



PAPILLION LA VISTA
COMMUNITY SCHOOLS

Be known for greatness

Elementary Student Handbook 2021-22

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NOTICE OF NONDISCRIMINATION

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

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

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

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination Office for Civil Rights in the U.S. Department of Education (OCR), please contact OCR at One Petticoat Lane, 1010 Walnut Street #320, Kansas City, Missouri 64106, (816) 268-0550 (voice), or (877) 521-2172 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

CHILD FIND NOTICE

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

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

FORWARD AND COVID-19 NOTICE

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

Although the information found in this handbook is detailed, it is not intended to be all-encompassing or to cover every situation that may arise during the school day or year. The administration reserves the right to make decisions or rule revisions at any time that reflect the well-being of all students 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.

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

KINDERGARTEN ENTRY

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

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

REGISTRATION/ENROLLMENT

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

- Certified copy of the child’s birth certificate
- Proof of address/residency
- Proof of immunizations meeting Nebraska’s requirements
- Proof of physical is also required for students entering school at beginning grades (usually Kindergarten), at 7th grade, and for students coming from another state/country

PHYSICAL EXAMINATION REQUIREMENTS

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

In addition, children entering school for the first time (Pre-K, K, or 1st) or transferring from out-of-state must obtain a vision assessment from their physician or a licensed optometrist.

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

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

IMMUNIZATION REQUIREMENTS

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

Please be sure your student's immunizations are in compliance. By law, students who do not present proof of immunization must be excluded from school until such proof has been presented.

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

- A statement signed by the physician stating that the immunizations required would be injurious to the health and well-being of the student **OR**
- A notarized document signed by the parent/legal guardian stating that the immunization conflicts with the practice of a recognized religious denomination to which the student belongs.

HEALTH SERVICES & STUDENT ILLNESS

The health services program includes registered nurses and trained health paraprofessionals. Each school building also 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.

Additional information regarding school health and welfare—including Health Action Plans—can be found in Board Policy 5601:

<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>

WHEN TO STAY HOME

If your child has a temperature/fever (defined as 100.4 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, they should stay home from school. Please call and ask the nurse if you are not sure.

MEDICATIONS AT SCHOOL

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

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

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

Student health information will be shared with appropriate staff as needed. Medication administration forms are available at the school health office and online www.plcschools.org under health services.

COMMUNICABLE DISEASES

The 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.

- 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.
- Fifths 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).
- COVID-19 – District will continue to provide updated guidance

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 refer to Board Policy 6207 or 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, please do not bring homemade foods or family pets into classrooms. Principals have the authority to restrict foods or pets from school campus. See below for specific procedures regarding animals at school.

ANIMALS AT SCHOOL

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

I. Use of Animals for Instructional Purposes

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

II. Service Animals

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

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

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

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

HEALTH SCREENINGS

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

SCHOOL HOURS

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

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

CANCELLATION OF SCHOOL

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

PARENTS/GUARDIANS PICKING UP BEFORE DISMISSAL

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

RESIDENCY, OPTION ENROLLMENT & SPECIAL ATTEND PERMITS

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

Any student whose parents or guardians move from the District during a school year may be allowed to finish the school year in their current school of attendance if that school is not closed. Parents must immediately notify their child's school secretary of the change in address and submit an Option Enrollment application for the next school year.

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

Any student whose parents or guardians move within the school district but away from the elementary attendance area assigned to their child's school may continue to attend that school for the remainder of the school year. However, parents must immediately notify their child's school secretary of the change in address. A Special Attendance Permit must be filed with Student Services by February 1st, to request permission to continue to attend that school the following year if that school is not

closed. Decisions about approval of Special Attendance Permits will be made based on the student's attendance, class size, and building/program capacity.

STUDENT SAFETY & EMERGENCY PROCEDURES

Each school has procedures for responding to various emergency situations (Weather, Fire, Evacuation, Lockdowns, Intruders, etc.). Drills are conducted throughout the school year. When necessary, the automated calling system will be used to provide parents with information about the emergency and directions about what parents need to do. These plans are reviewed annually by the building, district, and law enforcement. Contact your building principal if you have questions specific to your child's school.

SAFE INSPECTION OF SCHOOL PROPERTY

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

STUDENT ABSENCE & SAFETY

Parents/guardians should contact the school before 8:30 A.M. each day their child is absent. If no call/contact is received, the school will contact the parents/guardians and any emergency contacts provided by the parent/guardian to locate the child. Law enforcement will be contacted if necessary.

ATTENDANCE/ABSENCES

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 sessions and/or homework.

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

Attendance Officer

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

Reporting Absences

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. Principals may request verification from physicians for students who may have absences due to medical issues/conditions.

Absences from School - Definitions:

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

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

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

- Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents)
- Illness which causes a student to be absent from school
- Doctor or dental appointment which requires the student to be absent from school
- Court appearances that are required by a court order
- School sponsored activities which require students to be absent from school
- 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 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.
- A student who has 9 days of absence per year shall have a letter sent to their parent(s)/guardian(s) notifying them of the attendance policy and the student's status.
- A student who is absent 15 or more days per year shall have a letter sent to their parent(s)/guardian(s) notifying them that he/she may be defined as having a record of excessive absence.

- 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
 - Referral to restorative justice practices or services.

Involvement of County Attorney

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

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

EARLY WITHDRAWAL FROM SCHOOL

Any student who is enrolled in school and has not reached 6 years of age by January 1 of the current school year may be withdrawn from school voluntarily by the parent. Application for such a withdrawal must be submitted to the Superintendent, on an established form, available at the Central Office.

SCHOOL LUNCH PROGRAM

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

Each student has a meal account which is accessed at the cashier station. 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 the [Titan Family Portal](#). Cash or checks are also taken for deposit into the meal account in the morning before school starts or at the cashier station while purchasing lunch. Parents can check account balances at any time on the district app or by checking online at the [Titan Family Portal](#).

School breakfast is available at some elementary schools. Breakfast is planned to meet one fourth of the Recommended Dietary Allowances for key nutrients and includes grains, protein, juice, fruit, and milk. Our grab and go style breakfasts are planned for your convenience and offered just before

school, starting at approximately 7:30 a.m. Breakfast menus are located on the District app and website.

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

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

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

Families can qualify for free or reduced-price meals if they receive SNAP or TANF benefits, qualify for other programs, or if their income is below certain limits. 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 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

This institution is an equal opportunity provider.

VISITS TO SCHOOL

For the safety of children, all visitors must report to the office and must wear an assigned name tag while visiting school. Parents are encouraged to make arrangements to visit their child's classroom and/or school day activities. These visits should be arranged ahead of time. You will then be informed if that school day has been altered or if, for some other reason, you cannot observe the chosen activity. We suggest that a visit be limited to one instructional period. Visits may be restricted by the building principal if, in his or her determination continued visitations create a risk or disruption of the educational environment in the school.

BICYCLE RULES

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

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

SCHOOL CELEBRATIONS, FOOD/TREATS & GIFTS

Schools may have up to three all-school celebrations/classroom parties. These are often held in the fall, the end of the first semester, and in the Spring. Assistance with these celebrations varies at each building (parent volunteers, PTO, etc.) Restrictions/limits regarding food may be in place.

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

STUDENT SERVICES

Papillion La Vista Community Schools provides many services for students in addition to general classroom instruction. Such services may include the following:

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

CURRICULUM

In response to our students' needs and in being consistent with our mission and beliefs, we focus on Excellence—One Student at a Time. The district provides a comprehensive educational program, and our program is continually monitored and regularly revised. All curricular areas are reviewed annually with new materials and major revisions offered every seven years. For detailed information about curriculum, please check the district website at www.plcschools.org.

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

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

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

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

High Ability Learner Program (HAL): The HAL Program is committed to developing the unique strengths of gifted and talented students. Students are encouraged to attain the highest level of achievement possible in their unique talent area and to enhance their social responsibility and adjustment. Primary emphasis has been in regular class/program enhancement by helping teachers to recognize and accommodate individual strengths without pullout programs.

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

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

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

Media: Media centers are available in each building, providing a well-balanced selection of materials that are available through a computer information system. School librarians provide materials, services, and programs to provide opportunities for the student to reinforce, extend, and test learning initiated in the classrooms.

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

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

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

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

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

ASSESSMENTS & REPORTING

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

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

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

PARENT INVOLVEMENT IN EDUCATIONAL PRACTICES

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

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

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

USE OF TECHNOLOGY

Inappropriate use of technology includes but is not limited to:

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

STUDENT CLOTHING

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

NUISANCE ITEMS

It is difficult to make a blanket policy on small items that children bring to school to show to their teacher or classmates. Children may bring those items if they serve a school purpose as identified by the classroom teacher. However, it is the child's responsibility to bring and return these items safely. The school or teacher cannot accept responsibility for such items becoming broken or stolen. If small items become classroom nuisances, they will be confiscated and returned to parents. Children may not bring toys or other nuisance items to school without prior administrator approval. Some examples may include, but are not limited to scooters, roller skates, in-line skates, skateboards, fidget spinners, balls and bats, cell phones, electronic games, iPods, electronic tablets, etc. Check with your child's teacher or principal if you have questions or would like more guidance. Teachers and/or principals may prohibit various items as needed.

BUS & TRANSPORTATION SAFETY

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

KIDS CLUB

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

TOBACCO/NICOTINE USE & ELECTRONIC SMOKING/VAPORIZING DEVICES

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

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

STUDENT RECORDS & DIRECTORY INFORMATION

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

Papillion La Vista Community 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 this procedure as well as 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, consultants, and volunteers may be permitted to have access to education records where they are performing a function or service that would otherwise be done by a school employee. Their access is limited to education records in which they have a legitimate educational interest, which means records needed to effectively provide the function or service for which they are responsible.

Definitions:

1. "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 handwritten, 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.
2. "Disclosure" means to permit access, 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.
3. A school official has a "legitimate educational interest" if the official needs to review an education record to fulfill their professional responsibility and effectively provide the function or service for which they are responsible.
4. 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.
5. "Eligible student" means a student who has reached 18 years of age or is attending an institution of postsecondary education.
6. "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."
7. "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:

1. 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
2. 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 time period 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.

3. 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.
 - a. Results of standardized achievement, aptitude, ability, interest, and intelligence tests.
 - b. Protocols of tests administered to a class or student body as a whole
 - c. Psychological reports
 - d. Diagnostic education evaluation
 - e. School social worker's case-study reports
 - f. School educational specialists' reports
 - g. Truancy reports
 - h. Final reports by non-school special consultants
 - i. Correspondence concerning student
 - j. Educational, medical, and familial histories and data peculiar to individual students

- k. Data summary reports
- l. Transcripts of non-disciplinary school hearings concerning student
- m. Student's or parent's/guardians written consent of release of subsidiary records
- n. Parent's written consent permitting special examination of their child
- o. Anecdotal records
- p. 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
- q. Limited English proficient individual (EL) student data
- r. Disciplinary Records: Disciplinary records include the report, summary, record, etc. of any school disciplinary action. These records are maintained separately from other records
- s. 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
- t. Section 504: Section 504 records include all information maintained for students in 504 programs pursuant to federal laws, rules, and regulations
- u. 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
- v. High Ability Learner (HAL) individual student data
- w. Surveillance 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), guardian, 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 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:

- Permanent Records shall be maintained permanently.
- 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.
- Subsidiary Records (except for Special Education Records) shall be destroyed after the student's graduation or 3-year continuous absence from school.
- 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 is 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 to fulfill their 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.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5920

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.plcschools.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>

A. Extra-curricular activities and spectator events:

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

1. 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.

2. 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.
3. 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.
4. 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.
5. 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.
6. Specialized equipment or attire may be required of the student for extra-curricular activities.

B. Minor personal consumable items:

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

1. 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.
2. If a student is unable to provide the minor personal consumable item required the school may, as appropriate, supply the item to the student.

C. 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.

D. 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.

E. 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.

1. 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.

2. Schools may require students to furnish their own musical instruments, stands, music and specialized attire for participation in extra-curricular music organizations and activities.

F. 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.

G. 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.

H. Food:

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

I. Summer school:

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

J. Student files and records:

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

PART TWO:

Student Fee Fund

Fees that are charged to students pursuant to PART ONE, subsections 1., A, 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

Fees charged pursuant to PART ONE, subsection A, C and E shall 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.

Elementary Student Fees

Clothing Requirements

Elementary students may be required to supply the following clothing items:

- Tennis shoes for physical education
- Paint shirt
- Honor choir shirt

Personal or Consumable Items and Materials

Elementary requirements:

- Pens, pencils, paper, notebook/organizers, and book covers
- Musical Instruments and stands

Extracurricular Activity Participation Fees

Elementary requirements:

- Competition and travel costs for clubs, activities, and special interests

Transportation

Charges may be assessed to students for:

- Transportation to extracurricular events and activities which the student is a voluntary spectator

Photocopying

Charges may be assessed to students for:

- The reproduction of student records and transcripts
- Personal copying of the student

Summer School (if available)

TITLE I INFORMATION – PARENT NOTICE

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

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

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

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

1. Title IX Coordinator

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

2. **Definitions.** As used in this policy, the following terms are defined as follows:
- 2.1. **Actual knowledge** means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). “Notice” as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.
- 2.2. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.
- 2.3. **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district’s education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase “document filed by a complainant” means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant’s physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106 and will comply with the requirements of this policy and 34 C.F.R. part 106, including Procedure 5208 and 34 C.F.R. § 106.45(b)(1)(iii).
- 2.4. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
- 2.5. **Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.
- 2.6. **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:
- 2.6.1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual’s participation in unwelcome sexual conduct;

- 2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity;
- 2.6.3. **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
- 2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by a person—
 - 2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - 2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - 2.6.4.2.1. The length of the relationship.
 - 2.6.4.2.2. The type of relationship.
 - 2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.
- 2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a)(8), which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- 2.6.6. **Stalking**, as defined in 34 U.S.C. § 12291(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - 2.6.6.1. fear for his or her safety or the safety of others; or
 - 2.6.6.2. suffer substantial emotional distress.
- 2.7. **Supportive measures** mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security, and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of

the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

3. Discrimination Not Involving Sexual Harassment.

3.1. General Prohibition. Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.

3.2. Specific Prohibitions. Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:

3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;

3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;

3.2.3. Deny any person any such aid, benefit, or service;

3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;

3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;

3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;

3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

3.3. Complaint Procedure. All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district’s complaint procedure.

4. Response to Sexual Harassment. When the school district has actual knowledge of allegations of sexual harassment in its education program or activities, it will respond to such allegations in accordance with this policy and Procedure 5208, which can be found in board policies at www.plcschools.org.

5. Superintendent Authorized to Contract. The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the district’s investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy and Procedure 5208.

6. Certain Different Treatment on the Basis of Sex Permitted. Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as

permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

7. **Retaliation Prohibited.** Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).
- 7.1. **Specific Circumstances.**
 - 7.1.1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.
 - 7.1.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.
8. **Notification of Policy.** The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.
9. **Publication of Policy.** The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).
10. **Application Outside the United States.** The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

11. **Scope of Policy.** Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

Rules of Conduct & Student Disciplinary Actions

Students are expected to obey laws, rules, and directions; be courteous to students and employees; have respect for school and personal property; dress appropriately; and use proper language and manners. Board of Education policy #5301 regarding the Code of Conduct and disciplinary actions may be found at www.plcschools.org

Following Nebraska law, we will inform students and their parents about student conduct rules and conditions under which students may be excluded from school. If a student does not follow the rules of conduct contained in Board Policy #5301 (www.plcschools.org) the school may proceed with disciplinary actions.

School district staff will report student actions which violate school policy to law enforcement if:

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

Disciplinary action within school may include any or a combination of:

- Student/Parent Conferences
- Extension of school day - before or after school
- Suspension from class
- Suspension from activities
- Suspension from school
 - Short-term: 1-5 days
 - Long-term: 6-19 days
- Emergency Exclusion
- Expulsion: Remainder of semester or longer in specific situations.
- Mandatory reassignment: Transfer to another school or other educational setting.

As found in Board of Education policy #5310 (www.plcschools.org), the following behaviors constitute ground for disciplinary action if they occur on school grounds, in a school vehicle (included contracted vehicles), at a school event, or as stated in item "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 plans.
- 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.

BULLYING & HARASSMENT

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

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

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

General Statement:

Students are expected to always conduct themselves as good citizens, 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.

Students are prohibited from using electronic devices (e.g., computers, cell phones, tablets, iPods, etc.) and mediums (e.g., social media, internet, apps, etc.) to bully, harass or threaten any student or staff member. If a student violates this requirement 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 device or Internet site while off-campus or after school hours.

Definition of Harassment:

Harassment is defined as any intentionally harmful, demeaning, or disparaging acts, words, symbolic representations, or behaviors used by a student or students against others that is disruptive of the educational process. This includes, but is not limited to, bullying, verbal, physical, visual, or graphic actions such as name-calling, taunting, mocking, slandering, humiliating, defaming, teasing, pestering, and making derogatory remarks, demeaning jokes, disparaging drawings or notes. Harassment is defined as behavior which is: severe, pervasive, or persistent; creates a hostile environment at school; is sufficiently serious that it interferes with or limits a student's ability to participate in or benefit from school services, activities, or opportunities; and is based on a student's race, color, national origin, sex, disability, or religion. Bullying and harassment based on protected class is unique and may require additional investigation. The appropriate district staff member or coordinator will promptly investigate bullying complaints that violate the district's antidiscrimination policies pursuant to the district's complaint policies.

Definition of Bullying:

Bullying is defined to mean any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events, subject to the general rule regarding prohibited use of electronic devices stated above. Bullying is further defined to include any intentional, hostile, or offensive verbal, written, graphic, demonstrative, or physical act that has the purpose of exerting domination over another student through the act of intimidating, frightening, oppressing, or adversely controlling the student and that is disruptive of the educational process.

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, Policy 2102 (Complaint Procedure), 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.

DISTRICT COMPLAINT PROCEDURE (including complaints of discrimination or harassment)

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

Complaints Involving Discrimination or Harassment on the Basis of Protected Status

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

Harassment is defined as behavior which is: severe, pervasive, or persistent; creates a hostile educational environment; is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from educational services, programs or opportunities, or work program or activity; and is based on race, color, national origin, sex, disability, religion, age, or other protected status.

COMPLAINT PROCESS—DISCRIMINATION OR HARASSMENT

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

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

All other District employees who receive a report of discrimination or harassment should immediately report the matter to a building administrator. Building administrators shall notify the appropriate Non-Discrimination Coordinator of any reported complaints.

3. Administrative Handling of Complaint. When an administrator receives a report of discrimination or harassment:
- a. Complaint Against Employee. If the respondent is a district employee or other adult, immediately report the matter to the District's assistant superintendent of human resources. The complaint shall be addressed according to the following procedures:
- The complainant shall place their report in writing on a District Complaint Form. A copy of the District Complaint Form can be found on the district website and in the appendix of this handbook.
 - The assistant superintendent of human resources or their designee shall immediately investigate the matter upon receipt of the completed District Complaint Form. The investigation shall include obtaining relevant information from the complainant and respondent, as well as anyone who witnessed the alleged discrimination or harassment. If necessary, immediate, interim action or measures will be taken to protect the parties and prevent further potential discrimination, harassment, or retaliation during the pending investigation.
 - If it is concluded by a preponderance of the evidence ("Is it more likely than not?") that discrimination or harassment occurred, the assistant superintendent or their designee shall undertake actions to redress the discrimination or harassment consistent with Board Policy 4050, including possible employment sanctions such as reprimand, plan of assistance, non-renewal, termination, or contract cancellation. The District is prohibited by law from disclosing employment-related actions.
 - The investigation and resolution of the complaint will be discussed with the complainant within no more than 30 working days of receipt of the complaint by the assistant superintendent of human resources. A reasonable amount of additional time may be utilized due to extenuating circumstances or the complexity of the complaint.
- b. Complaint Against Student. If the respondent is a student, the administrator shall address the complaint according to the following procedures:
- The complainant shall place their report in writing on a District Complaint Form. A copy of the District Complaint Form can be found on the district website and in the appendix of this handbook.
 - The administrator shall notify the Non-Discrimination Coordinator of the complaint.
 - The administrator shall immediately investigate the matter upon receipt of the completed District Complaint Form. The investigation shall include obtaining relevant information from the complainant and respondent, as well as anyone who witnessed the alleged discrimination or harassment. If necessary, immediate, interim action or measures will be taken to protect the parties and prevent further potential discrimination, harassment, or retaliation during the pending investigation.
 - If it is concluded by a preponderance of the evidence ("Is it more likely than not?") that discrimination or harassment occurred, impose disciplinary consequences pursuant to District policy and undertake other appropriate actions to redress the discrimination or harassment and prevent its recurrence.
 - The investigation and resolution of the complaint will be discussed with the complainant within no more than 30 working days of receipt of the complaint by the administrator. A reasonable amount of additional time may be utilized due to extenuating circumstances or the complexity of the complaint.

4. Appeals. If the complainant or respondent is unsatisfied with the resolution of the complaint, they may initiate the following process:
- a. Level 1 Appeal. The complainant or respondent shall, within 10 working days of their notification of resolution of the complaint, make an appointment to meet and discuss the matter with either (1) the assistant superintendent of human resources or their designee if the respondent is a District employee, or (2) the building administrator if the respondent is a student. The assistant superintendent of human resources/designee or building administrator shall give the complainant an oral response within 10 working days of such meeting.
 - b. Level 2 Appeal. If the complainant or respondent is unsatisfied after a Level 1 Appeal, they may file an appeal in writing with the appropriate Non-Discrimination Coordinator within ten (10) working days after receiving Level 1 Appeal decision. The Non-Discrimination Coordinator will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal within ten (10) working days after receiving the appeal.
 - c. Level 3 Appeal. If the complainant or respondent is unsatisfied after a Level 2 Appeal, they may file an appeal in writing with the Superintendent within ten (10) working days after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal within ten (10) working days after receiving the appeal.
 - d. Level 4 Appeal. If the complainant or respondent is not satisfied with the Superintendent's determination, they may file an appeal in writing with the Board of Education within ten (10) working days after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at the next scheduled Board meeting to present his or her appeal. The Board will issue a written determination about the appeal within thirty (30) working days after receiving the appeal.

General Complaint and Appeal Process

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

1. Direct Communication Between the Parties. The complainant is encouraged to directly advise the offending person (hereinafter referred-to as the "respondent") of the complainant's concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter directly with the teacher. However, the complainant should skip the first step if the complainant believes speaking directly to the respondent would subject the complainant to discrimination or harassment.
2. Report of Complaint to Appropriate Administrator. The second step is for the complainant to speak to the appropriate administrator, as set forth below.
 - a. Building Principal. Complaints about operations, decisions, certified or classified staff, or students within a building should be submitted to the principal of the building.

- b. District Director. Complaints about operations, decisions, or employees within a district service (i.e., custodial, food service, transportation, buildings and grounds) should be submitted to the director of that service area.
 - c. Assistant Superintendent for Human Resources. Complaints about a building administrator or district director should be submitted to the Assistant Superintendent for Human Resources.
3. When Report Is Made. When a complainant submits a complaint to an administrator, the administrator shall promptly and thoroughly investigate the complaint, and shall:
- a. Determine whether the complainant has discussed the matter with the respondent.
 - o If the complainant has not, the administrator will urge the complainant to discuss the matter directly with the respondent.
 - o If the complainant refuses to discuss the matter with the respondent, the administrator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - o Encourage the complainant to complete a District Complaint Form. A copy of the District Complaint Form can be found on the district website and in the appendix of this handbook.
 - b. Determine the action or solution which the complainant seeks.
 - c. Obtain all relevant details and information regarding the complaint.
 - d. Respond to the complainant and share their decision with the parties.
4. Appeals. If either the complainant or respondent is not satisfied with the administrator's decision, the following procedure shall be followed:
- a. Level 1 Appeal
 - o The complainant or respondent may appeal the decision in writing within 10 working days from receipt of the decision to the assistant superintendent of human resources or their designee. If the assistant superintendent of human resources was the original decision-maker, the appeal will be made to another designated District assistant superintendent or their designee.
 - o The assistant superintendent or their designee will investigate as they deem appropriate.
 - o Upon completion of the investigation, the assistant superintendent or their designee will inform the complainant and respondent of their decision.
 - b. Level 2 Appeal. If the complainant or respondent is unsatisfied after a Level 1 Appeal, they may file an appeal in writing with the Superintendent within ten (10) working days after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal within ten (10) working days after receiving the appeal.
 - c. Level 3 Appeal. If the complainant or respondent is not satisfied with the Superintendent's determination, they may file an appeal in writing with the Board of Education within ten (10) working days after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at the next scheduled Board meeting to present his or her appeal. The Board will issue a written determination about the appeal within thirty (30) working days after receiving the appeal.

General Provisions Governing Complaint Procedures

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

Questions?

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

PLCS COVID-19 Update

Mask Requirement

August 27, 2021

Beginning Monday, August 30, 2021, all students, staff, and visitors will be required to wear a mask while inside all Papillion La Vista Community Schools and buildings, as well as all district-provided transportation and buses. Everyone should wear masks when entering buildings. Those who arrive without a mask will be provided one. Masks will not be required outdoors, including at recess, outdoor PE classes, and other outdoor sports and activities.

This decision was made due to an increase of positive COVID-19 cases since classes resumed on August 12. Since that time, the Sarpy/Cass Health Department has closed three PLCS classrooms and cases have increased from 28 cases on Monday, August 23, 2021, to over 105 cases as of Friday, August 27, 2021. Typically the COVID-19 dashboard on our website is updated Monday of each week to reflect the prior week, but we've updated it today (Friday) for your reference. Cases are being reported at all school levels across the district. Requiring masks supports the PLCS priority to keep students learning in person at school all year, with the particular intent to prevent any additional classroom closures.

Dr. Rikli and PLCS officials have been in continual conversation with the Sarpy/Cass County Health Department to regularly reassess the effectiveness of the protocols outlined in the Return to School plan for 2021-2022. When the plan was released, we had hoped for more normalcy. However, with the recent spike in cases it is clear that the protocols must be adjusted in order to prioritize health and safety and keep learning in person. The Board of Education supports the implementation of this plan.

PLCS will continue to monitor the COVID-19 situation in our schools and community and make adjustments as needed. This change in health and safety protocols will be in effect until further notice and shall be considered an addendum to the Student Handbook.

2021 Fall Season Athletic & Activity COVID-19 Guidelines

- Coaches are required to wear face coverings at all times when indoors.
- Athletes are recommended to wear face coverings whenever possible, including any time when not in intense physical participation in practices and contests when indoors.
- Teams will wear masks while traveling to away games in district provided transportation.
- Participants must have their own individual bottle, and shall not share water bottles or towels with others.
- No shared food, beverages or buffets among team members or parents indoors. Outdoor team dinners/ events are allowed, social distancing and extra precautions encouraged.
- **Attendance at events-** seating capacity will not be limited at events at this time, but changes could occur as conditions evolve.
- **Indoors venues-** spectators, media and event personnel will be required to wear face covering when at indoors venues. Lack of compliance with masks will result in not being allowed in or being told to leave facilities if refuse to comply. Three feet of social distancing between family groups is recommended.
- **Outdoor venues-** masks and 3 feet of social distancing between family groups are recommended.
- **In-person meetings-** Face coverings are required when indoors or when in press boxes, locker rooms, or similar locations.
- **Concessions-** will be sold at indoor and outdoor venues. Masks are required when not eating or drinking at indoor venues.
- Equipment for each sport should be regularly cleaned and sanitized by coaches.
- Pep bands when in bleachers should have bell covers on instruments (indoors and outdoors). Bands are not required to have bell covers on their instruments when in public performances. Students and staff should have masks on when not competing (indoors).
- Show Choir/ Flags/ JROTC/ Cheer/Dance teams are not required to wear masks while performing, but are required to wear masks when not performing (indoors).
- District spectators will need to follow the rules and guidelines of the host site when traveling to other schools.
- Teams and activity groups will follow PLCS district guidelines when competing at other school districts with different COVID guidelines.
- PLCS will follow Sarpy/ Cass Health Department recommendations for COVID positive cases and high risk exposures for students in activities and athletics for self isolation time. Masking and vaccination status may positively impact health department instructions for exposures.