.

Art: Our goal is to develop an appreciation for beauty and to reinforce artistic skills in various areas. Objectives and activities which introduce art into other curriculum areas are developed at each grade level through art education. Art provides growth of visual awareness, increased imaginative ability and critical thinking skills.

Technology: The purpose of technology is to fuel an innovative school community that enhances student learning. Effective use of technology will lead to the development of students who think more critically, collaborate more skillfully, solve problems more creatively and have a broader range of communication skills they can use in an ever-changing world. All classrooms will have access to technology tools to effectively develop these skills in our students.

D.A.R.E.: Sixth grade students take a one-period per week, 9-week class taught by local law enforcement officers that involves both alcohol and drug education and prevention.

Field Trips: Children may be taken on field trips that require transportation. Walking trips within the school area are considered a part of schoolwork and may be taken without written parental consent. A classroom teacher and usually one or two other adults supervise all field trips.

High Ability Learner Program (HAL): The HAL Program is committed to developing the unique strengths of gifted and talented students. Students are encouraged to attain the highest level of achievement possible in their unique talent area and to enhance their social responsibility and

adjustment. Primary emphasis has been in regular class/program enhancement by helping teachers to recognize and accommodate individual strengths without pullout programs.

School Counseling: The elementary school counseling program is designed to provide support to students in academics, career awareness, and social/personal skills. School counselors facilitate activities to develop these skills for all students in their regular classrooms. Drug Abuse Prevention and Sexual Abuse Prevention Lessons are coordinated and provided by the school counselors, as well as individual and small group counseling support, as needed on a short-term basis.

Language Arts/Reading: Students are involved daily in the reading workshop with large and small group lessons and individual reading opportunities using a variety of materials. Phonemic awareness, phonics, word study, fluency and comprehension are all a focus during reading instruction. Throughout the Writer's Workshop Model, students understand the process of writing including planning, drafting, editing, revising, conferencing, and publishing.

Math: The focus of the elementary math program is to develop students' critical thinking and problem-solving skills. Our goal is to provide students with many opportunities to make connections and real-world applications of acquired mathematical understandings.

Library: School libraries are available in each building, providing a well-balanced selection of print and digital materials. School librarians provide materials, services, and programs to provide opportunities for the student to reinforce, extend, and test learning initiated in the classrooms.

Music: The elementary music program builds a foundation with opportunities for student involvement to encourage appreciation and self-expression. Instrumental music begins in the 6th grade.

Physical Education & Health: Physical education enhances social, psychological, and emotional development, as well as the physical well-being of the student. All grades participate in regularly scheduled activities organized on a developmental continuum. Promotion of life-long fitness activities is an integral part of the learning process.

Science/Health: The purpose of science education is to develop scientifically literate students who understand science and how to effectively apply this knowledge to everyday living. Students will develop and understand the skills and concepts of the scientific process, demonstrate learning through the development of their inquiry skills, manipulate scientific tools and equipment, and are able to use problem solving techniques.

Social Studies: The social studies program provides a basis for students to become informed, knowledgeable, and responsible citizens in a changing world. Throughout the elementary program students will develop an appreciation of social heritage, a perspective for evaluating world issues and an understanding of the democratic process. Economics, geography, history, and civics are integrated in the studies at each grade level.

Special Education: Special education is designed to provide comprehensive services in the least restrictive environment and whenever possible in the regular classroom setting. Most students are served in their neighborhood school and in an age-appropriate environment. Collaboration and inclusion are used to provide educational and related services whenever possible. Special programs are available for students with disabilities from birth to age 21. The goal of these services is to develop each student's skills to his/her maximum potential.

ASSESSMENTS & REPORTING

Students take classroom-based assessments, which are aligned to your child's curriculum. These classroom-based assessments are used to help measure what students know and can do in language arts, math, science, and social studies. Teachers share assessment results with students on an ongoing basis. Student progress is reported to parents through report cards and at conferences in the fall and spring. Students in grades K-6 are administered a norm-referenced test – Measures of Academic Progress (MAP Growth) up to three times a year. The results of this assessment assist in determining your child's instructional level and to measure academic growth throughout the school year across content areas. The 50th percentile rank is the national average for comparative purposes. Results of the MAP assessments are sent home and should only be considered with other information about your child's performance. Parents are encouraged to examine daily work, review progress reports from school, and participate in parent-teacher-student conferences to get the best picture of their child's performance in school. In the spring, students in grades 3-6 are required to take the Nebraska Student-Centered Assessment System (NSCAS) assessments in English language arts (ELA) and math. Students in grade 5 also take the NSCAS science assessment. Results of the NSCAS assessments are sent home in the fall of the next school year once they are released by the Nebraska Department of Education.

Communication: Parent-teacher-student conferences are held in the fall and the spring. At the conferences, teachers share student work, provide assessment information, set goals with parents and students, and provide opportunities for input. Students are encouraged to share insights into their own progress. Individual consultation with your child's teacher is always available upon request through personal contacts, phone calls, or e-mail.

Report Cards: The purpose of the report card is to provide information about your child's progress toward grade level standards and course content. Factors such as effort, work skills, and social skills are also communicated to parents. A report card is provided quarterly and is meant to be one of many forms of communication between the school and home.

PARENT INVOLVEMENT IN EDUCATIONAL PRACTICES

We are committed to working with parents and the community to ensure a positive educational program for our students. Board policies and procedures are established in the areas of parental access to textbooks and curriculum materials, school courses and instructional activities, parental access to records, student participation in surveys, parents' rights in cases of programs or activities they may find objectionable, and student participation and handling of testing information.

These procedures reflect the district's strong support for working with parents and families, maintaining a positive classroom environment and recognizing teachers' responsibilities for instructional activities.

Parents who have questions about any specific issues should contact their child's teacher or principal. Board policy also provides specific information regarding these concerns.

STUDENT TECHNOLOGY USE

Technology used at Papillion La Vista Community Schools will enhance the learning experience as dictated by the approved curriculum and mission statement of the school. The District intends that the use of the campus computer system, network and other technology promote greater academic collaboration and communication throughout the school community. The educational program includes activities which educate students about bullying, bullying prevention and digital citizenship. Any unauthorized use that affects the operation or performance of the system is prohibited.

The District will adhere to all copyright and legal responsibilities as defined by federal and state laws. Students will adhere to the laws, policies and rules governing computers including, but not limited to, copyright laws, rights of software publishers, and license agreements. Students may not use any technology device provided by the School District to commit acts of terrorism, assault, threats and or to violate others' rights.

The District will treat records that exist in electronic form in the same manner as other records are treated pursuant to state and federal law.

The following items will help ensure proper use of programs and files within the district:

- The District will comply with license agreements and/or policy statements contained in software packages used by the District. Questions about compliance with license agreements or use of a software package will be resolved, with the assistance of or through, direct negotiations between the Director of Information Technology and the software publisher or copyright holder.
- The District will provide licensing for products considered essential to district use. This includes but is not limited to a Productivity Suite, a student information system, Email, and Finance System.
- The District will filter internet sites required by the Children's Internet Protection Act and others deemed to be inappropriate.
- Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.

Inappropriate use of technology includes but is not limited to:

- The download or use of illegal copies of copyrighted material.
- The use of offensive material. This includes displaying or transmission of sexually explicit images, messages, or cartoons; racial slurs or acts of terrorism, assault or threats.
- Use for the purpose of solicitation or proselytization for commercial, religious, political personal or any other non-student-related activity.
- Unauthorized use of District computers in an attempt to gain access to inappropriate or unsanctioned material.
- Inappropriate use of email. The district provides email for all staff and students. Email will not be used to transmit offensive or damaging material. Use of private email accounts by students is forbidden.
- Indirect access to network services. Including using personally owned network equipment or computer equipment to bypass the network filter (smart phones, tablets, etc.).

Cyberbullying

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, text messages, digital pictures or images, or web site postings including blogs.

Students or staff who feel that they have been the victim of such misuses of technology should not erase the offending material from the system. They should print a copy of the material and immediately report the incident to a school official. All reports of harassment in cyberspace will be investigated fully. Consequences for engaging in this type of misconduct may include, but are not limited to, the loss of computer privileges, confiscation of cell phones, detention, suspension, or expulsion from school. Law enforcement may also be contacted and involved.

TOBACCO/NICOTINE USE & ELECTRONIC SMOKING/VAPORIZING DEVICES

The policy of Papillion La Vista Community Schools prohibits students from the use, possession, distribution and/or sales of nicotine products on or adjacent to school property (including while in a vehicle), in a school bus or van, or as a participant of school related/sponsored activities. Lighters, matches, smoking paraphernalia, cigarette/cigar packages, and/or chew/snuff tins, electronic/vaporizing devices are also included in this policy. These items will be confiscated, and disciplinary action will be taken.

Definition of Smoking: Smoking consists of, but is not limited to, being seen holding a lit or unlit cigarette, electronic/vaporizing device, cigar or tobacco, or being seen throwing a cigarette, cigar or tobacco away, or being seen with smoke coming out of the nose or mouth, or being in a restroom stall or car with smoke/vapor rising out, or admitting to having smoked and/or chewed tobacco, including electronic/vaporizing devices on or adjacent to school property or at a school related/sponsored activity.

STUDENT RECORDS & DIRECTORY INFORMATION

The Superintendent is responsible for establishing administrative procedures regarding compiling, maintaining, releasing, and accessing student records. The procedures shall follow the Family Educational Rights and Privacy Act (FERPA), the Protection of Pupil Rights Amendment (PPRA), and Nebraska Law and Regulations.

Procedures can be found in [Board Policy 5501](#) (Student Records), [Board Policy 1201](#) (Directory Information), and [Board Policy 1202](#) (Records Retention).

CHILDREN'S ONLINE PRIVACY AND PROTECTION ACT

The Papillion La Vista Community Schools utilizes a variety of software applications and web-based tools operated by third party vendors to support student learning. These instructional supports are vetted by district staff to ensure they are compatible with the goals of the Papillion La Vista Community Schools. The Papillion La Vista Community Schools supports teaching and learning by allowing staff and students to access applications, websites, and online services operated by third parties. These include Google Apps for Education, Pearson web-based products, Houghton Mifflin web-based products and numerous other educational tools.

In using websites and other online tools, school district staff will comply with the Children's Online Privacy and Protection Act (COPPA), including the following:

1. Except as provided below, the school will not allow companies to collect personal information from children under 13 for commercial purposes.
2. The school will make reasonable efforts to disable advertising in educational computer applications.
3. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

Parents with questions regarding the use of websites and other online instructional supports for their child are encouraged to contact the principal at their child's school building.

STUDENT SURVEYS

The Protection of Pupil Rights Amendment (PPRA) affords parents the following rights regarding the District's use of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
 - a. Political affiliations or beliefs of the student or student’s parent;
 - b. Mental or psychological problems of the student or student’s family;
 - c. Sex behavior or attitudes;
 - d. Illegal, anti-social, self-incriminating, or demeaning behavior;
 - e. Critical appraisals of others with whom respondents have close family relationships;
 - f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - g. Religious practices, affiliations, or beliefs of the student or parents; or
 - h. Income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of:
 - a. Any other protected information survey, regardless of funding;
 - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 - c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. Inspect, upon request and before administration or use;
 - a. Protected information surveys of students;
 - b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - c. Instructional material used as part of the educational curriculum.

Parents shall be notified of these requirements in writing, at least annually at the start of each school year and after any substantive changes are made. Parents will be notified when students are scheduled to participate in the specific activities or surveys noted below and will be provided an opportunity to opt his or her child out of participation in the specific activity or survey.

For surveys and activities scheduled after the school year begins, parents will be provided reasonable notification of the planned activities and surveys listed below and will be provided an opportunity to opt their child out of such activities and surveys. Parents will be provided an opportunity to review any pertinent surveys in advance. Following is a list of specific activities and surveys covered under this requirement:

1. Administration of any protected information survey not funded in whole or in part by ED.
2. Any non-emergency, invasive physical examination or screening as described above.
3. Collection of Personal Information from Students for Marketing:
 - a. The term “personal information” means individually identifiable information including
 - i. student’s and parent(s)’ first and last name;
 - ii. home or other physical address;
 - iii. telephone number; and/or
 - iv. social security number.
 - b. No school official or staff member shall administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or for selling that information.

- c. This policy does not apply to the collection, disclosure or use of personal information for the exclusive purpose of providing educational services to students, such as the following:
- i. post-secondary education recruitment;
 - ii. military recruitment;
 - iii. test and assessments to provide cognitive, evaluative, diagnostic or achievement information about students; and/or,
 - iv. digital resources to support student learning which include, but are not limited to, cloud-based applications and programs,
 - v. student recognition programs.

Parents who believe their rights have been violated under this Policy and Procedure may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, DC 20202-5090

STUDENT FEES

PART ONE:

No fees shall be charged to students, nor shall materials be required from students, for their participation in any school-related course or activity, whether curricular or extra-curricular except as expressly permitted below.

Specific lists of fees to be included in the student handbook can be found in Board of Education Policy 3307 found at the following link: [Policy 3307](#)

Extra-curricular activities and spectator events:

Fees may be charged for participation in extracurricular activities and to spectators of extra-curricular activities. Each school building shall annually submit its extra-curricular fee list to the District for approval and publication in that school's handbook.

- Fees may be charged for participation in extracurricular activities. Extra-curricular activities are those activities or organizations where student participation is voluntary and does not count toward graduation or advancement between grades.
- Clubs, teams and organizations for which there may be a fee required for participation may also, as a club, team or organization, decide to make purchases, and may fundraise and/or seek donations according to District policy to assist in the funding of such purchases, which may include, but is not limited to, apparel and trips. The decision of an organization to fund purchases is not a fee charged by the District.
- Fees may be charged for admission to, and transportation to and from, school District activities and events that do not count toward graduation or advancement between grades, where student participation is voluntary.
- A school may sell activity tickets which permit students to attend school District activities and events that do not count toward graduation or advancement between grades.
- Field trip fees may only be charged if participation by the student is voluntary and it does not relate to the required curriculum or if the field trip occurs after school hours and does not count toward school attendance.
- Specialized equipment or attire may be required of the student for extra-curricular activities.

Minor personal consumable items:

The district may require students to be responsible for the purchase of minor consumable items that are used by the student throughout the school year. The district will establish a master list of those items, which are considered minor personal consumable items, which may be required. Each school building shall choose those items on the list which will be required of students attending the school. No item, which is not on the building's list, will be required. Each school shall annually submit its list of required personal consumable items to the district for approval and publication in that school's handbook.

- Schools may stock required personal and consumable items and make such items available to students for voluntary purchase; however, schools may not require students to purchase an item directly from the school or a teacher.
- If a student is unable to provide the minor personal consumable item required the school may, as appropriate, supply the item to the student.

Materials for course project:

Certain courses for which credit is granted and/or count for advancement between grades utilize materials for projects which become the property of the student. Schools may require students to provide those materials. Students may, with teacher's permission, supply additional materials or products for their own personal use for projects that become the personal property of the student upon completion of the course or unit. Whether a student is permitted to provide additional materials or products will be at the sole discretion of the district.

Clothing:

In addition to school guidelines about general appropriateness of attire, school buildings may require students to furnish and wear non-specialized clothing meeting general guidelines for the specified courses and activities if the guidelines are reasonably related to the course. Each school's clothing guidelines shall be submitted to the district for approval and publication into the student handbook.

Musical Instruments:

Students who take an elective instrumental music course shall be required to supply their own instrument and may be required to supply their own music stand except those students who qualify under section 3 of this policy. For those students qualifying under section 3, the District shall not be required to provide for the use of a particular type of musical instrument for any student. The district shall supply the music for such courses.

- Personal supplies related to musical instruments including, but not limited to, items such as reeds, cork lubricant, pipe cleaners, cleaning cloths and other supplies of general upkeep and considered personal consumable items shall be the responsibility of the student. If a student is not able to provide the personal consumable item required, the school may, as appropriate, supply them to the student.
- Schools may require students to furnish their own musical instruments, stands, music and specialized attire for participation in extracurricular music organizations and activities.

Lost or damaged school property:

A school may require a student to reimburse the school district for repair or replacement of school district property, which is entrusted to the student and is lost or damaged, as well as property of the district damaged through the acts of a student.

Yearbook, class rings and other optional purchases:

Students may be charged for the purchase of items such as yearbooks, class rings, class sweatshirts, graduation announcements and other such voluntary purchases.

Food:

Students may be charged a fee for the purchase of breakfast or lunch.

Summer school:

The district may annually set fees for student participation in classes offered during the summer.

Student files and records:

Fees may be charged for copies of student files or records.

PART TWO:

Student Fee Fund:

Some fees, according to board policy, shall be deposited into the Student Fee Fund and expended for the purpose for which they were collected from students.

PART THREE

Waiver of Student Fees:

Some fees that are charged in *PART ONE*, may be waived for students who qualify for participation in the free or reduced-price lunch program under United States Department of Agriculture child nutrition programs. Students shall be asked to have a waiver signed allowing access to the District's free and reduced price lunch information or provide information relative to family income so that such eligibility may be determined.

Students wishing to exercise their right to the waiver provision of this policy shall notify the appropriate teacher, their counselor or the appropriate administrator of their eligibility. If the student does not participate in the free-reduced priced lunch program or has not waived the confidentiality of free-reduced status for the purpose of fee waivers as presented on their original free and reduced price lunch application, a determination of eligibility will be made by securing from the parent/guardian the necessary financial data to make the determination.

Fee Waiver Procedure

Students believing they are eligible for a waiver of identified fees will be granted such a waiver based upon the following events:

- The Director of Food Service will prepare, upon request, a list of students who participate in the free/reduced lunch program and have waived their right to confidentiality for this purpose. The list will be by building. If the student's name appears on this list, the waiver is to be granted. If the student's name does not appear on the list, the following steps must be completed:
 - If the student indicates they do participate in the free/reduced lunch program, a Waiver of Confidentiality form should be signed by the parent/guardian and returned to the school. These forms should be faxed or delivered to the Director of Food Service and he/she will notify the school as to the student's eligibility status.
 - If the student does not participate in the free/reduced lunch program, the free/reduced application form and waiver of confidentiality form should be sent home for the parent/guardian to complete. When returned, these forms should be faxed or delivered to the Director of Food Service and he/she will notify the school relative to their

qualification. If faxed, the original still needs to be forwarded, as it is required by Child Nutrition Services, Nebraska Department of Education.

- If the application timing does not allow for verification prior to the necessary deadline, the student shall be granted the waiver until the determination is complete.

TITLE I INFORMATION – PARENT NOTICE

As a parent of a student who attends the Papillion La Vista Community Schools, you have a right to know the professional qualifications of the teacher who instructs your child. This is a requirement for all districts that receive Title I funds. Federal law allows you to request the professional qualifications of your child's teacher and the paraprofessional who works with your child and for the district to provide you with this information in a timely manner upon request. In a Title I building, the paraprofessionals must meet highly qualified requirements prior to employment. Please contact Dr. Kati Settles, Assistant Superintendent of Human Resources, at 402-537-6200 to request information.

TITLE IX (including sexual discrimination/sexual harassment complaint process)

It is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.

To the extent that any board policy or administrative procedure conflicts with this policy or the district's complaint procedure with respect to allegations of discrimination on the basis of sex in the school district's education program or activities this Policy and the district complaint procedure shall govern.

1. Title IX Coordinator

- 1.1. **Designation.** The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the **"Title IX Coordinator."** Dr. Trent Steele is the District's Title IX Coordinator. His address and telephone number is: 420 South Washington Street, Papillion, NE 68046 (402-537-6214; trent.steele@plcschools.org). The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).

2. Definitions. As used in this policy, the following terms are defined as follows:

- 2.1. **Actual knowledge** means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

- 2.2. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.
- 2.3. **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106 and will comply with the requirements of this policy and 34 C.F.R. part 106, including Procedure 5208 and 34 C.F.R. § 106.45(b)(1)(iii).
- 2.4. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
- 2.5. **Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.
- 2.6. **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:
- 2.6.1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;
- 2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity;
- 2.6.3. **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
- 2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by a person—

- 2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim;
and
- 2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - 2.6.4.2.1. The length of the relationship.
 - 2.6.4.2.2. The type of relationship.
 - 2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.
- 2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a)(8), which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- 2.6.6. **Stalking**, as defined in 34 U.S.C. § 12291(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - 2.6.6.1. fear for his or her safety or the safety of others; or
 - 2.6.6.2. suffer substantial emotional distress.
- 2.7. **Supportive measures** mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security, and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.
- 3. **Discrimination Not Involving Sexual Harassment.**
 - 3.1. **General Prohibition.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.

- 3.2. **Specific Prohibitions.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:
- 3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;
 - 3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;
 - 3.2.3. Deny any person any such aid, benefit, or service;
 - 3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;
 - 3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;
 - 3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;
 - 3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.
- 3.3. **Complaint Procedure.** All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district’s complaint procedure.
4. **Response to Sexual Harassment.** When the school district has actual knowledge of allegations of sexual harassment in its education program or activities, it will respond to such allegations in accordance with this policy and Procedure 5208, which can be found in board policies at www.plcschools.org.
5. **Superintendent Authorized to Contract.** The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the district’s investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy and Procedure 5208.
6. **Certain Different Treatment on the Basis of Sex Permitted.** Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.
7. **Retaliation Prohibited.** Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will

keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

7.1. **Specific Circumstances.**

- 7.1.1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.
- 7.1.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.
8. **Notification of Policy.** The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.
9. **Publication of Policy.** The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).
10. **Application Outside the United States.** The requirements of this policy apply only to sex discrimination occurring against a person in the United States.
11. **Scope of Policy.** Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

PROHIBITED DRUG USE IN SCHOOLS

On all property owned and operated by the District or at any school sponsored or related activity, the possession, purchase or attempted purchase, distribution, sale or attempted sale, or use of alcohol, nicotine products, or other drugs or controlled substances, imitation drugs or controlled substances and drug paraphernalia by students are prohibited. See [Board Policy 5205](#).

Student Conduct:

It shall be District procedure to make available to each student a copy of the standards of conduct for student behavior, which prohibits the possession, purchase or attempted purchase, distribution, sale or attempted sale and use/consumption of nicotine, alcohol and other drugs or drug look-alikes and of the disciplinary sanctions that may be taken for violation of such standards of conduct.

Evaluation and Treatment:

Information regarding drug/alcohol evaluations, education, counseling, and treatment programs are available to all students and parent(s)/guardian(s) through the school counselors and principals.

Curriculum:

Policy #6201 includes the implementation of age-appropriate, developmentally based drug and alcohol education and prevention instruction for all students. This instruction may be incorporated into pre-existing curricula and/or through specific programs implemented by the classroom teachers and school counselors.

Disciplinary Actions:

Violations of this policy will result in disciplinary sanctions being taken within the bounds of applicable law, as outlined in the Student Conduct, Vandalism, and Disruption Policy & Procedures 5301, ranging from suspension to expulsion from school. Any violation of this policy shall also result in a referral to appropriate authorities for criminal prosecution. Sanctions for violations of this policy and any requirements for the student to be able to return to school may be adjusted by school administrators as a result of cooperative actions taken by the student and his/her parent(s) to seek a drug evaluation, and any recommended treatment as a result of that evaluation. The cost of such evaluation and recommended treatment is the responsibility of the parent(s). In addition, specific procedures for enforcement of this policy follow for such areas as:

- Drug Searches by Canine Units
- Drug Use in the Schools - Elementary

Should building administrators determine that a specific situation warrants it, they may decide it is in the best interest of all students to conduct more intensive investigations. These can include searches of lockers, books, book bags, clothes and cars parked on school premises. The Superintendent may also authorize a student drug screening program, the use of law enforcement drug dogs, and/or the hiring of undercover police officers to follow up on referrals of possession or distribution of controlled substances by students in the District.

Notice Concerning Designation of Law Enforcement Units:

The District designates the Papillion Police Department, La Vista Police Department, Bellevue Police Department, Omaha Police Department, Nebraska State Patrol, and Sarpy County Sheriff's Department as the District's "law enforcement units" for purposes of:

- A. Enforcing any and all federal, state or local law.
- B. Maintaining the physical security and safety of the schools in the District.
- C. Maintaining safe and drug free schools.
- D. Contracting for specific services to be conducted for educational and safety purposes.

The District designates its building principals collectively as the District's "law enforcement unit." Each building principal is a law enforcement unit officer who is (1) authorized to refer possible violations of any local, state, or federal law to Papillion Police Department, La Vista Police Department, Bellevue Police Department, Omaha Police Department, Nebraska State Patrol, and Sarpy County Sheriff's Department; and (2) charged with maintaining the physical security and safety of the District.

Drug Searches by Canine Units:

Purpose: A proactive approach to help maintain an alcohol and drug free school environment.

- A. The building principal will initiate the process and gain authorization from the Superintendent or his/her designee, to proceed.
- B. The building principal will contact the law enforcement agency with jurisdiction for that school and work with them in contacting the law enforcement canine unit to set up a date and time.
- C. The building principal and law enforcement canine unit will discuss the specific plan of areas to be searched. The request may involve any or all school building facilities, vehicles in school parking lots or other areas where student vehicles are parked during or after school hours.
- D. If on a school day when students are in session, a notification would go over the public address system directing students to stay in their classrooms while the canine search is taking place.
- E. During the search, the administrative staff and counselors will be assigned to designated areas of the building to facilitate smooth handling and any student emergencies.
- F. If the canine unit alerts to a student's vehicle, the student will be required to unlock the vehicle doors and trunk for an internal inspection. Any refusal to unlock the vehicle will be handled by law enforcement and the student will be subject to disciplinary action, which may include suspension or expulsion.
- G. Any illegal drugs and/or contraband found on school grounds, whether in a student locker, vehicle, or any place on school grounds, will be confiscated, turned over to law enforcement and the student's parent(s)/guardian(s) will be contacted. The student will be subject to disciplinary action as specified in the student handbook.
- H. At the conclusion of the search, a debriefing will be held with police involved, school officials and the District public information office to review procedures, suggestions for changes and information that would be shared with the public.

Elementary:

When a student's manner and/or conduct at school or a school related/sponsored activity causes school personnel to suspect that a student has been using alcohol/drugs, that student shall be referred immediately to an administrator. If, in the opinion of the administrator, the student has been consuming or is in possession of alcohol/drugs or look-alikes, the parent(s)/guardian(s) will be contacted, and the student immediately withheld from classes/activities. Law enforcement will be contacted. The principal may request the school nurse to assist in observation of the student. A Drug Recognition Expert (DRE) may also be contacted to assist with the investigation.

Any student at school or a school related/sponsored activity, found to be under the influence, selling or attempting to sell purchasing or attempting to purchase, in possession of and/or distributing alcohol, drugs, drug paraphernalia, or look-alikes will be suspended for up to 19 days, and/or recommended for expulsion. The parent(s)/guardian(s), law enforcement and school social worker will be notified by the school administrator. The student may be dropped from the activities/organizations in which they participate.

RESPONSIBILITY OF STUDENT/PARENT WHEN A STUDENT IS INVOLVED IN ANY OF THE ABOVE VIOLATIONS.

It is recommended that the parent(s)/guardian(s) contact the school social worker prior to the student returning to school. The school may recommend the student submit to drug testing/chemical evaluation, the cost of which will be paid by the parent(s)/guardian(s). The administrator, school counselor, school social worker, parent(s)/guardian(s) and student will meet to determine appropriate follow-up action prior to the student's return to school.

If a chemical dependency education/treatment program is recommended, the student must agree to participate in, or successfully complete a program before any suspension days will be waived. The cost of any program or counseling will be the responsibility of the student/parent (guardian).

Should building administrators determine that a specific situation warrants it, they may determine that it is in the best interest of all students to conduct more intensive investigations. These can include searches of lockers, books, book bags, clothes and cars parked on school premises. The Superintendent may also authorize a student drug screening program, the use of law enforcement drug dogs, and/or the hiring of undercover police officers to follow up on referrals of possession or distribution of controlled substances by students of the District.

Definitions

Student:

Any individual enrolled either part-time or full-time in the District or who is representing the District as a participant in a District operated or sponsored activity.

Possession:

Includes having on their person, or within their personal property, or has under their control such a substance.

Distribution:

Means the transfer, sale, transmitting or giving of the item or substance in question to any other person, with or without the exchange of money or other valuables.

Use/Consumption:

Reasonable suspicion exists to believe that the student has taken drugs/alcohol. This may be based on, but not limited to: the odor of alcohol/marijuana, etc., on a student's breath or clothing; physical indicators such as dilated or pinpoint pupils, slurred speech, irregular and/or rapid heartbeat, uncontrollable laughing or chuckling, nausea, etc.; testimony of a reliable witness; evidence of impairment of a student's ability to think and act correctly and efficiently.

Alcohol:

Any substance subject to the jurisdiction of the Nebraska Liquor Control Commission.

Drug:

As defined by Neb. Rev. Stat. Section 28-401, as being an illegal or controlled substance, including but not limited to: uppers, downers, barbiturates, amphetamines, methamphetamines, LSD, heroin, hashish, cocaine, marijuana, or hallucinogenic. This also includes any substance, which is used for the purpose of mind, mood, or behavior alteration (e.g., glue, steroids, inhalants, etc.).

Look-alikes:

Any substance that looks like and/or is said to be an illegal drug or controlled substance but is not.

Drug Paraphernalia:

All equipment, products and materials of any kind, which are used, intended for use, or designed for use in manufacturing, injecting, ingesting, inhaling or otherwise introducing any drug into the human body.

Purchase/Attempted Purchase:

Reasonable suspicion exists to believe the student attempted to or successfully paid someone for any amount of alcohol, tobacco, other drug or drug look-alike.

Sale/Attempted Sale:

Reasonable suspicion exists to believe the student attempted to or successfully accepted payment, in any form, for any amount of alcohol, tobacco, other drug or drug look-alike.

STUDENT CODE OF CONDUCT & DUE PROCESS

It is the expectation of individual students and the entire student body to follow standards of conduct that maintain an optimum educational environment. Students are expected to respect and accept the authority of school personnel during class hours and during school related activities.

Students are expected to comply with established regulations and are subject to discipline, suspensions and expulsions. School district staff will report student actions which violate this policy to law enforcement if:

1. The violation includes the possession of a firearm.
2. The violation results in child abuse.
3. It is a violation of state law that the administration believes cannot be adequately addressed solely by discipline from the school district.
4. It is a violation of state law that endangers the health and welfare of staff or students.
5. It is a violation of state law that interferes with school purposes.
6. The report is required or requested by law enforcement or the county attorney.

Any actions taken by law enforcement personnel are outside of the sanctions imposed by school officials under this policy. The Superintendent shall establish administrative procedures to ensure that the District will offer all expelled students an alternative school, class, or educational program, as is provided for in Nebraska State Law. Except in cases of unavoidable accident, students will be expected to pay for all damage they cause to school property. The Superintendent is authorized to initiate civil or criminal proceedings against any individual or group that damages school property or disrupts the orderly process of education.

Suspension and Expulsion**General Statement:**

- A. Any rule, which specifies a particular action as a sanction for particular conduct, shall be binding on all students, school officials, Board members, and hearing examiners.
- B. Expulsion is specified as a sanction for particular conduct under rules and standards promulgated by the Board only in cases where the Board has determined that the conduct has the potential to seriously affect the health, safety, or welfare of the students engaged in the conduct, other students, staff members, or any other person, or to otherwise seriously interfere with the educational process.
- C. Rules shall be distributed to students and their parent(s)/guardian(s) at the beginning of the school year, or at the time of enrollment, if during the school year.
- D. Rules shall be posted in conspicuous places in each school during the school year.
- E. Changes in rules and standards shall not take effect until reasonable effort has been made to distribute such changes to all students and parent(s)/guardian(s).

Types of Exclusion:

- A. Short Term Suspension
 - 1. Up to and including 5 school days.
- B. Emergency Exclusion
 - 1. Immediate exclusion if the student has a dangerous disease, or the student's conduct presents a threat to the physical safety of the school community or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.
- C. Long Term Suspension
 - 1. More than 5 school days but less than 20 school days.
- D. Expulsion
 - 1. Except as set forth below in Sections C-2 and C-3 under Long-Term Suspension, Expulsion and Mandatory Reassignment, the expulsion of a student shall be 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. Such action may be modified or terminated by the school district at any time during the expulsion period.
- E. Mandatory Reassignment
 - 1. Involuntary transfer to another school within the system in connection with any disciplinary action.

Conditions and Procedures:

- B. Short-Term Suspension
 - 1. The following behavior constitutes grounds for this type of exclusion:
 - a. Conduct set forth in Section C1, below under Long-Term Suspension, Expulsion and Mandatory Reassignment.
 - b. Any other violations of rules or standards of behavior adopted pursuant to law.
 - 2. The following procedure is required for short-term suspension:
 - a. The principal must make an investigation.
 - b. The principal may suspend the student after the principal determines that it is necessary to help the student, to prevent interference with school purposes, or to further school purposes.
 - c. Prior to such suspension, the student must be given oral or written notice of the charges, an explanation of the evidence against the student, and an opportunity to present the student's version.
 - d. Within 24 hours of such additional time as is reasonably necessary following suspension, the principal must:
 - 1. Send a written statement to the student, the student's parent(s)/guardian(s), describing the student's conduct or rule violations.
 - 2. Set forth the reasons for the action taken in the written statement.
 - 3. Make a reasonable effort to confer with parent(s)/guardian(s) before or at the time the student returns to school.
 - e. Any student who is suspended may be given an opportunity to complete any class work, including but not limited to, examinations missed during the period of suspension. Each school shall develop and adopt guidelines stating the criteria school officials shall use in determining whether and to what extent such opportunity for completion will be granted to suspended students. The guidelines

shall be provided to the student and parent(s)/guardian(s) at the time of suspension.

B. Emergency Exclusion

1. A student may be subject to emergency exclusion for the following reason(s):
 - a. Dangerous communicable disease.
 - b. Creating a danger to self or others.
 - c. Preserving the rights of other students to pursue an education.
2. An emergency exclusion shall be based upon a clear, factual situation and last no longer than is necessary to avoid the dangers set forth in Section B-1, a-c, above.
3. An emergency exclusion for 5 school days or less shall be subject to the same procedures set forth for short-term suspension in Section A 1 and 2 above. The written notice sent within two school days to the student and the student's parent(s)/guardian(s) shall include a description of the hearing procedures provided by law and a hearing request form explaining that if the duration of the emergency exclusion should exceed 5 school days, that the student, or the student's parent(s)/guardian(s), may use such form to request a hearing. Copies of the exclusion letter and supporting information will be forwarded to the Superintendent on the same date.
4. Extension of Exclusion: Pursuant to the Student Discipline Act, the principal has the authority to exclude a student from school for up to five school days on an emergency basis. If the superintendent or superintendent's designee determines that it is appropriate to consider the extension of an exclusion beyond five days, such consideration shall be made according to the procedures set forth below.
 - a. The superintendent or the superintendent's designee shall notify the student's parent(s) or guardian(s) that the principal has proposed the extension of the exclusion. If the initial notice is oral, the superintendent shall confirm it in writing.
 - b. The student's parent(s) or guardian(s) may submit an oral request for a hearing on the proposed extension of the exclusion within two school days of receiving the initial notice. If the initial request for a hearing is oral, they shall confirm the request in writing.
 - c. If the parent(s) or guardian(s) do not request a hearing within two school days of receiving oral or written notice, the proposed extension of the exclusion shall automatically go into effect.
 - d. If the parent(s) or guardian(s) request a hearing, the superintendent shall appoint a hearing examiner upon receiving a request for a hearing. The hearing examiner may be any person who did not bring charges against the student, is not to be a witness at the hearing, and has no involvement in the charge.
 - e. The hearing examiner shall promptly give written notice of the time, date and place of the hearing. The hearing will be held within five school days after the school district receives the initial oral or written request; provided, the hearing may be held more than five school days after receipt of the request upon a showing of good cause. No hearing will be held on less than two (2) school days' notice unless otherwise agreed to by the student's parent(s) or guardian(s) and school officials.
 - f. If a hearing is requested, the principal may determine in their sole discretion that the student shall remain excluded from school until the hearing officer makes a recommendation to the superintendent.
 - g. Prior to the hearing, the student and their parent(s) or guardian(s) shall have the right to examine and have school officials explain the student's records and any affidavits that will be used by school officials at the hearing.

- h. The hearing may be attended by the hearing examiner, the principal (or designee), the student, and the student's parents or guardian(s). The student may be represented at this hearing by a representative of the family's choice.
- i. The student and their parent(s) or guardian(s) may ask any person with knowledge of the events leading up to the sanction or with general knowledge of the student's character to testify on behalf of the student. If school personnel or other students are requested to testify by the student's parent(s) or guardian(s), the hearing officer shall endeavor to help obtain the presence of such witnesses at the hearing.
- j. The student and their parent(s) or guardian(s) have the right to request in advance of the hearing the issues which the administration will propose in support of the extension, and the general nature of the testimony of any administrative or expert witnesses.
- k. The student and witnesses may be excluded at the discretion of the hearing examiner in accordance with state statutes. The student may speak in their own defense and may be questioned on such testimony but may choose not to testify.
- l. The principal or their designee shall present evidence supporting the recommended extension of the exclusion. Witnesses will give testimony under oath of affirmation and may be questioned.
- m. The hearing examiner shall prepare a report of their findings and recommendations and forward the report to the superintendent.
- n. The superintendent will review the hearing examiner's report and determine whether to extend the exclusion. They shall have the decision delivered or sent by registered or certified mail to the student, student's parent(s), or guardian(s). If the superintendent decides to extend the exclusion, the extension will take effect immediately.

C. Long-Term Suspension, Expulsion and Mandatory Reassignment

- 1. The following behavior constitutes grounds for these types of exclusions when it occurs on school grounds, in a vehicle contracted for school purposes, or at a school event or otherwise as set forth below:
 - a. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
 - b. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
 - c. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any 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;
 - d. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
 - e. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (see also board policy on weapons and firearms);
 - f. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (note: the term "under the influence" for school purposes 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 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);

- g. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
- h. Engaging in bullying as defined in section 79-2,137 and in these policies;
- i. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
- j. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
- k. A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:
 - 1. 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, national origin, or religion;
 - 2. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
 - 3. Violating school bus rules as set by the school district or district staff;
 - 4. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation or electronic cigarettes, vapor pens, etc.;
 - 5. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
 - 6. Possession of pornography;
 - 7. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
 - 8. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually

violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;

9. Bullying which shall include cyberbullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
 10. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
 11. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
 12. Using any object to simulate possession of a weapon;
 13. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and
 14. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.
2. Mandatory expulsion for firearms, explosives, or weapons and suspension or expulsion for intentionally causing an injury to employee, volunteer, or student.
 - a. The following behavior constitutes grounds for mandatory expulsion:
 1. Knowingly possessing, handling, transmitting, using, intimidating with, or threatening to use any object or material that is ordinarily or generally considered a firearm or explosive, including guns, firearms and pipe bombs.
 2. Using or threatening to use knives and/or chemical substances (including but not limited to: mace, pepper guns, and bleach), and any other object that could be used to injure another person.
 - b. The expulsion of a student for the knowing and intentional possession, use or transmission of a firearm as defined in 18 U.S.C. 921, shall be for a period of one year.
 - c. The expulsion of a student for the knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, as outlined in C-1-c above shall be for a period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester. If

the expulsion takes place during the second semester, the expulsion shall remain in effect for summer school and may remain in effect for the first semester of the following year.

- d. Any expulsion that remains in effect during the first semester of the following school year shall be automatically scheduled for review by the hearing examiner before the beginning of the school year with notice to the student and the student's parent(s)/guardian(s).
3. Suspension and mandatory expulsion for knives and chemicals.
 - a. The following behavior may constitute grounds for short-term suspension:
 1. Knowingly possessing, handling, or transmitting knives and/or chemical substances (including, but not limited to pepper guns and bleach), and any other object or substance that could be used to injure another person.
 - b. The following behavior constitutes grounds for mandatory expulsion:
 1. A second or subsequent violation of 3(a) (1) within four school years.
 4. The following procedure is required for long-term suspension, expulsion, and mandatory reassignment listed in Section C.
 - a. The principal must file a written charge and summary of the evidence supporting the charge with the Superintendent on the date of the decision to exclude.
 - b. Within 2 school days, a written notice must be sent by registered or certified mail by the principal to the student and the student's parent(s)/guardian(s) informing them of their rights. A copy will be forwarded to the Superintendent on the same date.
 - c. This notice shall include the following:
 1. Rule violated and a summary of the evidence.
 2. Penalty, which the principal has recommended.
 3. Notice of the student's rights to a hearing upon request.
 4. The District's hearing and appeal procedures.
 5. A statement concerning the right to examine the student's academic and disciplinary records and any affidavits to be used at a hearing.
 6. A statement concerning the right to know the identity of witnesses who will appear at a hearing, and the substance of their testimony.
 7. A form on which the student and the student's parent(s)/guardian(s) may request a hearing.
 5. 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.
 6. The following preliminary procedure must be followed if a hearing is requested within 5 school days of the receipt of notice:
 - a. The Superintendent must appoint a hearing examiner.
 - b. The hearing examiner must give written notice to the principal, the student, and the student's parent(s)/guardian(s) of the time and place for the hearing. No less than 2 days actual notice must be given.

- c. The hearing examiner must meet the following criteria:
 1. Must not have brought the charges against the student.
 2. Shall not be a witness at the hearing.
 3. Must have no involvement in the charge and must be impartial.
 4. Must be available to answer any questions relative to the hearing.

Formal Hearings:

- A. The following rules apply when a hearing is conducted:
 1. The following shall attend the hearing: the hearing examiner, the student, the student's representative (if any), the student's parent(s)/guardian(s), and, if necessary, the counsel for the school board.
 2. Witnesses may be present only when giving information at the hearing.
 3. Anyone may be excluded by the hearing examiner if they disrupt an orderly hearing.
 4. The student may speak in the student's defense and question witnesses; the student may choose not to testify; the student may be excluded when discussing the student's emotional problems or psychological evaluation.
 5. The principal shall present statements, in affidavit form, to the hearing examiner of anyone having information about the student's conduct and the student's records, only if these have been made available to the student; the student's parent(s)/guardian(s) or representative prior to the hearing. Upon request, the student's records shall be explained and interpreted to the student, parent(s)/guardian(s) or representative prior to the hearing.
 6. The hearing examiner is not bound by rules of evidence or other courtroom procedure.
 7. The following persons may ask persons to testify at the hearing: the student, the student's parent(s)/guardian(s) or representative, the principal and hearing examiner.
 8. The testimony shall be under oath; the hearing examiner shall administer the oath.
 9. The persons listed in (g), above, shall have the right to question any witness giving information at the hearing.
 10. Any person giving testimony is given the same immunity from liability as a person testifying in a court case.
 11. The proceeding shall be recorded at District expense.
 12. If more than one student is charged with violation of the same rule and acted in concert, a single hearing may be held unless student interests may be substantially prejudiced as determined by the hearing examiner.
- B. Report of the Hearing Examiner
 1. The report shall include the hearing examiner's findings, a recommendation of the action to be taken, and the reasons therefore in terms of the needs of both the student and the school board.
 2. The report shall be reviewed by the Superintendent who may change, revoke, or impose the sanctions recommended. In no case may the Superintendent impose a sanction more severe than the hearing examiner's recommendations.
 3. Written notice of the recommendations by the hearing examiner and the Superintendent's determination shall be sent by registered mail or personal delivery to the student and the student's parent(s)/guardian(s).
 4. Upon receipt of the written notice, the Superintendent's determination shall take effect.
- C. The Record and the Appeal
 1. The record shall consist of the charge, the notice, the evidence presented, the hearing examiner's findings and recommendations, and the action of the Superintendent.

2. On appeal to a court, the record shall also consist of any additional evidence taken and any additional action taken in the case and shall also include the rules and regulations of the Board relied upon by the District in its determination to suspend, reassign, or expel the student.
3. Appeal to the School Board may be made within 7 school days following receipt of written notice of the determination of the Superintendent, by the student, the student's parent(s)/guardian(s), by a written request, filed with the Secretary of the Board or with the Superintendent.

D. Hearing of the School Board

1. The following rules will apply when there is a hearing in front of the School Board:
 - a. It may be held either before the Board or a committee of the Board consisting of not less than three members.
 - b. It must be held within a period of 10 school days after request; such time for hearing may be changed by mutual agreement of the student and Superintendent.
 - c. The appeal shall be made on the record, but new evidence may be admitted to avoid substantial unfairness. The new evidence shall be made a part of the record.
 - d. After examining the records and taking new evidence, if any, the Board, or the designated committee thereof, may withdraw to deliberate privately upon the record and new evidence.
 - e. When the Board deliberates, it may reopen the hearing to receive additional evidence subject to the right of all parties to be present.
 - f. The Board may alter the Superintendent's recommendations but may never impose more severe sanctions.
 - g. Final determination of the Board shall be personally delivered or sent by registered mail to the student and the student's parent(s)/guardian(s).
 - h. An appeal of the Board's decision must be taken to the district court of the county where the action is taken. Appeal must be made within 30 days after service of the final decision of the Board.

Settlement Not Precluded:

Nothing in this procedure shall preclude the student, the student's parent(s)/guardian(s), or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.

Alternative School, Class, Program:

The District shall have alternative education available for expelled and excluded students. The alternative will be developed by the Director of Human Resources and Student Services and it will be shared with parent(s)/guardian(s) and students. The alternative education for expelled students shall enable the student to continue work for credit. If the student fails to meet the conditions of the learning program the District may terminate the program after a due process hearing. Students can earn credit for work completed. Should the parent(s)/guardian(s) refuse to participate in the alternative education, the District has no further obligation.

Suspension and Expulsion of Students with Disabilities

General Statement:

Suspension and expulsion of verified or eligible disabled students under the Individuals with Disabilities Education Act and Title 92, Nebraska Administrative Code, Chapter 51, shall comply with

District procedures and state and federal law.

Refer to Board Procedure 6301

Suspension and Expulsion of Students Under Section 504 of the Rehabilitation Act of 1973

General Statement:

Suspension and expulsion of eligible disabled students under Section 504 of the Rehabilitation Act of 1973 shall comply with district procedures and state and federal law.

Refer to Board Procedure 6305

BULLYING AND HARASSMENT

It is the policy of this District to provide a learning environment free from discriminatory insult, intimidation, sexual harassment, bullying or any other forms of harassment. The Superintendent shall develop and administer procedures for implementation of this policy and those prescribed steps to be taken for preventing and reporting incidents of bullying or harassment and sexual harassment in school. School staff will implement programs and instruction designed to prevent all forms of bullying and harassment by, and against students. This policy shall be reviewed by the Board annually.

This policy shall pertain to any form of bullying or harassment or sexual harassment of students by other students. The sexual harassment of students by other students is governed by Board Policy 5208. The harassment or sexual harassment of students by school district employees is governed by other board policies.

School officials shall report any known or suspected violations of the Nebraska Criminal Code to law enforcement authorities. Any actions taken by law enforcement personnel are outside of the sanctions imposed by school officials under this policy.

General Statement:

Students are expected to conduct themselves as good citizens at all times, free of any bullying or harassing behavior toward others. Harassment of another student, school employee, agent or official on the basis of the person's sex, race, color, age, religion, national origin, marital status or disability is strictly prohibited.

Students are prohibited from using electronic devices (e.g. computers, cell phones, tablets, etc.) and mediums (e.g. social media, internet, apps, etc.) to bully, harass or threaten any student or staff member. If a student violates this requirement, the offending student may face disciplinary actions up to and including suspension or expulsion. Students should be advised that this form of disruption of the educational process may subject them to disciplinary actions, even if the student originally accesses the computer device or Internet site while off-campus or after school hours.

Definition of Harassment:

Harassment is defined as any intentionally harmful, demeaning, or disparaging acts, words, symbolic representations, or behaviors used by a student or students against others that is disruptive of the educational process. This includes, but is not limited to, bullying, verbal, physical, visual, or graphic actions such as name-calling, taunting, mocking, slandering, humiliating, defaming, teasing, pestering, and making derogatory remarks, demeaning jokes, disparaging drawings or notes. Harassment is defined as behavior which is: severe, pervasive, or persistent; creates a hostile environment at school; is sufficiently serious that it interferes with or limits a student's ability to

participate in or benefit from school services, activities, or opportunities; and is based on a student's race, color, national origin, sex, disability, or religion. Bullying and harassment based on protected class is unique and may require additional investigation. The appropriate district staff member or coordinator will promptly investigate harassment complaints that violate the district's antidiscrimination policies pursuant to the district's complaint policies.

Definition of Bullying:

Bullying is defined to mean 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 his or her designee, or at school-sponsored activities or school-sponsored athletic events, subject to the general rule regarding prohibited use of electronic devices stated above. Bullying is further defined to include any intentional, hostile or offensive verbal, written, graphic, demonstrative, or physical act that has the purpose of exerting domination over another student through the act of intimidating, frightening, oppressing, or adversely controlling the student and that is disruptive of the educational environment.

Reporting Procedures:

Any person who believes his/her rights to a learning environment free of all types of bullying or harassment has been jeopardized, should report such incidents to their classroom teacher, school counselor, building principal or any other adult supervisor in the school.

Disciplinary Actions:

Students whose actions or utterances are determined to be in violation of Policy 5203 shall be subject to possible disciplinary actions as outlined in Policy 5301 (Student Conduct, Vandalism and Disruption Policy) and Policy 2102 (Complaint Procedure).

DISTRICT COMPLAINT PROCEDURE (including complaints of discrimination or harassment)

This complaint procedure applies to students, parents/guardians, patrons and District employees, unless the complaint is subject to a different procedure pursuant to law or policy. Generally, individuals who have a complaint should discuss their concerns with appropriate school personnel to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, disability, religion, age or other protected status or basis as enumerated in Board Policy 1001, a complainant should follow the procedures set forth below. Students and employees who believe they have been subjected to sex harassment in violation of Title IX of the Federal Code should refer to Board Policy 5208 ("Title IX"). Complaints or concerns regarding the actions of School Resource Officers (SRO's) or other law enforcement officers should be directed to the law enforcement agency with whom the SRO or other law enforcement officer is employed.

Complaints Involving Discrimination or Harassment on the Basis of Protected Status

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

Harassment is defined as behavior which is: severe, pervasive, or persistent; creates a hostile educational environment; is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from educational services, programs or opportunities, or work program or

activity; and is based on race, color, national origin, sex, disability, religion, age, or other protected status.

Complaint Process–Discrimination or Harassment

Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, disability, religion, age or other protected status shall follow the procedures set forth below:

1. Direct Communication Between the Parties. The complainant is encouraged to directly advise the offending person (hereinafter referred-to as the “respondent”) of the complainant’s concern. This is not required. If doing so is unsuccessful or uncomfortable, or if the complainant desires not to communicate with the respondent, then the complainant should report the matter to a teacher, counselor, or administrator.
2. Report of Complaint. When a complainant reports discrimination or harassment to a teacher or counselor:
 - a. If the respondent is a District employee or other adult, the teacher or counselor shall immediately report the matter to a building administrator.
 - b. If the respondent is a student, the teacher or counselor shall either:
 - i. Immediately investigate and attempt to resolve the complaint, followed by communication to the complainant’s and respondent’s parent/guardian and a building administrator explaining how the matter was resolved; or
 - ii. Immediately refer the matter to a building administrator.

All other District employees who receive a report of discrimination or harassment should immediately report the matter to a building administrator.

Building administrators shall notify the appropriate Non-Discrimination Coordinator of any reported complaints.

3. Administrative Handling of Complaint. When an administrator receives a report of discrimination or harassment:
 - a. Complaint Against Employee. If the respondent is a district employee or other adult, immediately report the matter to the District’s assistant superintendent of human resources. The complaint shall be addressed according to the following procedures:
 - i. The complainant shall place their report in writing on a District Complaint Form. A copy of the District Complaint Form can be found on the district website and in the appendix of this handbook.
 - ii. The assistant superintendent of human resources or their designee shall immediately investigate the matter upon receipt of the completed District Complaint Form. The investigation shall include obtaining relevant information from the complainant and respondent, as well as anyone who witnessed the alleged discrimination or harassment. If necessary, immediate, interim action or measures will be taken to protect the parties and prevent further potential discrimination, harassment, or retaliation during the pending investigation.
 - iii. If it is concluded by a preponderance of the evidence (“Is it more likely than not?”) that discrimination or harassment occurred, the assistant superintendent or their designee shall undertake actions to redress the discrimination or harassment consistent with Board Policy 4050, including possible employment sanctions such as reprimand, plan of assistance, non-renewal, termination or contract cancellation. The District is prohibited by law from disclosing employment-related actions.

- iv. The investigation and resolution of the complaint will be discussed with the complainant within no more than 30 working days of receipt of the complaint by the assistant superintendent of human resources. A reasonable amount of additional time may be utilized due to extenuating circumstances or the complexity of the complaint.
- b. Complaint Against Student. If the respondent is a student, the administrator shall address the complaint according to the following procedures:
 - i. The complainant shall place their report in writing on a District Complaint Form. A copy of the District Complaint Form can be found on the district website and in the appendix of this handbook.
 - ii. The administrator shall notify the Non-Discrimination Coordinator of the complaint.
 - iii. The administrator shall immediately investigate the matter upon receipt of the completed District Complaint Form. The investigation shall include obtaining relevant information from the complainant and respondent, as well as anyone who witnessed the alleged discrimination or harassment. If necessary, immediate, interim action or measures will be taken to protect the parties and prevent further potential discrimination, harassment, or retaliation during the pending investigation.
 - iv. If it is concluded by a preponderance of the evidence (“Is it more likely than not?”) that discrimination or harassment occurred, impose disciplinary consequences pursuant to District policy and undertake other appropriate actions to redress the discrimination or harassment and prevent its recurrence.
 - v. The investigation and resolution of the complaint will be discussed with the complainant within no more than 30 working days of receipt of the complaint by the administrator. A reasonable amount of additional time may be utilized due to extenuating circumstances or the complexity of the complaint.

Appeals. If the complainant or respondent is unsatisfied with the resolution of the complaint, they may initiate the following process:

- a. Level 1 Appeal. The complainant or respondent shall, within 10 working days of their notification of resolution of the complaint, make an appointment to meet and discuss the matter with either (1) the assistant superintendent of human resources or their designee if the respondent is a District employee, or (2) the building administrator if the respondent is a student. The assistant superintendent of human resources/designee or building administrator shall give the complainant an oral response within 10 working days of such meeting.
- b. Level 2 Appeal. If the complainant or respondent is unsatisfied after a Level 1 Appeal, they may file an appeal in writing with the appropriate Non-Discrimination Coordinator within ten (10) working days after receiving Level 1 Appeal decision. The Non-Discrimination Coordinator 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.
- c. Level 3 Appeal. If the complainant or respondent is unsatisfied after a Level 2 Appeal, they 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.
- d. Level 4 Appeal. If the complainant or respondent is not satisfied with the Superintendent’s determination, they 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.

General Complaint and Appeal Process

For complaints unrelated to discrimination or harassment, the following general procedure shall be followed:

1. Direct Communication Between the Parties. The complainant is encouraged to directly advise the offending person (hereinafter referred-to as the "respondent") of the complainant's concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter directly with the teacher. However, the complainant should skip the first step if the complainant believes speaking directly to the respondent would subject the complainant to discrimination or harassment.
2. Report of Complaint to Appropriate Administrator. The second step is for the complainant to speak to the appropriate administrator, as set forth below:
 - a. Building Principal. Complaints about operations, decisions, certified or classified staff, or students within a building should be submitted to the principal of the building.
 - b. District Director. Complaints about operations, decisions, or employees within a district service (i.e. custodial, food service, transportation, buildings and grounds) should be submitted to the director of that service area.
 - c. Assistant Superintendent for Human Resources. Complaints about a building administrator or district director should be submitted to the Assistant Superintendent for Human Resources.
3. When Report Is Made. When a complainant submits a complaint to an administrator, the administrator shall promptly and thoroughly investigate the complaint, and shall:
 - a. Determine whether the complainant has discussed the matter with the respondent.
 - b. If the complainant has not, the administrator will urge the complainant to discuss the matter directly with the respondent.
 - i. If the complainant refuses to discuss the matter with the respondent, the administrator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - ii. Encourage the complainant to complete a District Complaint Form. A copy of the District Complaint Form can be found on the district website and in the appendix of this handbook.
 - c. Determine the action or solution which the complainant seeks.
 - d. Obtain all relevant details and information regarding the complaint.
 - e. Respond to the complainant and share their decision with the parties.
4. Appeals. If either the complainant or respondent is not satisfied with the administrator's decision, the following procedure shall be followed:
 - a. Level 1 Appeal
 - i. The complainant or respondent may appeal the decision in writing within 10 working days from receipt of the decision to the assistant superintendent of human resources or their designee. If the assistant superintendent of human resources was the original decision-maker, the appeal will be made to another designated District assistant superintendent or their designee.

- ii. The assistant superintendent or their designee will investigate as they deem appropriate.
- iii. Upon completion of the investigation, the assistant superintendent or their designee will inform the complainant and respondent of their decision.
- b. Level 2 Appeal. If the complainant or respondent is unsatisfied after a Level 1 Appeal, they 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.
- c. Level 3 Appeal. If the complainant or respondent is not satisfied with the Superintendent's determination, they 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.

General Provisions Governing Complaint Procedures

1. Nothing in this policy shall be construed as limiting the ability of students, parents, or District employees who have a complaint from discussing the matter informally with a building administrator or appropriate District administrators, or as limiting the involvement of the administration in informally addressing and resolving any such complaints. Students, parents or District employees are encouraged to discuss a contemplated complaint informally with a building or District administrator prior to filing a complaint.
2. Anti-Retaliation. The District prohibits retaliation against any person for making a complaint or for participating in the complaint procedure in good faith.
3. Educational Services and Related Services to Students with Disabilities (including IEP and 504). Students with disabilities or students suspected of having a disability and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the District. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team. Please refer to Board Policy Topic 6300 for information regarding those processes.
4. All persons are prohibited from knowingly providing false statements or knowingly submitting false information during the complaint process. Any person who does so may be subject to disciplinary action outside of and in addition to disciplinary action under this policy.
5. Information regarding an individually identifiable student or employee will only be shared with a student or parent filing a complaint, or with other persons, if allowed by law and in accordance with District policies and rules.
6. To the extent permitted by law and in accordance with District policies and rules, the identity of students and parents filing complaints pursuant to this Rule and any documents generated or received pertaining thereto, will be kept confidential. Information may be disclosed if necessary to further an investigation, complaint, or appeal, or if necessary to carry out appropriate discipline.

The District may disclose information to District personnel, law enforcement authorities, and others when necessary to enforce this policy or when required or allowed by law.

7. The proper law enforcement agency will be contacted promptly when there is a reasonable suspicion that a violation of a state or federal criminal law may have been committed.

8. Working days shall mean: (i) days when school is in session for students during the school year; and (ii) all weekdays when school is in recess for summer vacation, excluding any national holidays.

USE OF SCHOOL FACILITIES BY OUTSIDE ORGANIZATIONS

Board of Education policy does provide for use of district facilities with some limitations, restrictions, and possible fees. Contact the building principal for additional information.

Questions?

Please contact your child's teacher or building principal if you have questions or concerns. The district office may also be helpful. The phone number for the district office is 402-537-6200.