

Papillion-La Vista High School



Student Handbook  
2020 – 2021

## **NON-DISCRIMINATION**

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](mailto:ocr.kansascity@ed.gov).

## **CHILD FIND NOTICE**

The Papillion-La Vista School District 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, as amended).

The Papillion-La Vista School District 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.

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## PAPILLION-LA VISTA HIGH SCHOOL INFORMATION

### IMPORTANT PHONE NUMBERS

Main Office (402) 898-0400  
 Attendance (402) 898-0413  
 Bookstore (402) 898-4822

Fax (402) 898-0415  
 Guidance (402) 898-0409  
 Athletics (402) 898-0410

### MISSION AND BELIEFS

The mission of the Papillion-La Vista High School is to provide an opportunity for all students to maximize their potential, by meeting their needs, in order to prepare all students to be productive and responsible citizens.

### GOVERNING BELIEFS

- All students can learn when their unique needs are met.
- All students will be challenged to work at their full potential.
- All students have a right to an education in a safe learning environment.
- All students will have access to resources that will enhance their learning.
- All, students will be supported cooperatively by the school, family, and community to prepare them for their roles as citizens, workers, and family members.
- All students will be exposed to the concept of learning as a life -long process that allows them to be adaptable to change in a multicultural, global society.

### BELL SCHEDULES

REGULAR DAY		WEDNESDAYS		PEP RALLY	
Period	Time	Period	Time	Period	Time
1	8:00 – 8:50	1	8:20 – 9:10	1	8:00 – 8:45
2	8:55 – 9:45	2	9:15 – 10:05	2	8:50 – 9:35
3	9:50 – 10:40	3	10:10 – 11:00	3	9:40 – 10:25
Advisement	10:45 – 11:00	4	11:05 – 11:55	4	10:30 – 11:15
4	11:05 – 11:55	5	12:00 – 1:30	Pep Rally	11:20 – 11:55
5	12:00 – 1:30*	6	1:35 – 2:25	5	12:00 – 1:30
6	1:35 – 2:25	7	2:30 – 3:20	6	1:35 – 2:25
7	2:30 – 3:20			7	2:30 – 3:20

Lunch Times:

1<sup>st</sup> Lunch: 12:00 – 12:35

2<sup>nd</sup> Lunch: 12:30 – 1:05

3<sup>rd</sup> Lunch: 12:55 – 1:30

**NOTE:** In order to properly supervise our students and building, students need to leave the building by 3:40 unless they are working with a teacher or are part of an extra-curricular activity.

### SCHEDULING INFORMATION

#### REQUIRED ENROLLMENT FOR STUDENTS:

9th Grade – 7 periods

10th Grade – 7 Periods

11th Grade – 6 Periods (if students are on track for graduation)

12th Grade – 5 Periods (if students are on track for graduation)

#### SCHEDULE CHANGES

Scheduling concerns can be addressed with a guidance counselor during spring registration when course requests are distributed. Once the master schedule is determined, very few schedule changes

will be approved. Changes can be made within the first 7 days of school assuming desired classes are available.

**COURSE RETAKES**

Courses specifically required for graduation must be retaken if failed. Students may not repeat a course when credit has been previously earned unless specified in the course registration guide.

**GRADING INFORMATION AND ACADEMIC HONORS**

**GRADE POINT AVERAGE (GPA) CALCULATION**

Student GPA and transcripts are updated at the end of each semester.

Grading Scale	Mark Point Information					
A: 100 – 90		A	B	C	D	F
B: 89 – 80	AP	5	4	3	2	0
C: 79 – 70	Honors	4.5	3.5	2.5	1.5	0
D: 69 – 60	Non-Weighted	4	3	2	1	0
F: 59 - 0						

**Weighting of Grades:**

Additional course weight has been assigned to Honors and Advanced Placement (AP) courses. Both categories of courses are evaluated internally through our curriculum toolbox process to ensure an appropriate level of rigor. Moreover, AP courses are externally validated by the CollegeBoard to verify that the rigor of each course corresponds with program expectations. The additional weight is assigned to honors and AP courses for two primary purposes. The first is to make these courses more accessible to students by minimizing the GPA risk of potentially receiving a lower grade in a more rigorous course. The second purpose is to provide an incentive for students to take these more rigorous courses in order to potentially maximize their cumulative GPA. The following table below outlines the number of mark points assigned based on performance in each of the three categories of courses in the Papillion La Vista Community Schools.

**Exclusions:** The following do not receive mark points in the calculation of grade point average:

- Audit Courses
- Independent Study
- Study Hall
- Learning Center Courses
- Pass/No Pass Courses

Examples:

- Summer School/Night School PE
- Internships (Unless Otherwise Indicated in Registration Guidebook)
- Non-Teacher Facilitated Online Course Work (e.g. APEX)
- Rule 18 Interim School Credits/Level III School Credits
- State Exempt Home School Transfer Credits

**High School Credits:** Only credits earned while in grades nine through twelve will apply towards graduation requirements. Performance in these courses alone will be used to calculate graduation recognition.

**Transferring Credits:** The records of each transferring student will be evaluated individually with each course grade being assigned the weight of its closest counterpart in the Papillion La Vista Community Schools course offerings. The district will make the final determination on the records of the transfer student.

## **HONOR ROLL**

The Honor Roll will be compiled at the end of each semester. Students receiving a G.P.A. of 3.5 or above will be recognized. Students must be enrolled in at least five graded credit classes in order to be considered for the Honor Roll.

## **ACADEMIC EXCELLENCE AWARD**

The Academic Excellence Award is a prestigious award for scholastic achievement and excellence. It is awarded to 11<sup>th</sup> and 12<sup>th</sup> grade students who have earned a 4.0 G.P.A. or above on the weighted grade scale. (A minimum of the top 10% of each class will be recognized.) The Academic Excellence Award should encourage students to take full advantage of the extensive curriculum offered at Papillion-La Vista High School. This award will be based on the accumulated G.P.A. based on the grade weighting scale beginning with the student's 9<sup>th</sup> grade year. The G.P.A. will be computed at the end of the first semester of either their junior or senior year depending on the grade of the student. There will be a program in the spring to recognize recipients and to distribute the Academic Awards

## **GRADUATION POLICIES AND PROCEDURES**

### **RECOGNITION**

Recognition levels are described in detail in the district wide portion of this handbook. Cumulative GPA of a student at the end of the first seven semesters of high school will be used to determine graduation honors. In order to be eligible for graduation recognition, a student must complete a minimum of five, mark point-earning, courses each semester while enrolled in high school. Parents may appeal this requirement to receive graduation honors to the building principal if unique circumstances exist (e.g. serious illness preventing full-time enrollment in school). The principal will make the final determination in these circumstances.

### **PROCEDURES**

No senior will be allowed to participate in graduation exercises if they have not completed all graduation requirements, unless they will be graduating at a later date according to an IEP. All alternative credits (IDEAL, Night School, Metro, etc.) must be completed one week prior to graduation in order to count toward the 45-credit requirement. All seniors should be sure they will graduate before buying graduation announcements or any monogrammed items. Any monogrammed items must be paid for in full prior to graduation.

1. Senior Honor Address: There will be two honor addresses given during the graduation ceremony. In order to be eligible a student must be receiving recognition within the laude model. Graduates receiving laude recognition who desire to give one of the speeches will try out by presenting the speech to a panel of staff members. The panel will select the two students who will speak at graduation.
2. A committee will select the announcements, class flower, and class motto.
3. Students will be alphabetized according to last name.
4. Graduation apparel is limited to appropriate caps, gowns, and honorary decoration provided by the school. All other apparel is impermissible.

Graduation is a privilege. We reserve the right to withhold participation in the graduation ceremony to any student who does not meet academic requirements, behavioral expectations, or other criteria that could hinder, or potentially disrupt the ceremony for others.

### **EARLY GRADUATION**

Any student desiring to graduate early must apply to the principal for approval. It is recommended that students apply during the spring semester of their junior year. Applications after the first 5 days of the fall semester of a student's senior year will not be accepted.



It is recommended that a student complete seven semesters of school before he/she is eligible for graduation. The parents must complete an application form and write a brief explanation why they desire early graduation of their student.

In the absence of an emergency situation, seniors wishing to graduate early because they have sufficient credits but who want to participate in the graduation ceremony must contact the principal before the start of the second semester.

## **GUIDANCE SERVICES**

### **HOW TO SEE A COUNSELOR**

Students may check out of a study hall to see a counselor after roll has been taken by the study hall teacher. Students should make an appointment to see a counselor when possible. Counselors are on duty before and after school for those students unable to find time during the school day. Only seniors will have an assigned counselor.

### **COUNSELORS**

Sheryl VanSteenbergen: Personal/Social and Seniors A - C

Stacey Dunbar: Academic and Seniors D - H

Tammy Johnson: Records and Seniors I - M

Ann Herbener: Post Secondary and Seniors N - Si

Shelli Koester: Post Secondary and Seniors Si-Z

### **COUNSELING SERVICES**

Group guidance and individual counseling are available to all students who desire to discuss concerns they may have about their academic program, educational planning, future careers, or personal concerns.

### **GUIDANCE OFFICE**

The guidance office assists students in making college and vocational choices. Housed in the office are computers that enable the students to obtain printed information about colleges, universities, technical schools, occupations, armed services occupations, financial aid information and graduate school information. In addition to the services provided by the computers, the guidance office provides college catalogues, occupational outlook handbooks, career briefs, and special interest materials. A staff person is on duty in the guidance office to assist students. Students are encouraged to use the guidance office often to help with post high school decision-making.

### **PARENT CONCERNS**

We are committed to working with parents and the community to ensure a positive educational program for our students. Board policy 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 regarding student participation and the handling of testing information. These procedures reflect our strong support for working with parents and families, respect parent rights and responsibilities regarding their values and beliefs, respect all students' right to privacy and confidentiality and support a positive classroom environment and teachers' responsibilities for instructional activities.

Parents who would have a question about any of these specific issues should contact their student's teacher or principal. Board Policy and Procedure 1401 and 6405 provides more specific information regarding handling these concerns.

Parents are urged to consult with the counselors when they feel it is to the benefit of their student. Often situations arise that need to be shared or communicated to the school that will benefit a student's progress or future. Please feel free to call a counselor any time concerning your son or daughter – 898-0409.

### **WITHDRAWAL FROM SCHOOL**

If it becomes necessary for a student to withdraw from school prior to the end of the normal school year, the student must report to the Guidance Office to process a withdrawal slip.

No student under the age of 18 may drop out of school. Students older than 18 may drop out only after their parents have met with school officials and have signed a notarized affidavit permitting the student to withdraw from school.

### **SCHOLARSHIPS**

Seniors are eligible for scholarships, but it is the responsibility of the student to make applications and take the necessary steps to secure them. Information is available through the Senior Bulletin and in the Career Education Center. Honors Night is a program intended to recognize those seniors who have been awarded scholarships that can be applied directly towards the cost of post-secondary tuition and expenses. Contact the scholarship secretary in the Career Ed. Center for further information

### **E-TRANSCRIPTS**

Students can transfer their high school transcripts electronically to many area colleges and universities. See your guidance counselor for more complete directions on how this can be done.

### **FINANCIAL AID**

After selecting a college or technical school, students should contact the Director of Financial Aid at the institution for financial assistance.

### **STUDENT EXPECTATIONS**

#### **BUILDING ASSIGNMENT**

Based upon established attendance area boundaries set by the Superintendent, all students in grades 9-12 whose parents/guardians reside north of Papio Creek must attend Papillion-La Vista High. Students moving across this boundary may remain in their current school building until the end of the school year. In addition, students who have attended for at least one semester may finish their school career in that building. Students entering grades 9-12 following a move across this boundary line must enroll in their assigned attendance area high school.

Students may apply through Internal District Transfer (Special Attendance Permit) or open enrollment procedures to cross this district mid-line and enroll in another high school. Contact the Central Office Student Services Department to obtain these application forms.

#### **CLOSED CAMPUS**

Papillion-La Vista High School has a closed campus requirement. Students are not to leave the building without permission at any time after their first class/study hall and before the end of their last class/study hall. This includes the lunch period and the school parking lot.

Students in violation of this policy will face an administrative referral, which may result in a Tuesday, Thursday school, Saturday school, or out of school suspension.

#### **CUTTING, DEFACING, PRANKS, VANDALISM AND THEFT**

Willfully causing or attempting to cause substantial damage to private or school property, stealing or attempting to steal private or school property of substantial value, or repeated damage or theft involving

private or school property of small value subjects the student to serious disciplinary action which may include long term suspension and expulsion and legal prosecution. This will include actions during non-school hours. The student will be required to make restitution for any damages or loss to private and school property. Students caught stealing or destroying personal or school property in a particular class may be suspended and/or dropped from the class.

### **DISPLAY OF AFFECTION**

Public displays of affection have a tendency to create unfavorable impressions and attitudes toward the school and the individuals involved and will not be permitted.

Students in violation of this policy may face an administrative referral, which may result in a Tuesday, Thursday School, Saturday School, or Out of School Suspension.

### **DISRUPTIVE ACTIONS**

The individual student who engages in disruptive action of the learning environment will be ordered by any staff member to cease the disruption and be subjected to disciplinary action including that of losing his/her rights to the education provided by the school. Consequences may include Tuesday, Thursday school, Saturday school, out of school suspension.

All members of any group of students engaged in any activity such as but not limited to picketing, boycotting, unauthorized meetings during school hours or unauthorized use of school facilities will cease such action upon immediate order of any staff member and be subject to disciplinary action including long term suspension and exclusion.

### **DRESS AND PERSONAL APPEARANCE**

Although a student's personal appearance is basically a concern of the student and his/her parents, the administration of a school has the responsibility to help develop values, which contribute to good taste in matters of dress and appearance. The development of good taste in personal appearance should be a cooperative effort between the school and the home.

With the majority of the community favoring a basic guideline and the administration's realization of continual changes in standards of dress and grooming, the following guidelines will be followed:

- Student appearance should be of high enough standard as to contribute to the general learning environment.
- Interpretation of the rights of a minority of the student body should not be such that it negatively influences the general image of the student body or that of Papillion-La Vista High School.
- Students must accept the fact that appropriate dress and/or appearance for some activities and learning situations are not necessarily appropriate for others. The health and safety of the individual will not be jeopardized in favor of his/her personal preference as to appearance and attire.

For the safety and welfare of students and the continued maintenance of a positive and secure learning environment the following rules relative to youth gang apparel, possessions and behaviors apply to all students on school grounds or at school activities:

- Dress as identified by the Papillion-La Vista School District as gang related apparel is not allowed. Any item worn or carried to identify a person as a gang member is not allowed.
- Examples may be, but not limited to certain hats and direction of hats, coats, and shirts. Shorts or pants that are pulled down below the waistline will not be allowed.
- Writing gang graffiti, possessing items containing gang graffiti, or the display of gang hand signs are an indication of gang involvement and are not allowed.
- Shoes will always be worn at all times . Slippers are not acceptable.

- Printed wording or pictures on clothing that advertises or promotes drugs, alcohol, or tobacco, or is vulgar in interpretation will not be permitted to be worn.
- Headwear is not to be worn in the school building during the students' school day.
- Very short skirts and shorts are not permitted.
- Backless halter-tops, see-through clothing, tank tops and tops that expose the midriff and are deemed inappropriate, will not be permitted. Sleeveless tops must extend from the neck to the shoulder.
- Jackets/coats/blankets are not allowed in classrooms. Students are expected to leave these items in their locker during the school day.
- Sunglasses are not to be worn while in the building.
- Chains hanging from clothing are not allowed.
- Clothing with excessive and revealing rips and tears are not allowed

Violations of the above, or dressing in a manner which is deemed “educationally inappropriate”, will result in disciplinary actions. This may include Tuesday, Thursday school, Saturday school, or out of school suspension.

### **ENTRY INTO THE BUILDING**

No student is to enter the school building for practices, rehearsals, meetings, decoration committees, etc., in the evenings or on Saturdays unless the sponsor is present and lets you in. DO NOT enter the building on these occasions if someone has opened the door or left it open.

### **FIGHTING - VIOLENCE**

Fighting on school property, or directly adjacent to school property during school hours and/or fighting at school-sponsored activities will result in disciplinary action as described in the district wide portion of this handbook.

### **FIRE ALARM**

Students caught pulling the fire alarm will be subject to suspension or expulsion and will be turned over to the fire authorities and/or law enforcement.

### **FIRE AND TORNADO DRILLS**

Fire and tornado drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions and instructions will be posted in each classroom.

### **FORGERY**

No student may forge or alter a note, medical form or pass. No student may be in illegal possession of official school forms or passes. Forgery and/or illegal possession of official school forms may result in disciplinary action, which may include 1 to 3 days suspension.

### **GAMBLING**

Gambling of any kind is prohibited, and a violation of this offense may result in a suspension from school.

### **GRADUATE SAFE**

Graduate Safe is held at the high school on the night of graduation from 9:30 PM (Sunday) – 4:30 AM (Monday). Graduate Safe may only be attended by students who graduate from Papillion-La Vista High School in this current school year, and who were permitted to participate in the graduation ceremony. No guests are allowed.

## **INSUBORDINATION**

If a student is insubordinate, argumentative, confrontational, challenges authority, leaves the classroom without permission, or displays an attitude which disturbs/disrupts the teaching/learning process, the student will be subject to disciplinary action which may include a class drop and/or suspension.

## **LOCKERS**

Lockers are provided for all Papillion-La Vista High School students. Your school materials and personal belongings are to be kept in your assigned locker. The security of your personal belongs and the care and upkeep of the locker is the responsibility of the two students assigned to each locker. The combination is strictly confidential and is not to be given to other students. Do not encourage problems by keeping money or other valuables in your locker. Lockers are the property of the school district. They can be checked (searched) at any time. Students taking Physical Education are encouraged not to share a locker with another student.

## **LOSS OF BOOK**

A student losing a book during the year may check out another book. Students must pay for a lost book(s) prior to checking out at the end of the semester/year by:

1. Obtaining the book number and name of the book from his/her teacher.
2. Pay for the book at the Bookstore.
3. Showing the receipt to the involved teacher.

Students are encouraged to save their receipt in case the book is found. Money will be refunded whenever the book, properly numbered, and the receipt with the same number are presented to the Bookstore secretary.

## **LOST AND FOUND**

Students who find lost articles are asked to take them to the Lost and Found Department in the office. Lost articles, which are not claimed within a reasonable amount of time will be given to Goodwill Industries.

## **NEBRASKA STATE LAW**

Any student who acts in violation of any of the laws of the State of Nebraska while in attendance at school, on property directly adjacent to that of the schools during school hours, or a school sponsored activity will face serious disciplinary action as detailed in the district wide portion of this handbook.

## **NUISANCE ITEMS**

Items distracting from the educational environment may be confiscated and disciplinary action taken. Examples of this may be (but not limited to) electronic cigarettes and all paraphernalia pertaining to electronic cigarettes, electronic games/devices, laser pointers, cellular phones, iPads, personal computers, playing cards, and skateboards. Papillion-La Vista School District is not responsible for lost or stolen items.

### **Cell Phones/Electronic Devices**

Cell phones/Electronic devices should only be used in the classroom when instructed by the teacher for educational purposes. Cellphones may be used during passing periods and lunchtime.

Cell phones/Electronic devices being used without permission may be confiscated and given to security, to be returned at the end of the school day. Subsequent violations may result in an administrative referral, which may result in Tuesday, Thursday school, Saturday school or suspension.

**Failure to give cell phone/Electronic device to a staff member will be considered insubordination.**

## **PARKING/STUDENT AUTOMOBILES**

Students who drive a motor vehicle to school must know and obey the following rules:

1. Students who drive a car and park on school property are required to purchase and display a parking permit. Cars will be towed (**at the owner's expense**) if a permit is not purchased and properly displayed. The number of parking permits sold will be limited.
2. Students must park in designated parking areas. Vehicles improperly parked will be towed at the owner's expense.
3. Driving from the school grounds or going to the parking lot during school hours is not permitted without office clearance.
4. Students may be suspended and/or be prohibited from bringing a vehicle on campus if they speed or drive carelessly on the school grounds.
5. Students are not allowed to loiter in the parking lot. Upon arrival to school, students are expected to enter the building and upon leaving school, students are expected to leave the parking lot in a safe and expeditious manner.
6. Student Parking Permits cost \$40.00. The permit is purchased from the Bookstore. A replacement fee is assessed if the student purchases or begins driving a replacement vehicle.

**Papillion-La Vista School District is not responsible for theft or damage.**

**Papillion-La Vista Community Schools reserves the right to search cars based upon "reasonable suspicion" of illegal activities.**

## **PROFANITY**

Students who engage in the use of profanity in the classroom or hallways may be subject to disciplinary action. This may include detentions, Tuesday, Thursday School, Saturday School, suspension and/or expulsion recommendation for a first offense. Subsequent offenses will result in further disciplinary action, which may include additional suspension. "Sound alike" terms may result in the same punishment.

## **TUESDAY/THURSDAY/SATURDAY SCHOOL**

PLHS advocates for students to remain in school rather than be excluded. In order to eliminate lost instructional days due to suspensions, the administrative team has offered Tuesday, Thursday, and Saturday School as an alternative to a suspension.

1. Saturday School will be held from 9 - 11 a.m. Tuesday/Thursday school will be held from 3:30 – 5:30 p.m. Students who arrive 15 minutes late will not be admitted and will be subject to a 3-day suspension.
2. The dress code is the same as it is for regular school.
3. All students must sign-in upon arrival to receive credit for attendance.
4. Students will obtain assignments from each of their teachers prior to the assigned Tuesday/Thursday/Saturday School.
5. Students must bring assignments, books, appropriate magazines, or reading materials to cover the entire detention time. Students will not be admitted without study materials.
6. Students will be allowed a 10-minute break. Students returning late may be sent home.
7. Students are expected to follow all school rules. If students fail to use the time appropriately, the supervising teacher will not certify the detention as completed. Students will be asked to leave and will meet with an administrator on the following school day. Students may be subject to a 3-day suspension. Time served will not be credited if sent home.

No Distractions – No Electronic Equipment – No Food or Drink – Study Materials Only – No Sleeping – No Talking

## **SCHOOL INITIATIONS**

Students will not be allowed to be involved in class or hazing initiations. Participants will be subject to a five-day suspension and/or expulsion recommendation. Participants will pay for any damage done to personal or school property.

## **SENIOR PRANKS**

Seniors who commit acts of vandalism are subject to suspension or expulsion. This suspension or expulsion can, at the discretion of the administration, take place on the day of graduation practice and graduation day thus precluding any participation in the ceremonies associated with graduation.

## **STUDENT IDENTIFICATION CARDS**

Students will receive an identification card shortly after the beginning of the school year. A picture will appear on the cards. Since it is necessary to present the I.D. card for identification at most school functions, students are asked to carry their card with them at all times.

## **STUDENT PASSES**

If a student wishes to confer with a teacher or counselor during a study hall period, the student should have that teacher issue a pass prior to the study hall period to present to the study hall teacher. This will allow the student to check out of the study hall to confer with the teacher. Students in halls or restrooms during class time must have a pass.

## **STUDENT VALUABLES**

Students are cautioned not to bring large amounts of money or valuables to school. Students, not the school, are responsible for their personal property. If it is necessary to bring more money needed to pay for lunch, leave it at the office for safe keeping. Do not leave valuables in your locker.

## **SUSPENSION**

A student may be suspended from school by any of the administrators (principal, assistant principals). Papillion LaVista High School will follow suspension procedures as outlined in the district wide portion of this handbook.

## **TERRORISTIC THREATS**

A student who makes a terroristic threat will face long-term suspension or expulsion, and also be subject to criminal prosecution.

## **THREATS - INTIMIDATIONS**

A student who in any way threatens or intimidates another student or employee for any reason abridges that individual's right to attend school or work free from these kinds of abuses. Reports of this kind of activity to the office shall be investigated, and if proven to be true will result in disciplinary action, which may be suspension or expulsion.

## **VISITORS**

Students are not allowed to bring visitors to school. Non-students and ex-students are not allowed in the school building or on school grounds at any time during the school day without a pass. Parents are always welcome, but are encouraged to make an appointment to see a teacher, principal, or visit their student's classes.

## **WEAPONS, REPLICAS WEAPONS, EXPLOSIVES, FIREARMS**

Students are never to bring explosives (fire-crackers, smoke bombs, home-made bombs, etc.) on school property or school vehicles regardless of whether or not they are intended to be used. Papillion LaVista High School will follow suspension procedures as outlined in the district wide portion of this handbook.

## **EMPLOYMENT**

Some students in the Papillion-La Vista Public School System are employed in Coop, and Work Study Programs. Title IX provides that discrimination is prohibited in:

- recruitment, advertising, and the process of application for employment
- hiring, upgrading, promotion, tenure, demotion, transfer, layoff, and termination, application of nepotism policies, right of return from layoff and rehiring
- rates of pay or any other form of compensation
- job assignment, classification and structure, including position descriptions, lines of progression, and seniority lists
- pre-employment inquire to applicant sex may be made, but only if such inquiry is made equally of applicants of both sexes and if the results of the inquire are not used to discriminate any other term, condition, or privilege of employment.

## **ATHLETIC AND ACTIVITY INFORMATION**

### **ATHLETIC PHYSICALS AND PARENTAL CONSENT FORMS**

Every athlete must have a physical and parental consent form on file in the Athletic Director's office before beginning practice for a sport. The physical must be dated May 1 or after which precedes the school year in which the individual participates.

### **ATHLETIC CHECKOUT PROCEDURES**

Students going out for a sport must have a blue card. The Athletic Office issues blue cards. To receive your blue card the following items must be cleared:

- Current physical and Parental Consent Form on file in the Athletic Office.
- Academically Eligible – Must pass 4 classes from previous semester and be currently enrolled in 4 classes.
- Purchase an activity ticket from the athletic office.
- All fines from previous years paid in full.

The blue card must be presented to the coach on or before the first practice. You must get a blue card for each season.

### **ELIGIBILITY - NSAA ATHLETICS/ACTIVITIES**

Several of the non-athletic activities fall under the same eligibility guidelines set forth by the Nebraska School Activities Association for athletics. These non-athletic activities are as follows:

- Vocal & Instrumental Music
- Journalism
- Speech
- One-Act Plays

In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules of the Nebraska School Activities Association.

If you do not understand a summary of these rules listed below or you need an explanation of other requirements, consult the activities director or the athletic director.

- Student must be an undergraduate.
- Student must be enrolled in at least 20 hours per week and regular in attendance.
- Student must be enrolled in some high school on or before the 11th school day of the current semester.
- Student is ineligible if 19 years of age before August 1 of current school year.



- After a student's initial enrollment in grade nine, he/she will be ineligible after six semesters of school attendance.
- Student must have been enrolled in school the immediate preceding semester.
- Student must have received 20 semester hours of credit the immediate preceding semester.
- Once the season of a sport begins, a student may compete only in athletic meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for the remainder of the season in that sport.
- A student shall not participate in sports camps or clinics during the season of a sport in which he/she is involved, either as an individual or as a member of a team.
- A student shall not participate on an all-star team while a high school under-graduate.
- A student shall be ineligible to represent a school in interscholastic competition at the varsity level if the school is located in a school district other than the district in which his/her parents maintain their residence. (Check with school administrators for an interpretation of rule if the school district where parents reside has no high school or if there are two or more schools in a district.)
- A student is ineligible if his/her parents have changed their residence to another school district and the student has remained in former school, which is in a different school district. (Exception: If parents have moved after school has started, the student will be eligible to compete for the remainder of the school year, or if parents have moved during the summer which immediately precedes the school year and the student is in grade twelve and has attended the high school for two or more years, the student is eligible for the school district from which the parents moved.)
- A student shall not participate in a contest under an assumed name.
- A student must maintain his/her amateur status.

### **NCAA AND NAIA ATHLETIC ELIGIBILITY**

All students planning to enroll in college as a freshman and wanting to participate in Division I or Division II athletics must be certified by the NCAA Eligibility Center (formerly called the NCAA Clearinghouse).

All students planning to enroll in college as a freshman and wanting to participate in NAIA athletics must be certified by the NAIA Eligibility Center. The NAIA Eligibility Center will determine athletic eligibility based on academic record and the additional information provided by the athlete.

Information about eligibility requirements can be found in the PLHS Course Registration Guide located on the school website.

### **CODE OF CONDUCT FOR PARTICIPANTS IN CO-CURRICULAR ACTIVITIES**

Procedure for Board of Education Policy (5301)

#### **Statement of Beliefs:**

This Code of Conduct is intended to promote responsible student behavior, which reflects positively upon the students, the school district, and the community. It applies to all students involved in co-curricular activities, which are defined as activity and athletic programs sponsored by and through the school district. It applies to student behavior during an outside activity period and/or athletic season, during the regular school year, and during summer months outside the regular school year.

#### **Disciplinary Code:**

The school district has established training and behavioral rules for the guidance and development of students who are involved in co-curricular activities. These rules are set out in the Code of Conduct,

and any student who violates the provisions of the Code or receives a citation by law enforcement for a criminal offense shall be subject to the consequences set forth herein. Students involved in activities or athletics are expected to cooperate fully with school officials and law enforcement officers conducting an investigation into any possible violation of this Code of Conduct.

### **Category I:**

Category I involves behaviors during the school year, from the first day of classes in August until the regular school year ends in May. The following are prohibited:

- The use, possession, or being under the influence of any drug, drug paraphernalia, drug look-alike, controlled substance, tobacco, or alcohol whether on or off school grounds, including citations for MIP, DUI and DWI.
- The use of anabolic steroids, or other performance enhancing drugs which have not been prescribed by a physician.
- Behavior deemed by school administrators to have discredited the reputation of the school district.
- Any other misconduct punishable under Nebraska law, other than a minor traffic violation.

### **Category I Consequences:**

The first Category I violation will result in suspension from an activity or athletic event for two weeks or two contests, as determined appropriate by the administrator. The student must continue to participate in all practices required by the activity's sponsor or coach during this suspension period, and the activities/athletics director may require a conference with the student's parent(s)/guardian(s) before the student is reinstated to the activity. Consequences for the first Category I violation will be imposed only during the school year in which the violation occurred.

A second Category I violation within the same school year will result in suspension from all activities or athletics for the remainder of the semester or a complete activity or athletic season, whichever is longer. Consequences for a second Category I violation will be imposed only during the school year in which both violations occurred.

A third Category I violation within the same school year will result in suspension from participation in all activities or athletics for one calendar year from the date of the third violation.

Students under out-of school suspension cannot practice or participate in activities or athletics until the day after that suspension has been completed.

### **Category II:**

Category II involves serious criminal behavior for which consequences will be applied if the violation occurs at any time during the calendar year, including out-of-season and summer months. The following behavior is prohibited:

- The possession and transmittal, with the intention to sell it, of any drug, controlled substance, or alcohol.
- Driving under the influence of alcohol (DUI), or driving while intoxicated (DWI), in which serious property damage or bodily injury occurs to others.
- Receiving a second citation for DUI or DWI within a 12 month period.
- Other offenses punishable under Nebraska law, which are not specified in this listing but are deemed by school administrators to be serious criminal offenses.

### **Category II Consequences:**

The first Category II violation will result in suspension from all activities or athletics for the remainder of the semester or the activity or athletic season in which the violation occurs, whichever is longer.

The second Category II violation within a 12-month period will result in suspension from all activities or athletics for one calendar year from the date of the second violation.

**In-Season Misconduct (Category I and II):**

If the violation occurs when the student is participating in an activity or athletic event, the consequence will begin immediately upon the determination that there is reasonable cause to believe that the student engaged in misconduct that violates this Code.

**Out-of-Season Misconduct (Category I and II):**

If the violation occurs when the student is not participating in an activity or athletic event, the consequence will begin on the first day of approved practice, competition and/or performance for the next co-curricular activity or athletic event in which the student chooses to participate.

**Administrative Procedures:**

When a District employee has reasonable cause to believe that a student has violated the Code of Conduct, he or she shall notify the activities director or athletic director. The appropriate director will initiate an investigation. As part of the investigation, the director or a designee will confer with the student. If the director determines that there is reasonable cause to believe that the student violated the Code of Conduct, he or she will inform the student of the decision. The director will provide a written communication to the parent(s)/guardian(s) that will include notice of the charge; the findings; the decision; the consequences to be imposed; and the appeal process. In cases where the decision involves removing a student from a team or for the remainder of a season, the activities director and/or athletic director will also provide the building principal and the Director of Student Services with a copy of the written notice sent to the parent(s)/guardian(s).

**Appeals Process:**

A student and the student's parent(s)/guardian(s) may appeal a director's decision in the following manner:

- The student and the student's parent(s)/guardian(s) must meet with the activities director or athletic director.
- If, after meeting with the activities director or athletic director, the student and the student's (s)/guardian(s) feel that the matter was not resolved satisfactorily, they may appeal the director's decision to the building principal within seven calendar days of receiving the director's decision.
- If, after meeting with the building principal, the student and the student's (s)/guardian(s) feel that the matter was not resolved satisfactorily, they may appeal the decision to the Office of the Superintendent of Schools within seven calendar days of receiving the building principal's decision. A hearing officer will be appointed to hear the appeal and will forward a decision to the Superintendent who will communicate the decision to the student and parent(s) guardian(s) in writing.

# DISTRICT-WIDE INFORMATION FOR STUDENT HANDBOOKS

## Grades 7-12

### NON-DISCRIMINATION

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](mailto: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](mailto: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](mailto:ocr.kansascity@ed.gov).

### CHILD FIND NOTICE

The Papillion-La Vista School District 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, as amended).

The Papillion-La Vista School District 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.

### FOREWORD

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 and to the point, 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 that 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.

In particular, the COVID-19 pandemic has caused, and may continue to cause, unforeseen circumstances that impact ordinary school processes and functions. As circumstances warrant, the administration reserves the right to make decisions or rule revisions to support the well-being of students, staff and the school community.

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.

### **SCHOOL LUNCH PROGRAM**

A student's lunch period, lasting approximately 30 minutes, is determined by his/her period class assignment.

Our lunch program offers several entrée options each day in addition to a Fruit and Vegetable Bar. We also sell many items a la carte (individually priced). Menus can be viewed on the School District app or on the District Website at [www.plcschools.org](http://www.plcschools.org).

Each student has a meal account with us. Students access their account through a Personal Identification Number (PIN) which is assigned to them.

Parents may deposit lunch money directly into their student's lunch account via our online system. For detailed instructions on enrolling in the online system, visit the District website in the Parents, School Meals, Online Lunch Accounts section or go directly to the student meals family portal at [family.titank12.com/Q2JY5T](http://family.titank12.com/Q2JY5T). 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. Students may also pay cash for meals but are encouraged to draw from their meal account money to speed up lunch lines. Parents can check account balances at any time on the district app or by checking online at [family.titank12.com/Q2JY5T](http://family.titank12.com/Q2JY5T) (if enrolled in online deposits).

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. Students will also be reminded by the cashier when their balance is low and they need to deposit money.

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. Please submit an Application for Free/Reduced Price Meals online or complete 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, 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. Individual 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](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:Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

Fax: (202) 690-7442; or

Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

### **ACTIVITIES & ATHLETICS**

A wide variety of activities and athletic program are offered. Information about activities and athletics may be found in the Activities & Athletic handbooks for students and parents. Contact your school's Activity Director if you have questions about athletic/activity programs offered at your child's school. Information, eligibility requires, rules of conduct, due process, parental consent, etc., may be found in the Activities 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 School District website [www.plcschools.org](http://www.plcschools.org)

### **ENROLLMENT REQUIREMENTS**

The following information is required at the time of enrollment/registration:

- Proof of address
- Proof of a physical if entering 7th grade, or coming from out-of-state.
- Proof of immunizations required by Nebraska

School officials may also require information regarding previous academic placement (transcripts, etc.), so they can determine proper placement (grade & courses).

### **STUDENT RECORDS & DIRECTORY INFORMATION CUMULATIVE RECORDS**

Students' cumulative records contain information about past achievements, interests, goals, aptitudes, work experience, health, vocational, and educational plans. These records are kept in the Student Support Center. Only students, parents, guardians, teachers, counselors, the school nurse, or administrators shall have access to the student's personal (cumulative) records. The privacy of students and parents or guardians will always be protected. Access to any material from the records by anyone other than those stated above will be by written permission only.

### **STUDENT RECORDS**

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.

## **PRIVACY OF RECORDS**

Papillion-La Vista Public Schools are obliged by the federal Family Educational Rights and Privacy Act (FERPA) and state laws and regulations to establish, maintain, and process certain records for our students. We want this process to enhance and support learning experiences, yet respect the privacy of the student and the family. Building principals are responsible for working with their staff to ensure compliance with these procedures.

School staff shall maintain student records in compliance with state and federal law. Student files and other education records shall not be released or divulged except in compliance with state and federal law. School officials may have access to only those education records in which they have a legitimate educational interest, unless the parent has given written and dated consent for the access. A school official who violates this restriction shall be subject to disciplinary action up to and including termination.

To the extent permitted by law, contractors, consultant and volunteers may be permitted to have access to education records where they are performing a function or service that would otherwise be done by a school employee. Their access is limited to education records in which they have a legitimate education interest; which means records needed to effectively provide the function or service for which they are responsible.

### **Definitions:**

- "Education Records" (cumulative file) means any information, including discipline records either generated by the District or received from other institutions or individuals. This includes, but is not limited to, handwriting, print, computer media, video or audiotape, film, microfilm, and microfiche. These records are directly related to a student and maintained by the school district for the purpose of making educationally related decisions regarding that student.
- "Disclosure" means to permit access to or the release, transfer, or other communication of personally identifiable information contained in education records to any party, by any means, including oral, written, or electronic means.
- A school official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill his or her professional responsibility and effectively provide the function or service for which they are responsible.
- A school official for purposes of access to education records is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, law enforcement officer, auditor, medical consultant or therapist); third-party software, application operators who have contracted with the school district or its agent(s) to offer online programs for the benefit of students and the district; or a parent or student serving in an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. Any individual who accesses student records as a "school official" may not disclose the information contained in those records unless that disclosure is permitted by state or federal law.
- "Eligible student" means a student who has reached 18 years of age or is attending an institution of postsecondary education.
- "Law Enforcement Units" are those individuals and agencies designated by the Board of Education on Policy 1002. Records of the district's law enforcement units are exempt from FERPA coverage and shall not be governed by this procedure."
- "Maintain" shall mean student records which are printed and kept in the student's physical file or which school district staff have intentionally saved within the official school district digital student information system that specifically identifies the student for whom those records are

maintained. The official school district student information system is “SIMS” (Student Information Management System).

### **Types of Records:**

- Permanent Student Records - The permanent record includes the minimum personal information necessary for operation of the educational system. This information is confidential with access by school officials with legitimate educational interest and is released according to established procedures in the Release of Student Records section.
- Copy of Certified Birth Certificate.
- Summary attendance records.
- Grade level completed.
- Transcript of classes taken with grades and credit received.
- Record of date and type of inoculations and health examinations given to the class or student body as a whole.
- Record of participation in officially recognized school activities and sports.
- Signatures of people who are required to sign for access to student records and statement of purpose for such access as listed on Student Records Location and Access Form.
- A copy of the signed Release/Request of Student Records form, court orders, or subpoena.
- Record of immunizations required for school enrollment.

### **DIRECTORY INFORMATION**

The District may disclose directory information without requiring prior parental approval. The types of personally identifiable information that the District has designated as Directory Information are as follows:

- Student's name, address, phone number, gender, picture, and date and place of birth.
- Major fields of study, grade level, enrollment status (e.g. full time or part time), dates of enrollment and current school building of enrollment.
- Participation in officially recognized activities and sports and publicity of that activity or event.
- Weight and height if a member of an athletic team.
- Degrees, honors, and awards received.
- Previous education agency or institution attended by the student.
- Name and relationship of parent(s) or legal guardian(s) and electronic email address.
- Student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user.
- Social media usernames or handles.
- Student's e-mail address.
- Certain class work which may be published onto the internet, but which shall not include a grade, assessment or evaluation of student's work by district staff.

This may include any approved school publications, newsletters, internet web sites, or other electronic means of publication. Federal law also requires schools to release Directory Information to military recruiters and recruiters from institutions of higher education (colleges and universities). The District may disclose information about former students without meeting the conditions in this section.

Directory Information may be released without requiring parental consent regarding a student's participation in a school program or athletic event (i.e.: band/vocal music programs and contests, intra and interschool contests for various departments and athletic programs and contests) or publicity of a



school sponsored activity or event. This release may be made to the media, any approved school publication, newsletter, website, Facebook or other electronic means of a publication.

In addition, Directory Information may be released to any school official with legitimate educational interests, or any person or agency with whom the District has contracted as its agent to provide a specific service. Such information will not be distributed for political or commercial use.

Directory Information will also be released without parental permission to the following school-related agencies or organizations:

- School parent/teacher organizations (PTA or PTO) and booster clubs.
- School Resource Officers (SRO) and DARE or GREAT instructors.
- Officers or representatives from the Learning Community Coordinating Council of Douglas and Sarpy Counties.
- Sarpy/Cass Department of Health and Wellness.
- "Law Enforcement Units" as defined previously in the definitions.

No personally identifiable information, including a student's name or photograph will be released without parent permission if doing so would identify that student as having a disability or being a member of a special education class, group or program.

A parent or eligible student has the right to refuse to let the District designate any or all of those types of information about the student as Directory Information. The period of time within which a parent(s)/guardian(s) or eligible student has to notify the District in writing that he or she does not want any or all of those types of information about the student designated as directory information is as follows: two weeks from the time this information is first received. Written notice should be provided to the student's building principal if the parent refuses to have such Directory Information released.

Additional Notice Concerning Directory Information - The District's policy is for education records to be kept confidential except as permitted by the FERPA law, and the District does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assists with the task of grading student work and returning graded work to students. The District designates such student work as Directory Information and as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of Directory Information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

#### Subsidiary Student Records

Subsidiary records include other personal information that may aid the school district in helping the student or in protecting others. This information is confidential with access by school officials with legitimate educational interest and is released according to established procedures in the Release of Student Record Section.

- Results of standardized achievement, aptitude, ability, interest, and intelligence tests.
- Protocols of tests administered to a class or student body as a whole.
- Psychological reports.
- Diagnostic education evaluation.
- School social worker's case-study reports.
- School educational specialists' reports.
- Truancy reports.

- Final reports by non-school special consultants.
- Correspondence concerning student.
- Educational, medical, and familial histories and data peculiar to individual students.
- Data summary reports.
- Transcripts of non-disciplinary school hearings concerning student.
- Student's or parent's written consent of release of subsidiary records.
- Parent's written consent permitting special examination of their child.
- Anecdotal records.
- Signatures of people who are required to sign for access to records and statement of purpose for such access must sign Student Record's Location and Access Form located in the Student's Permanent Record file.
- Limited English proficient individual (ESL) student data.
- Disciplinary Records - Disciplinary records include the report, summary, record, etc. of any school disciplinary action. These records are maintained separately from other records.
- Special Education Records - Special Education records include all information maintained for students in special education programs pursuant to federal and state laws, rules, and regulations.
- Section 504 - Section 504 records include all information maintained for students in 504 programs pursuant to federal laws, rules and regulations.
- Student Assistance Team (SAT) - SAT records include all information maintained for students in the pre-referrals process pursuant to federal and state laws, rules and regulations.
- High Ability Learner (HAL) individual student data.
- Security Videos – The district does not “maintain” images of students captured on security videos . If a student becomes the subject of a video, the district will take steps to maintain that portion of the video recording and will treat it as a student record under this policy. Videos maintained by the school's Law Enforcement Units are not educational records under FERPA. These videos may be shared with parent(s)/guardian(s) of students whose images are on the video and with outside law enforcement authorities as determined appropriate by school officials.

### **Disclosure of Records**

1. School officials with legitimate educational interest may access the records without parent permission or signing of the Student Records Location and Access Form.
2. All records (except directory information) are confidential and shall not be released to or accessed by any other person other than school officials with legitimate educational interest without parent(s)/guardian(s) or eligible student written consent, court order or subpoena or unless disclosure is permitted by another exception pursuant to FERPA. Originals or copies of the Release/Request of Student Records form, written consent, court order, or subpoena will be maintained in the student's record.
3. If a school official believes that a student poses a significant threat, such as a threat of substantial bodily harm to any person, including to the student, then the school official may disclose personally identifiable information from the student's education records without consent to any person whose knowledge of the information will assist in protecting a person from that threat.
4. The school district will comply with a judicial order or lawfully issued subpoena to disclose information after making a reasonable effort to notify the parent, guardian, or eligible student, unless the judicial order or subpoena specifically states not to notify parent, guardian or eligible student.

5. If the school district initiates legal action against a parent of student and has made reasonable efforts to notify parent(s)/guardian(s), or eligible student, it may disclose the student's education records that are relevant to the action to the court without a court order or subpoena.
6. The school district shall give full rights of disclosure to either parent, unless the school district has been provided with evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights.
7. Records from a non-educational source will not be forwarded except for that information that was used for verification of a disability.
8. Student records may be released without consent for the purpose of a student's application for, or receipt of, financial aid.
9. A copy of the student's records including all discipline records shall be released at no charge, upon request, to any public or private school to which the student transfers.
10. Federal and State laws require that a student's educational records shall be released at no charge upon request to any public or private school to which the student transfers. This includes all disciplinary information contained in the student's educational records.

### **Disposition of Records**

1. Permanent Records shall be maintained permanently.
2. Student files and records shall be maintained so as to separate academic and disciplinary matters. All disciplinary material in a student's file shall be removed and destroyed upon graduation or after the student's continuous absence from the school for a period of three (3) years.
3. Subsidiary Records (except for Special Education Records) shall be destroyed after the student's graduation or 3 year continuous absence from school.
4. Special Education Records shall be destroyed 5 years after the District is no longer required to provide services for the student.

### **Notification of Rights under FERPA**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, law

enforcement officer, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility and effectively provide the function or service for which they are responsible.

Contractors, consultants and volunteers are permitted to have access to education records where they are performing a function or service that would otherwise be done by a school employee. Their access is limited to education records in which they have a legitimate educational interest; which means records needed to effectively provide the function or service for which they are responsible.

The Uninterrupted Scholars Act (USA) allows for the release of educational records to child welfare agencies without the prior written consent of the parents. This Act also allows the District to release education records pursuant to a court order when the parent is a party to the case where that order is issued.

The District forwards education records (including academic, health and discipline records) to schools that have requested the records and in which the student seeks or intends to enroll, or where the student has already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

### **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 Microsoft Office 365, Google Apps for Education, Pearson web-based products, Houghton Mifflin web-based products and numerous other educational tools. A representative list of many of these learning resources can be found at [www.plcschools.org](http://www.plcschools.org).

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:

- Except as provided below, the school will not allow companies to collect personal information from children under 13 for commercial purposes.
- The school will make reasonable efforts to disable advertising in educational computer applications.
- 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 by 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:

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).

- Political affiliations or beliefs of the student or student's parent;
- Mental or psychological problems of the student or student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or
- Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of:

- Any other protected information survey regardless of funding;
- 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
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use;

- Protected information surveys of students;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- 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 also be notified whenever 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:

- Collection, disclosure, or use of personal information of marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

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.E.  
Washington, DC 20202-4605

### **HEALTH SERVICES & ILLNESS**

The staff of the Papillion-La Vista 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 parents or persons designated as emergency contacts. Serious or life-threatening injuries/ illnesses will be sent by rescue squad to the hospital and parents/contacts will be notified. Please contact the school with any changes in telephone numbers or contact information as soon as they occur.

### **WHEN TO STAY HOME**

If your child has a temperature/fever (defined as 100 degrees or higher) please keep your student home for 24 hours after their temperature has returned to normal (without use of fever-reducing medicines such as ibuprofen, acetaminophen). If your child has an unexplainable rash or pink eye, keep them home. 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. Send your child to school healthy. Sometimes children need, and are given, an extra push out the door (especially on Mondays), saying they are not feeling their best. Let us know if it was a difficult morning. If a parent doesn't contact us and a student comes in to see the nurse early in the morning, we will encourage them to go back to class unless we have heard from you.

### **IMMUNIZATION REQUIREMENTS**

For purposes of compliance with the immunization requirements, the school shall require the presentation of an immunization history containing the name of the vaccine, the month and year of administration (the month, day and year for MMR vaccine), the name of the health practitioner, the agency where the immunization was obtained and the signature of the physician, parent, legal guardian, or of such other person maintaining the immunization history of the student, verifying that the student has received these vaccines.

It is the parent(s)/guardian(s)'s responsibility to make certain their child/children have met these immunization requirements. By law, students who do not present proof of immunization must be excluded from school until such proof has been presented. The most current immunization requirements may be found at: [www.dhhs.ne.gov](http://www.dhhs.ne.gov)

### **MEDICATIONS AT SCHOOL**

It is encouraged by the Papillion-La Vista School District that all students' medication should be administered by a parent at home. If, under exceptional circumstances a student is required to take any medication during school hours, only the school nurse or the principal's designee will administer the medication in compliance with the regulations that follow:

1. **Prescription** medication that is brought to school in the prescription container, properly labeled, including the student's name, physician's name, and directions for administering by school personal. 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. The school district retains the discretion to reject requests for administration of medicine.
3. We suggest you consult 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 before or after hours since staff are not available.

4. **Over the counter** medication will be given with written permission from a parent with specific instructions for administration. Over the counter medications must be brought to school in the original container.
5. Medication may be brought to the school by the student, providing the signed medication administration form is on file in the health office.
6. All medications not picked up will be properly disposed of at the end of the year or when the student is no longer enrolled in the district. This will be done by the RN and one witness.
7. All medications administered at the school will be stored in a locked container and/or refrigerator.
8. Please send only 1 month supply of medication to school to facilitate storage and administration.

Student health information will be shared with appropriate staff as needed. Medication administration forms are available at the school health office and online [www.plcschools.org](http://www.plcschools.org)

### **COMMUNICABLE DISEASES**

The Papillion-La Vista Public School District follows the guidelines from the Nebraska Department of Health. 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. Your physician may shorten the duration of any absence by giving written permission to return to school.

- Chicken Pox - Exclude until all lesions are crusted/dry and 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's 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 suspected case.
- 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, student will be excluded until treatment started.
- Strep infections – Exclude until fever free (without the use of fever reducing medication) and under treatment for 24 hours.
- Staph infections (MRSA and other) – 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).

### **CONCUSSIONS**

Please notify your school health office if your child has a concussion. The student may return with information from a licensed medical provider. That information 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 contact your school health office if you have questions.

## **STUDENT ALLERGIES**

Due to the increasing number of students with allergies to certain foods, animals or other materials, parents and staff are encouraged to avoid bringing homemade foods or family pets into classrooms. Principals have the authority to restrict foods or pets allowed into building, if they believe the risk to other students warrants such restrictions.

## **HEALTH SCREENING**

Various health screenings (inspection) is required by law in the areas of: vision, hearing, height and weight. The grades screened will be in compliance with the guidelines set by the Nebraska Department of Health. Health office personnel and selected assistants will conduct the screening. Parents will be contacted by the school nurse in the event their child fails such screening, with a recommendation for a more thorough follow up assessment. Parents who do not wish for their child to be included in this screening must provide the school authorities a statement, signed by a physician, stating the child has undergone a physical inspection assessing the required areas, within the past 6 months.

Additional information regarding school health and welfare—including Health Action Plans—can be found at the following link:

<https://www.plcschools.org/site/default.aspx?PageType=2&PageModuleInstanceID=3117&ViewID=838b13a1-2ccb-4c74-83cb-0b9f098d6937&RenderLoc=0&FlexDataID=1634&SearchVal=health%20action%20plan&SearchOption=all&SearchVal=health%20action%20plan&SearchOption=all>

## **GRADUATION**

### **GRADUATION RECOGNITION - CLASS OF 2020 AND BEYOND**

Papillion La Vista Community Schools is committed to recognizing the academic success of its students in a variety of ways, including at the high school graduation ceremony. The goal of our laude recognition model is to celebrate academic excellence while at the same time creating a system that eliminates the competition between students that exists in a traditional class rank formula. This will make it possible for students to pursue course offerings that best fit their interests and future goals while at the same time reinforcing the value of a rigorous course of study.

#### **Laude Model Recognition Criteria:**

- Summa Cum Laude (“with the highest honor”) - This is the highest recognition awarded at graduation. To graduate summa cum laude, a student must achieve a 4.25 or higher grade point average on a 4.00 weighted scale.
- Magna Cum Laude (“with great honor”) - This is the second highest recognition awarded at graduation. To graduate magna cum laude, a student must achieve a GPA of at least a 4.00 but less than a 4.25 on a 4.00 weighted scale.
- Cum Laude (“with honor”) - This is the third highest recognition awarded at graduation. To graduate cum laude, a student must achieve a GPA of at least a 3.75 but less than a 4.00 on a 4.00 weighted scale.

The laude status for students will be recognized at graduation with colored cords and noted in the program.

### **GRADUATION REQUIREMENTS**

Students may graduate from high school upon completion of 45 credits, the requirements established by the Board and recommendation of the principal at the respective high school. Students may apply for early graduation to the principal only if special circumstances exist and they have met all other



graduation requirements of the Board. Approval is at the discretion of the principal. Graduation requirements include the successful completion of a minimum of 45 credits. Each student's program must include the following number of credits:

- English (8)                      Eight semesters required (8 credits)
- Social Studies (6)              Six semesters required (6 credits)
- Math (6)                          Six semesters required (6 credits)
- Science (6)                       Six semesters required (6 credits)
- P.E. (3)                          Three semesters required (3 credits)
- Elective Credits (16)

### **ATTENDANCE/ABSENCES**

Maintaining a good attendance record is one of the easiest and most basic ways that a student may contribute to his/her success and happiness in school. Attendance records make up a part of every student's permanent record. 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 session and/or homework.

A child is required by Nebraska law to attend school if they will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age. Information about possible exceptions may be obtained from your child's principal and/or the Director of Students Services.

### **ATTENDANCE OFFICER**

The building principal is identified as the attendance officer in each building. He/she 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, developing a collaborative plan designed to improve attendance, and reporting cases of excessive absence to the county attorney.

### **REPORTING ABSENCE**

Parent(s)/guardian(s) are required to notify the school prior to 8:30 A.M., if the student will be absent. 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 – check with your child's building regarding the communication method required. 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 neither be counted as 'excused' nor '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
- Family trips in which the student accompanies parent(s)/legal guardian(s),
- 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 his/her designee shall contact the parents of any student who has missed 5, 9, and 15 days of school or the hourly equivalent in any given quarter in which school is in session to inquire about the nature of the student's absences and 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 his/her 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

#### 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.

#### **TARDINESS TO SCHOOL OR CLASS**

Students are encouraged to arrive promptly to school to insure 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 can be one important factor in a student's success in school. Excessive tardiness may result in disciplinary action.

## **STUDENT CONDUCT**

### **LAW VIOLATIONS**

Any student who acts in violation of any of the laws while in attendance at school, on property directly adjacent to that of the schools, during, immediately before, or after school hours, or at a school sponsored activity, will face disciplinary action and the violation will be reported to local law enforcement officials.

### **EXPLOSIVES, FIREARMS, WEAPONS**

Students are never to bring or possess weapons (fire-crackers, smoke bombs, lighters, matches, home-made bombs, etc.) on school property or school vehicles regardless of whether or not they are intended to be used. The same is true for firearms (including BB and pellet guns), bludgeons, ammunition, knives, or weapons of any kind, whether concealed or not. Students are prohibited from possessing any article that bears a reasonable resemblance to a weapon, such as a toy gun or knife, on school property or in school vehicles. Violation of this policy will result in disciplinary action that may include suspension/expulsion and, if in violation of Civil, State, or Federal Law, the case can be referred to the proper law enforcement authority. Federal Law requires a recommendation for expulsion of 1 year for possession of a firearm in school.

The use or intended use of a weapon or any article, which is capable of causing injury when used in an aggressive or belligerent manner is prohibited. Violation of this policy will result in suspension and/or expulsion and referred to the proper law authorities.

### **FIGHTING AND OTHER DISTURBANCES**

You should understand that when a fight occurs, the possibility of injury or damage to other persons or property exists. For your protection and the protection of your building, such actions will not be tolerated at school.

Fighting on school property, fighting directly adjacent to school property, during school hours, and/or fighting at a school sponsored activity will result in disciplinary action, to include suspension or exclusion and may be referred to the law authorities. Causing or attempting to cause physical injury to a school employee or student could result in suspension or expulsion. Any student who interferes among the principle parties in a fight, or contributes to the violent action or disturbance for the purpose of or resulting in prolonging, escalating, or further inflaming the issue, shall also be subject to disciplinary action. (An example might include – recording a fight on a cell phone and/or posting it on social media.) Students who observe a disagreement or fight in progress must notify a staff member immediately.

### **DRUG USE**

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, tobacco products, or other drugs or controlled substances, imitation drugs or controlled substances and drug paraphernalia by students are prohibited.

The Superintendent may establish exceptions, as allowed by law, that in his/her opinion further instructional purposes, or assist in the safe administration of prescribed medication and medical equipment.

The Superintendent shall develop and administer procedures for the implementation and enforcement of this policy.

### 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 tobacco (including electronic smoking/vaporizing devices), alcohol and other drugs or drug look-alikes and of the disciplinary sanctions that may be taken for violation of such standards of conduct. This information will be in the Student and Activities Handbooks. It will also be given to all students who may enroll in the District after the start of the school year.

### 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:

Board of Education policy 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 Board of Education policy regarding Student Conduct, Vandalism, and Disruption Policy & Procedures, 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
- Drug Use in the Schools - Secondary

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, Sarpy County Sheriff's Department, and Nebraska State Patrol as the district's "law enforcement units" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the district, (3) maintaining safe and drug free schools, and (4) contracting for specific services to be conducted for educational and safety purposes. The District designates its building principals collectively as a District law enforcement unit for purposes of referring possible violations of law to enforcement units and for maintaining the physical safety and security of the District.

### Drug Searches by Canine Units:

Such searches are considered to be a proactive approach to help maintain an alcohol and drug free school environment. Procedures for such searches may include:

- The building principal will initiate the process and gain authorization from the Superintendent of Schools to proceed.
- The building 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. Once the date and time are set, final approval will be gained from the Superintendent of Schools.
- 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.
- If on a school day when students are in session, a notification would go over the public address system, "In order to maintain a drug free school, we are doing a canine search of the building. We are asking that everyone remain in your classrooms until an announcement is made that the task is complete. Thank you for your cooperation."
- 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.
- After the search is complete, an announcement will be made to that effect and thank all for their cooperation.
- 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.
- 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.
- 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.

All students have a right to attend school in an environment conducive to learning. Since alcohol and other drug use is harmful and interferes with both effective learning and the healthy development of young people, the school has a fundamental legal and ethical obligation to prevent drug use and to maintain a safe and drug free educational environment.

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. If during school hours, 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, in possession of and/or distributing alcohol, drugs, drug paraphernalia, or look-alikes will be suspended for 5 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 activity/organization in which they participate.

#### Responsibility of Student/Parent to Self-Report

It is recommended that the parent(s)/guardian(s) contact the school social worker and an appointment for a chemical dependency evaluation be made prior to the student returning to school. The parent(s)/guardian(s) will be asked to sign a release of information for the evaluation to be sent to the school social worker. The school may also request that the student submit to drug testing. The cost of any drug testing and/or evaluation will be paid by the student/parent (guardian).

After the evaluation, the administrator, school counselor, school social worker, parent(s)/guardian(s) and student will meet to determine appropriate follow up action. If a chemical dependency education/treatment program is recommended, the student must successfully participate in or have successfully completed a program before any suspension days will be waived. 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 between the ages of 5-21 who is 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 any knowing and voluntarily having on his/her person, or within his/her personal property, or has under his/her 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, or prohibited 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.

## **TOBACCO USE & ELECTRONIC SMOKING/VAPORIZING DEVICES**

The policy of the Papillion-La Vista School District prohibits students from the use, possession, distribution and/or sales of tobacco 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, chew/snuff tins, and/or electronic smoking/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/electronic cigarette, cigar or tobacco, or being seen throwing a cigarette, cigar or tobacco away, or being seen with smoke/vapor coming out of the nose or mouth, or being in a rest room stall or car with smoke/vapor rising out, or admitting to having smoked, used an electronic smoking device, and/or chewed tobacco on or adjacent to school property or at a school related/sponsored activity.

## **ANTI DISCRIMINATION, HARASSMENT, RETALIATION**

### Elimination of Discrimination

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

The Papillion-La Vista School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, age or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Dr. Trent Steele, Director of Secondary Student Services, 420 South Washington Street, Papillion, NE 68046 (402) 537-6214 (tsteele@paplv.org).

Employees and Others: Dr. Kati Settles, Assistant Superintendent Human Resources, 420 South Washington Street, Papillion, NE 68046 (402) 537-6206 (ksettles@paplv.org).

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact OCR at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114, (816) 268-0550 (voice), or (877) 521-2172 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

### Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.

Papillion-La Vista Public Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination,

harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's race, color, national origin, religion, disability, age, sex, or other protected category, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

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

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

Discriminatory harassment because of a person's race, color, national origin, religion, disability, age, sex, or other protected category, may include, but is not limited to:

- Name-calling,
- Teasing or taunting,
- Insults, slurs, or derogatory names or remarks,
- Demeaning jokes,
- Inappropriate gestures,
- Graffiti or inappropriate written or electronic material,
- Visual displays, such as cartoons, posters, or electronic images,
- Threats or intimidating or hostile conduct,
- Physical acts of aggression, assault, or violence, or
- Criminal offenses

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

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

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



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

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

#### Anti-retaliation

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

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

#### Grievance (or Complaint) Procedures:

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

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

District employees, supervisors and administrators must immediately report any complaints, reports, observations, or other information of alleged discrimination to the designated coordinator, even if that District employee is investigating the alleged discrimination as part of the District's student or employee disciplinary process, and provide the complainant with information for filing a complaint of discrimination, including a complaint form if requested, and contact information for the District's designated coordinator. If the District uses its disciplinary procedures to investigate and resolve an alleged discrimination complaint, those disciplinary procedures will comply with the District's standards for a prompt and equitable grievance procedure outlined in section B.2, below.

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

#### Level 1 (Investigation and Findings):

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

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

The District will complete its investigation within **ten (10) working days** after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. Extenuating circumstances do not include summer vacation, and if a designated compliance coordinator or investigator is unavailable, another coordinator or trained employee will be designated to conduct the investigation. If extenuating circumstances exist, the extended timeframe to complete the investigation will **not exceed ten (10) additional working days without the consent of the complainant**. Periodic status updates will be given to the parties, if necessary.

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

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

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

- A summary of the facts,
- An analysis of the appropriate legal standards applied to the specific facts,
- Findings regarding whether discrimination occurred, and

- If a finding is made that discrimination occurred, the recommended remedy or remedies necessary to eliminate discrimination, including harassment and retaliation, prevent its recurrence, and remedy its effects, if applicable.

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

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within ten (10) working days after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose to a student who was discriminated against or harassed (victim), information about the sanction imposed upon a student who was found to have engaged in discrimination or harassment (student who discriminated) when the sanction directly relates to the victim. This includes an order that the student who discriminated stay away from the victim, or that the student who discriminated is prohibited from attending school for a period of time, or transferred to other classes.

#### Level 2 (Appeal to the Superintendent):

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

#### Level 3 (Appeal to the Board):

If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education **within ten (10) working days** after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at the next scheduled Board meeting to present his or her appeal. The Board will issue a written determination about the appeal **within thirty (30) working days** after receiving the appeal. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

#### Remedies

If the District knows or reasonably should know about possible discrimination, including harassment or violence, the District will take immediate, interim action or measures to protect the alleged victim, ensure the safety of the school community, and prevent further potential discrimination, harassment, or retaliation during the District's pending investigation. These interim measures will be prompt, age-appropriate, effective, and tailored to the specific situation, and may include a change in the student's seating assignment or class, a change in an employee's work area, prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation, and other remedies, such as those listed below.

The District will minimize any burden on the alleged victim when taking interim measures. For instance, the District generally will not remove the alleged victim from his or her class or work area and allow the alleged harasser to remain. In addition the District will ensure that the complainant is aware of his or her Title IX rights, including a strong prohibition against retaliation for reporting discrimination or harassment or cooperating with any investigation or proceeding, and any available resources, such as counseling, health, and mental health services, and the right to file a complaint with local law enforcement, if applicable.

If the District determines that unlawful discrimination or harassment occurred, the District will take prompt and effective action to eliminate the discrimination or harassment, prevent its recurrence, and remedy its effects on the complainant and others, if appropriate. The remedies will be tailored to the specific allegations and facts of each situation, including, but not limited to, the following remedies:

- Providing an escort to ensure the complainant can move safely between classes and activities.
- Ensuring the complainant and alleged harasser do not attend the same classes.
- Moving the alleged harasser to another school or work area within the District.
- Providing counseling services or reimbursement, if appropriate.
- Providing medical services or reimbursement, if appropriate.
- Providing academic support services, such as tutoring.
- Arranging for the complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the complainant's academic record.

The District may provide remedies for the broader student population as well, including but not limited to:

- Offering counseling, health, mental health, or other holistic and comprehensive victim services to all students or employees affected by sexual harassment or sexual violence, and notifying students and employees of campus and community counseling, health, mental health, and other student services.
- Designating an individual from the District's counseling center to be "on call" to assist victims of sexual harassment or violence whenever needed.
- Providing additional training to the District's designated compliance coordinators and other employees who are involved in addressing, investigating, or resolving complaints of discrimination, harassment, and retaliation, to better respond to specific types of harassment and violence.
- Informing students and employees of their options to notify proper law enforcement authorities, including school and local police, and the option to be assisted by District employees in notifying those authorities.
- Creating a committee of students or employees and District officials to identify strategies for ensuring that students and employees:
  - Know the school's prohibition against discrimination, harassment, and retaliation.
  - Recognize acts of discrimination, harassment (including acts of violence), and retaliation when they occur.
  - Understand how and to whom to report any incidents of discrimination.
  - Know the connection between alcohol and drug abuse and harassment or violence based on sex or other protected characteristics.
  - Feel comfortable that District officials will respond promptly and equitably to reports of discrimination, harassment (including violence) and retaliation.
- Conducting periodic assessments of student or employee activities to ensure that the practices and behavior of students or employees do not violate the District's policies against anti-discrimination, anti-harassment, and anti-retaliation.

- Conducting in conjunction with students or employees, a “climate check” to assess the effectiveness of efforts to ensure that the District is free from discrimination, harassment (including violence), and retaliation, and using the resulting information to inform future proactive steps that will be taken by the District.
- In addition to these remedies, the District may impose disciplinary sanctions against the student or employee who discriminated, harassed, or retaliated against the complainant, up to and including possible expulsion or termination or cancellation of employment.

### Confidentiality

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

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

At the same time, the District will evaluate a confidentiality request in the context of its responsibility to provide a safe and nondiscriminatory environment for all students. Thus, the District may weigh the confidentiality request against factors such as: the seriousness of the alleged harassment, the complainant's age; whether there have been other harassment complaints about the same individual and the alleged harasser's rights to receive information about the allegations if the information is maintained by the District as an “education record” under FERPA. In some cases, the District may be required to report alleged misconduct or discrimination, such as sexual harassment involving sexual violence, to local law enforcement or other officials, and the District may not be able to maintain the complainant's confidentiality. The District will inform the complainant that it cannot ensure confidentiality, if applicable.

### Training

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

- The current legal standards and compliance requirements of anti-discrimination, anti-harassment, and anti-retaliation federal, state, and any local laws and regulations, including several specific examples of discrimination, harassment (including acts of violence because of a person's sex or other protected characteristics), and retaliation.
- The District's current anti-discrimination, anti-harassment, and anti-retaliation notice, policies, grievance procedure, and discrimination complaint form, including the specific steps and timeframes of the investigative procedures, and the District's disciplinary procedures.
- Identification of the District's designated compliance coordinators and their job responsibilities.
- Specific examples and information regarding how to report complaints or observations of discrimination, harassment, or retaliation to appropriate District officials or employees. In

addition, the District will emphasize that employees, students, third parties, and others, should not be deterred from filing a complaint or reporting discrimination. For instance, if a student is the victim of sexual violence, a form of sexual harassment, but the student is concerned that alcohol or drugs were involved, school staff should inform the student that the District's primary concern is student safety, that any other rules violations will be addressed separately from the sexual violence allegation, and that the use of alcohol or drugs never makes the victim at fault for sexual violence.

- Potential consequences for violating the District's anti-discrimination, anti-harassment, and anti-retaliation policies, including discipline.
- Potential remedies, including immediate, interim remedies, to eliminate the discrimination, harassment, and retaliation, prevent its recurrence, and remedy its effects.
- A description of victim resources, including comprehensive victim services, to address acts of discrimination and harassment, including acts of violence because of a person's sex or other protected characteristics, and a list of those resources for distribution to trainees.

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

#### Designated Compliance Coordinators

Designated compliance coordinators will be responsible for:

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

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

#### Preventive Measures

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

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

## **SEX DISCRIMINATION AND SEXUAL HARASSMENT OF STUDENTS**

### Sex Discrimination

The Papillion La Vista Community School District (hereinafter referred-to as “district”) prohibits discrimination on the basis of sex in any educational program or activity except when it is necessary to accomplish a specific purpose that does not impinge upon essential equality or fairness in the treatment of students or employees. Employees are required to comply with this policy as well as with Title IX of the Education Amendments of 1972 and the regulations of the U.S. Department of Education as applicable to this district.

Any individual who believes he or she is being discriminated against on the basis of race, color, national origin, sex, marital status, disability, or age may seek relief by filing a complaint pursuant to the board’s complaint policy or contacting the district’s Title IX coordinator. The Title IX coordinator is Dr. Trent Steele, Director of Secondary Student Services. His address and telephone number is: 420 South Washington Street, Papillion, NE 68046 (402-537-6214; tsteele@paplv.org).

### Sexual Harassment

Students should be provided with an environment that is free from unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct constituting sexual harassment. The board of education unequivocally prohibits sexual harassment of its students, even when the affected student does not complain to the faculty or the administration.

Sexual harassment is a form of misconduct that wrongfully deprives students of their dignity and the opportunity to study and be in an environment free from unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment means:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual’s educational opportunities or creates an intimidating, hostile or offensive learning environment.

A student who feels he or she has been sexually harassed should directly inform the offending student that the conduct or communication is offensive and must stop. If the student does not wish to communicate directly with the offending student, or if direct communication has been ineffective, the student should report the conduct or communication to the Title IX coordinator or to a teacher, principal or counselor with whom she or he feels comfortable.

Retaliation against students who make good faith reports of sexual harassment is prohibited.

### Disciplinary Decisions

A decision to take disciplinary action under this policy may be based on the statements of a complaining student, statements, observations of educators, or any other credible evidence.

All complaints against staff members will follow the investigation, decision, and appeal process established in the district’s complaint policy.

Any student who sexually harasses another student will be subject to discipline up to and including expulsion, depending on the severity of the misconduct, as established in the district’s student discipline policy.



## **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, 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, harassment or sexual harassment of students by other students. 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 gender, race, color, age, religion, national origin, marital status or disability is strictly prohibited.

**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.

**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. 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 process.

Students may be prohibited from using computer/technology and/or Internet sites, Internet chat rooms, or instant messaging to bully, harass or threaten any student or staff member. If a student violates this requirement and the violation results in a material and substantial disruption of the educational process, 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 or Internet site while off-campus or after school hours.

**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 the Student Conduct, Vandalism and Disruption Policy & Procedures 5301, Anti-Harassment Policy and Procedures 5202 and the Student Discipline Act of Nebraska, ranging from short-term suspension to expulsion, or mandatory reassignment to another school building.

## **STUDENT TECHNOLOGY USE**

Technology used at the Papillion-La Vista School District will enhance the learning experience as dictated by the approved curriculum and mission statement of the school. Papillion-La Vista School District intends that the use of the campus computer system, network and other technology promote greater academic collaboration and communication throughout the school community. Any unauthorized use that affects the operation or performance of the system is prohibited. Access to and use of district technology is a privilege and should be treated as such by all users of the system.

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, license agreements, acts of terrorism, assault, threats and students rights of privacy created by federal and state law.

Student data files and records held in electronic form are considered confidential and shall only be accessed by appropriate personnel. 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 through direct negotiations and mutual agreement between the Director of Information Technology and the software publisher or copyright holder.
- The Director of Information Technology is authorized to sign software license agreements for District schools. Each school using licensed software shall keep a file containing a signed copy of software agreements.
- 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 it deems to be inappropriate.

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 High School 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 in an attempt to bypass the network filter.
- Inappropriate use may also apply to bring-your-own devices that students may use at school (smart phones, tablets, etc.).

**Internet Safety:** The school district shall provide students with the resources for telecommunications and Internet use for the purposes of research, education, and communication.

The operation and use of telecommunications and the Internet requires provisions for the safety and security of students, including protection measures that block access to material deemed harmful to

minors, obscene, or pornographic. Protection should extend to electronic mail, chat rooms, web sites, or any other form of direct electronic communication. Disclosure, use and dissemination of personal identification regarding minors are strictly forbidden.

For additional information regarding restrictions on school district telecommunications and Internet use, refer to Board of Education policies.

### **CYBER-BULLYING:**

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.

### **DETENTION**

Detention period is a time when the student is assigned to stay after school, come in before school, during lunch or stay another arranged time for any infractions of acceptable student behavior, including attendance. Detention time is set at the discretion of the teacher or acting principal. Unacceptable behavior during the detention period may result in suspension from school.

Students should fully understand that any teacher in the building has the authority to correct misconduct at any time. Therefore, it is conceivable that a teacher might assign a detention to a student who is not in any of his/her classes. Failure to serve detentions by the assigned date will result in a referral to an administrator. Students who fail to serve a detention for an administrator will serve a more severe consequence.

### **SEARCH AND SEIZURE**

The school retains the right to search lockers, cars, backpacks or other student property on or adjacent to school grounds or at school sponsored activities, including away activities when there is reasonable cause and/or suspicion. The school may also seize items that are deemed illegal, inappropriate or a nuisance item. Parents may be required to pick up items taken and disciplinary action may be taken as a result of a search or seizure.

### **SURVEILLANCE CAMERAS**

Video surveillance 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 surveillance 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, Sarpy County Sheriff's Department, and Nebraska State Patrol as the district's "law enforcement units" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the district, (3) maintaining safe and drug free schools, and (4) contracting for specific services to be conducted for educational and safety purposes. The District designates its building principals collectively as a District law enforcement unit for purposes of referring possible violations of law to enforcement units and for maintaining the physical safety and security of the District.

## **CODE OF CONDUCT AND DUE PROCESS**

The District expects both 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 when at school activities, on school grounds, in school vehicles (including contracted vehicles) and as stated in item C-1-g below. Students are expected to comply with established regulations and are subject to discipline, suspensions and expulsions according to Board of Education policy #5301 (found at [www.plcschools.org](http://www.plcschools.org)). That policy includes:

### 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 (Suspension, Exclusion, Expulsion):

- 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:

### A. 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 his or her 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 his/her 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 his/her 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 his/her 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 his/her own defense and may be questioned on such testimony but may choose not to testify.
- l. The principal or his or her 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 his or her 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. He or she 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 in paragraph g, 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 private or school property, stealing, or attempting to steal private or school property of substantial value, or repeated damage or theft involving private or school property of small value.
  - c. Causing or attempting to cause physical injury to any person. 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. Engaging in the unlawful possession, purchase or attempted purchase, selling, dispensing or use of a controlled substance or look-a-like, or alcoholic liquor, or being under the influence of a controlled substance or alcoholic liquor.
  - f. Public indecency, as defined by law, except that this subdivision shall apply only to students at least 12 years of age but less than 19 years of age.
  - g. Sexually assaulting or attempting to sexually assault any person or 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 of 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 paragraph, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in Nebraska Revised Statutes Sections 28-319 and 28-320 as such statutes now provide or may hereafter from time to time be amended.
  - h. Engaging in any other activity forbidden by the state law which activity constitutes danger to other students or interferes with school purposes.
  - i. A repeated violation of any rules validly established pursuant to law if such violations constitute a substantial interference with school purposes.
  - j. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon, including knives, fireworks, throwing stars, brass knuckles, stun guns, B.B. guns and pellet guns.
  - k. Engaging in bullying as defined in state statute.
  - l. Engaging in prohibited use of electronic devices. Students shall not use electronic devices for recording and/or transmitting (video, audio, photos) without direct approval and consent of the person(s) being recorded, other than recordings of persons participating in school activities that are open to the public or unless the recording is a required accommodation in the student's IEP or 504 plan.
  - m. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, or tobacco imitation substances or packaging, regardless of form, including cigarettes, chewing tobacco, and any other forms of tobacco or imitation, such as electronic cigarettes, vapor pens, etc.
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, 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 a set of correspondence courses available for expelled and excluded students. The alternative will be developed by the Director of Student Services and it will be shared with parent(s)/guardian(s) and students after expulsion is completed. The correspondence course 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, the District has no further obligation.

**SCHOOL RESOURCE OFFICER**

The purpose of the School Resource Officer Program is to enhance the relationship between local law enforcement, students, parents, and staff. The goal is to promote positive citizenship among our youth by utilizing the resources of the Papillion-La Vista Schools and the local police department. The officer will be a resource and make class presentations in the areas of drug abuse resistance programs, law related education, criminal justice system orientation, delinquency and prevention, and community

responsibility to students, parents, and other groups associated with the Papillion-La Vista Public School District.

The officer will perform a variety of professional and technical police work and necessary investigation for the protection of life, safety, health, welfare, and property. All local, state, and federal ordinance and statutes and laws will be enforced.

There may be occasions when circumstances arise in which the School Resource Officer will need to provide direct assistance to school personnel. When assistance is requested and/or becomes necessary for law enforcement to become involved, relevant law, school policies, and law enforcement procedures and practices will be followed. The officer determines whether the student or students will be questioned, arrested, handcuffed, and/or taken to Sarpy County C.A.R.E. holdover. Parents will be contacted after the determination is made.

### **REPORTING TO LAW ENFORCEMENT**

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.

### **TITLE IX INFORMATION**

#### **TREATMENT OF STUDENTS IN EDUCATION PROGRAMS AND ACTIVITIES**

It is the policy of the Papillion-La Vista School District to comply with the regulations implementing Title IX of the Educational Amendments Of 1972.

Title IX prohibits sex discrimination in Federally assisted education programs. Specifically Title IX states:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance . . . “

Title IX covers all areas of educational programs and all students.

### **PERSONAL PRIVACY**

A school may provide separate facilities, such as showers and locker rooms, on the basis of sex, provided that those for one sex are comparable to those for the other.

### **COURSE OFFERINGS**

Course offerings or other education activities may not be provided separately on the basis of sex; nor can participation be refused or required on such basis. Included are health, physical education, vocational, technical, family and consumer science, and music.

Students may be grouped by ability to physical education classes and activities as long as ability is determined by objective standards developed and applied without regard to sex. Students may be separated by sex within physical education classes during participation in contact sports.

Portions of classes in elementary and secondary schools, which deal exclusively with human sexuality, may be conducted separately.

Schools may make requirements based on vocal range or quality, which result in choruses of one or predominately one sex.

### **COUNSELING AND COUNSELING MATERIALS**

Schools may not discriminate against any person on the basis of sex in the counseling or guidance of students.

Schools may not use different materials for students on the basis of sex or use materials, which permit or require differential treatment of students unless the material covers the same occupations and interest areas and their use is essential to eliminate sex basis.

### **ATHLETICS**

The general requirement of this section is that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person in any interscholastic, club, or intramural athletics offered by a school. Separate teams may be operated where:

- Selection for such teams is based upon competitive skill
- The activity involved is a contact sport (boxing, wrestling, rugby, ice hockey, football, basketball, and other sports the major activity of which involves bodily contact).

The school may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skills or the activity involved is a contact sport. However, where a recipient operates or sponsors a team in a particular sport for members of one sex but operates or sponsors no such team for members of the other sex, and athletic opportunities for members of that sex have previously been limited, members of the excluded sex must be allowed to try out for the team offered unless the sport involved is a contact sport. For the purposes of this part, contact sports include boxing, wrestling, rugby, ice hockey, football, basketball, and other sports the purpose of major activity of which involves bodily contact.

### **PREGNANCY**

A school may not apply any rules concerning a student's actual or potential parental, family, or marital status, which treats students differently on the basis of sex.

No student may be discriminated against or excluded from an educational program or activity (including any class or extracurricular activity) on the basis of pregnancy or related conditions, unless the student requests voluntarily to participate in a separate portion of the program or activity.

A student grievance procedure has been established. A student having a complaint or grievance is to contact a building principal. Grievances, which are not resolved at the building level, will be forwarded to appropriate Central Office personnel.

As required by Title IX, Dr. Trent Steele, Director of Secondary Student Services, will investigate grievances, which have not been resolved. His address and telephone number is: 420 South Washington Street, Papillion, NE 68046 (402-537-6214; trent.steele@plcschools.org)

### **PARENTAL INVOLVEMENT & COMPLAINTS**

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 our strong support for working with parents and families, maintaining a positive classroom environment, and recognizing teachers' responsibilities for instructional activities.

Parents who would have a question about any of these specific issues should contact their child's principal. Board of Education policy provides more specific information regarding handling these concerns. A concern/complaint form is located on the district website at: [www.plschools.org](http://www.plschools.org).

The Board of Education, Administration, and staff of the Papillion-La Vista Public School District want to do everything possible to enhance the educational experience for each student to be worthwhile and positive. In this endeavor, we are committed to working with students, parents and guardians, and the broader community in having the best staff, program, and materials possible.

If anyone should have a concern or complaint about any school matter, he/she should discuss this concern with the school staff person who is directly involved. If a satisfactory resolution cannot be reached, he/she should then ask that person who the next supervisory level would be, and then proceed to discuss the matter with that person. Commonly, that would be a supervisor or building principal. If a mutually agreeable solution still cannot be reached, the person with the concern should then contact Dr. Trent Steele, Director of Secondary Student Services, in the Central Office. If a mutually agreeable solution still cannot be reached, it would be appealed to the Superintendent of Schools.

#### **WITHDRAWAL FROM MANDATORY ATTENDANCE**

State law requires that the superintendent's designee meet with the parent/guardian prior to allowing their child to withdraw from mandatory attendance at school. The child must be between the ages of 16-18. At a minimum, this meeting will include the parent/guardian, the student, and the principal. The person designated by the Superintendent to coordinate this process (Trent W. Steele, Director of Secondary Student Services) may approve the student to withdraw from mandatory attendance only if they can provide evidence that it is for the purposes of:

- Financial hardship requiring the child to be employed, or
- Illness making attendance impracticable.

#### **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 Procedure 3307 found at the following link:

<https://www.plschools.org/site/default.aspx?PageType=2&PageModuleInstanceID=3117&ViewID=838b13a1-2ccb-4c74-83cb-0b9f098d6937&RenderLoc=0&FlexDataID=1519&SearchVal=student%20fees&SearchOption=all&SearchVal=student%20fees&SearchOption=all>

Extra-curricular Activities and Spectator Events: Fees may be charged for participation in extra-curricular activities and to spectators of extracurricular 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 extra-curricular 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 buildings 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 extra-curricular 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.

**Parking:** Students may be charged a fee to park their cars on school property. The District shall annually determine the amount to be charged for parking. Each school shall publish its parking fee, if any, in the student handbook.

**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.

**Graduation Robes:** Students may be required to pay the necessary fee to cover the cost of graduation robes required to participate in graduation ceremonies.

**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.

**Night School/Adult Education:** The District may annually set fees for student participation in classes offered to students taking classes through the district's night school/adult education program.

**Post-secondary Education Costs:** A student may be charged the actual tuition and fees associated with obtaining credits from a postsecondary educational institution when a student receives both high school credit and postsecondary education credit from a course being taken as part of an approved accelerated or differentiated curriculum program.

**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.

### **STUDENT SAFETY – EMERGENCIES**

Each building is has plans 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/guardian as the situation requires.

### **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.

### **VISITORS**

Students are not allowed to bring visitors to school. Non-students and ex-students are not allowed in the school building or on school grounds at any time during the school day. Parents are always welcome, but they are encouraged to make an appointment to see a teacher, principal, or visit their student's classes.

Students are also not allowed to visit other school buildings or property without prior approval from the administration of the school being visited. This does not include events open to the public. Students in violation of behavior expectations or who engage in disruptive behaviors at other buildings/on other school campuses (regardless of whether the event is open to the public; with or without visit approval) will be subject to the same disciplinary actions as if the violation(s) occurred at this building.

### **TITLE I – 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.



