



**Papillion LaVista South  
High School**

**2023-2024 Student Handbook**

# IMPORTANT LEGAL NOTICES

## **FORWARD**

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

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

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.

## **NON-DISCRIMINATION**

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

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

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

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

## **BOARD OF EDUCATION POLICIES & HANDBOOKS**

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

## **CHILD FIND NOTICE**

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

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

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# **A TRADITION OF EXCELLENCE**

## **PAPILLION LA VISTA SCHOOL SONG AND COLORS**

### **School Song ~ Hail to the Titans**

Hail to the Titans, glory, pride and fame  
Wearing royal, silver, black  
We're proud of our name.

South Titan spirit shows we're part of the best  
So fight on to victory and win one for PLS!

### **School Colors ~ Royal, Silver and Black**

## **PAPILLION LA VISTA COMMUNITY SCHOOLS PURPOSE AND BELIEF STATEMENTS**

Papillion La Vista Community Schools' purpose is to prepare every student for a successful transition into the next phase of his/her life. This district's vision is to prepare every student through superior educational programs delivered by highly effective educators who use innovative, research-based strategies in a safe and supportive environment in collaboration with family and community members.

### **Governing Beliefs** - *The governing beliefs of the Papillion La Vista Community Schools are:*

- Our district's purpose is to ensure academic learning in an equitable manner while offering a variety of extra-curricular opportunities.
- Our schools will provide students a centered environment, which is safe, supportive, and nurturing.
- Our schools' effectiveness is maximized when students, family, staff, and community share in the vision and actively participate in the educational process.
- Our schools have the primary role in managing the educational variables necessary for learning.
- All students will obtain knowledge and skills, which enable them to be contributing, responsible members of society.
- All students can learn when their unique needs are met.
- All students will be challenged to meet high standards.
- All students will be provided the resources necessary to learn.
- Education is a life-long process.

## **PAPILLION LA VISTA SOUTH MISSION STATEMENT**

Papillion La Vista South High School strives to offer a high impact education that builds character and creates opportunities.

## **PAPILLION LA VISTA SOUTH BELIEF STATEMENTS**

- ❖ Every facet of Papillion La Vista South fuses to empower students with the knowledge, skills, technology, and values to become productive citizens in a dynamic global society.
- ❖ The Papillion La Vista South community collaborates to meet student needs through authentic, interdisciplinary learning opportunities.
- ❖ Papillion La Vista South High School provides numerous innovative course offerings to meet student needs.
- ❖ Teachers serve students through academic instruction and advisement.
- ❖ The learning community welcomes the use of applied technology in its continuing efforts to prepare students for the information age.
- ❖ Neighborhood and district resources become an integral component of the authentic learning experience.
- ❖ Papillion La Vista South welcomes diversity as a pillar of the learning community.
- ❖ The all-inclusive environment of Papillion La Vista South fosters students' affective development and encourages participation in co-curricular activities, leading to productive citizenship.
- ❖ Papillion La Vista South High School strives to maintain a learning community instituted within a safe environment, where all students are able to discover, explore and reach their potential with confidence and security.



## Papillion La Vista South High School

### BELL SCHEDULES

REGULAR SCHEDULE				
Period 1	8:00-8:50			
Period 2	8:55-9:45			
Period 3	9:50-10:40			
Period 4	10:45-11:35			
Period 5	11:40-1:30			
1 <sup>st</sup> Lunch	Lunch: 11:35-12:06	Titan Time: 12:09-12:35	Class: 12:38-1:30	
2 <sup>nd</sup> Lunch	Titan Time: 11:40-12:05	Lunch: 12:05-12:35	Class: 12:38-1:30	
3 <sup>rd</sup> Lunch	Class: 11:40-12:32		Lunch: 12:32-1:03	Titan Time: 1:06-1:30
4 <sup>th</sup> Lunch	Class: 11:40-12:32		Titan Time: 12:35-1:00	Lunch: 1:00-1:30
Period 6	1:35-2:25			
Period 7	2:30-3:20			
NOTES: 50 minute periods with 5 minute passing periods / 5th Period 52 minutes with 3 minute passing periods				

WEDNESDAY SCHEDULE				
Period 1	8:20-9:07			
Period 2	9:12-9:59			
Period 3	10:04-10:51			
Period 4	10:56-11:43			
Period 5	11:48-1:36			
1 <sup>st</sup> Lunch	Lunch: 11:43-12:13	Titan Time: 12:16-12:42	Class: 12:45-1:36	
2 <sup>nd</sup> Lunch	Titan Time: 11:48-12:12	Lunch: 12:12-12:42	Class: 12:45-1:36	
3 <sup>rd</sup> Lunch	Class: 11:48-12:39		Lunch: 12:39-1:09	Titan Time: 1:12-1:36
4 <sup>th</sup> Lunch	Class: 11:48-12:39		Titan Time: 12:42-1:06	Lunch: 1:06-1:36
Period 6	1:41-2:28			
Period 7	2:33-3:20			
NOTES: 47 minute periods with 5 minute passing periods / 5th Period 51 minutes with 3 minute passing periods				

PEP RALLY SCHEDULE			
Period 1	8:00-8:40		
Period 2	8:45-9:35		
Period 3	9:05-10:10		
PEP RALLY	10:15-11:00		
Period 4	11:05-11:45		
Period 5	11:50-1:40		
1 <sup>st</sup> Lunch	Lunch: 11:45-12:16	Titan Time: 12:19-12:45	Class: 12:48-1:40
2 <sup>nd</sup> Lunch	Titan Time: 11:50-12:15	Lunch: 12:15-12:45	Class: 12:48-1:40
3 <sup>rd</sup> Lunch	Class: 11:50-12:42	Lunch: 12:42-1:13	Titan Time: 1:16-1:40
4 <sup>th</sup> Lunch	Class: 11:50-12:42	Titan Time: 12:45-1:10	Lunch: 1:10-1:40
Period 6	1:45-2:30		
Period 7	2:35-3:20		
NOTES: 45 minute periods with 5 minute passing periods / 5th Period 52 minutes with 3 minute passing periods.			

**PLEDGE AT THE BEGINNING OF 3<sup>RD</sup> HOUR EACH DAY**

# ACADEMIC AFFAIRS

## TITAN ACADEMIC INTERVENTION PLAN

The Titan Academic Intervention Plan is a three-part approach to ensuring that all students at Papillion La Vista South High School are maximizing their personal high school experience. The Academic portion focuses on providing assistance and monitoring to those having academic difficulty. The Incentive portion deals with providing various benefits to those excelling at school. The Character component focuses on providing students with some of the “soft skills” that will help our students on their chosen path.

### I. Academic

#### **Level 1: Daily Work and Homework**

Daily work and homework is assigned to make sure that students are completing their work and learning the material. Because zeroes are the last resort, teachers will utilize academic interventions before incomplete work becomes “unaccepted”. Once sent to the office, students may receive one of the following:

- Academic Study Time
- Wednesday night study from 3:30-5:30pm
- Success Study Hall

#### **Level 2: Continued Academic Difficulties---The Credit Checklist**

Efforts will be made each week to inform students that they are on the credit checklist through their Titan Time. Students appearing on the credit check list for multiple weeks or for multiple classes will begin to receive special counselor and/or administrative attention. Students will receive continued attention as long as they remain on the weekly credit check list. If referred, the administrator / counselor will share their standard step-by-step process with the student. In addition, Titan Time advisors will work with students experiencing academic difficulties to seek assistance from teachers, counselors or administrators.

### II. Incentive

Students who continue to complete their work and remain in good academic standing can expect various incentives throughout the year. Various incentives that will be continued during this school year for these students include but are not limited to:

- Library pass privileges
- Hall privileges
- Late/early release candidacy
- Regular study hall
- Tutoring opportunities
- School leadership opportunities
- Office and teacher aide opportunities
- Academic and Citizenship Recognition
- School Sponsored Activities and/or Dances

### III. Character

While the academic and incentive programs focus on the progress students have in the actual classroom, the third piece to the program looks at the ways in which we, as educators, help students meet their individual needs.

All 9th - 11th grade students will be assigned to a Titan Time advisor. Attendance to Titan Time is mandatory. Students will meet for Titan Time daily to discuss current issues related to the development of youth who are safe and healthy, and capable of growing into productive citizens in relationship to family, friends, community, and a changing world.

### Positive Impact of the Intervention Plan

A positive impact of of MTSS and a Tiered Intervention Plan has enabled the school to see:

- increases in ACT scores
- increases in the overall grade point average of the school
- decreases in the overall failure rate of the school
- students perceiving that teachers set higher expectations for them
- students perceiving that teachers are consistently working with them when they need help
- students perceiving that their grades have improved and that they complete more homework than in previous years
- parents perceiving that the intervention plan holds students more accountable to complete their work
- parents perceiving that the intervention plan positively impacts student learning
- large numbers of success stories of students who made one of our many interventions work for them as they improved in their academic progress



With your (the students and parents) support, Papillion La Vista South has been able to set high expectations, hold students accountable to these expectations, and provide support and assistance to all of the students at our school. At Papillion La Vista South, we will continue to work with students and parents to ensure that students are reaching their academic potential during their high school years. We appreciate your support of the Titan Academic Intervention Plan and look forward to sharing more wonderful success stories and continuing to build upon an already strong program.

## **COURSE REGISTRATION**

### **SCHOOL ENROLLMENT REQUIREMENTS**

#### **ENROLLMENT REQUIREMENTS**

Families should enroll online at [www.plcschools.org](http://www.plcschools.org). The following information is required by the building at the time of enrollment/registration:

- Certified copy of the child's birth certificate.
- Proof of address/residency
- Proof of a physical exam and vision evaluation within 6 months prior to entry are also required if entering 7th grade, or coming from out-of-state.
- Proof of immunizations required by Nebraska

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

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 evaluation from their physician or a licensed optometrist within 6 months prior to entry.

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 examination and vision evaluation.

### **COURSE REGISTRATION REQUIREMENTS**

Unless arranged by administration, full time students must enroll in:

- 9<sup>th</sup> Grade – 7 periods
- 10<sup>th</sup> Grade – 7 periods
- 11<sup>th</sup> Grade – At least 6 periods
- 12<sup>th</sup> Grade – At least 5 periods (all 5 must be graded courses to be eligible for laude recognition at graduation)

A grade of 60% ("D") or better must be earned in any course to receive credit and to fulfill graduation requirements. In order to compete in an NSAA sponsored activity students must have passed at least 4 graded courses the previous semester and must be enrolled in at least 4 graded courses the current semester (study hall and teachers aide would not meet this requirement).

### **CHOOSING A COURSE**

Each student in the high school should select those courses which best fit his/her needs for the future and which meet the requirements for graduation. Early planning of a course of study is important.

Curriculum handbooks, which explain courses of study at Papillion La Vista South High School and graduation requirements, may be obtained online or in the guidance office.

### **COURSE RETAKES**

Courses required for graduation must be retaken if failed (e.g. P.E., Biology, U.S. History, English 9, English 10, American Government, etc). Summer school is available for the purpose of credit recovery. Students will need to schedule a time to discuss credit recovery options with their counselor when the student has failed a course. APEX online learning is available only for credit recovery and not advancement.

# GRADING—PHILOSOPHY, SCALE & WEIGHING

## GRADING

At Papillion La Vista South, we believe the primary purpose of grades is to reflect academic achievement. Papillion La Vista South will communicate an accurate picture of achievement, avoiding grades based solely on averages. Factors to be considered in grade determination are those that indicate achievement related to learning goals or standards.

Students are expected to complete all daily work and homework. Students must complete late work. “Incompletes” or “late” marks will be used for late work, encouraging students to complete work with a reasonable penalty. Zeroes will be used as a last resort. Students will be given every possible opportunity to succeed.

## GRADING SCALE

A+	97 - 100
A	90 - 96
B+	87 - 89.5
B	80 - 86
C+	77 - 79.5
C	70 - 76
D	60 - 69.5
F	0 - 59.5

## ONLINE GRADING

Students and parents at Papillion La Vista South High School can check their grades on-line 24 hours a day, 7 days a week. In the fall, parents are mailed a user password that they will then enter on the following district website: <https://simsweb.esu3.org/login.cfm?sdist=plv> or by visiting the PLCS app. If a student or parent needs this password after the mailing, it can be obtained by calling the District Technology Office at 402-537-6292 or emailing the PLCS Tech Helpdesk at [helpdesk@plcschools.org](mailto:helpdesk@plcschools.org).

## GRADE WEIGHTING AND GRADUATION RECOGNITION

### Graduation Recognition

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

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

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

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

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

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

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

Examples:

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

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

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

**Weighting of Grades:**

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

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>F</b>
<b>Advanced Placement</b>	5	4	3	2	0
<b>Honors</b>	4.5	3.5	2.5	1.5	0
<b>Non-Weighted</b>	4	3	2	1	0

**GPA Calculation Examples:**

<b>GPA Calculation Example #1</b>			<b>GPA Calculation Example #2</b>		
<b>Course Title</b>	<b>Grade</b>	<b>Mark Points Earned</b>	<b>Course Title</b>	<b>Grade</b>	<b>Mark Points Earned</b>
Geometry	A	4.0	AP Government	A	5.0
Honors Chemistry	A	4.5	AP Biology	C	3.0
English 10	A	4.0	Marching Band	A	4.0
AP World History	A	5.0	AP Language & Composition	A	5.0
Intermediate Weight Training	A	4.0	Honors Pre-Calculus	B	3.5
Spanish II	A	4.0	Honors Spanish III	A	4.5
Introduction to Business	A	4.0	Engineering & Architecture Development	A	4.0
<b>GPA Calculation</b>	<b>29.5 Mark Points Divided by 7 Courses = 4.21 GPA</b>		<b>GPA Calculation</b>	<b>29 Mark Points Divided by 7 Courses = 4.14 GPA</b>	

## GRADUATION INFORMATION

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

The following procedures are established for senior graduation procedures:

1. Recognition:
  - a. Students graduating summa cum laude ("with highest honor"), magna cum laude ("with great honor") or cum laude ("with honor") will wear specially-colored cords (gold, silver, and black) based upon their level of distinction.
  - b. Members of the National Honor Society will wear a white braid.
  - c. NSAA State Championship Medals
  - d. Academy Recognition Medals
2. Senior Honor Address: There will be up to two honor addresses given during the graduation ceremony. The staff graduation panel will select the student(s) who will speak at graduation. Remarks are limited to 3-5 minutes and only allowed for those who have been selected through the senior honor address process. Failure to follow the approved script may result in consequences.
3. A committee will select the announcements, class flower, and class motto.
4. Students will be alphabetized according to last name.
5. Graduation apparel is limited to appropriate caps, gowns, and honorary decoration provided by the school. All other apparel is impermissible.

## GRADUATION REQUIREMENTS

Students may graduate from high school upon completion of 45 credits, the requirements established by the Board and recommendation of the principal at the respective high school. Students may apply for early graduation to the principal only if special circumstances exist and they have met all other graduation requirements of the Board. Approval is at the discretion of the principal. Graduation requirements include the successful completion of a minimum of 45 credits. Each student's program must include the following number of credits:

### Minimum Graduation Requirements

Language Arts	(8)	Two semesters English 9, two semesters English 10 and two semesters English 11 required, elective options at grade 12
Math	(6)	Any of the Math courses will fulfill the math requirement.
Science	(6)	Two semesters must be Biology and two semesters of physical science concepts (e.g. Chemistry, Physics) is required.
Social Studies	(6)	Two semesters US History and two semesters World Civilizations and 1 semester American Government required, social studies elective for last credit option (class of 2027 will require Personal Finance in replacement of the elective requirement)
Physical Education	(3)	Intro to PE AND two semesters (2 credits) of additional PE courses are required
Additional Credits	(16)	Sixteen semesters (16 credits) are required, which may include Electives and/or credits beyond the minimum requirements in Language Arts, Math, Social Studies, Science and Physical Education.
Total Credits	(45)	*Students planning to attend a 4 year university must have 4 semesters (4 credits) of World Language.

All 9<sup>th</sup> grade students are required to take English 9, Biology, US History, and a math course. Intro to PE is required for graduation and is recommended to take during your 9<sup>th</sup> grade year.

All 10<sup>th</sup> grade students are required to take English 10, Chemistry, World Civilizations (or A.P. World History), and a math course.

All 11<sup>th</sup> grade students are required to take English 11 (or A.P. Language), Math, Physics, American Government and a Social Studies elective. (class of 2027 will require Personal Finance in replacement of the elective requirement)

## GRADUATION REQUIREMENTS GENERAL

**No senior will be allowed to participate in graduation exercises if he/she has not completed all graduation requirements. All alternative credits (IDEAL, Night School, Metro, etc) must be confirmed as completed prior to graduation in order to count toward the 45-credit requirement.** There will be no exception to this rule. All seniors should be sure they will graduate before buying graduation announcements or any monogrammed items. Any monogrammed items ordered MUST be paid for. Cap and gown may be ordered but MUST be canceled at least one week prior to graduation to receive a full refund.

Be reminded that any course taken by a student while enrolled at Papillion La Vista South High School that is not a Papillion La Vista School District course and/or not taught by a Papillion La Vista School district instructor will be given a pass/fail on the transcript and will not count toward the GPA of a student. An example of this might be any class taken as a dual enrollment at a college which is not taught by one of our instructors. Another example is any course taken from an independent high school or online program while enrolled as a student here. Another example would be a student taking a night school class or a summer school class from another school. In all cases, we will accept credit but not apply the grade to be counted for GPA. Exceptions to these guidelines will only be made on a case-by-case basis and with the prior approval of the building administrator.

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

## **NCAA ELIGIBILITY STANDARDS**

Students contemplating participation in college level athletics should keep in mind important NCAA and NAIA academic requirements. Please consult the NCAA Eligibility Center website ([www.eligibilitycenter.org](http://www.eligibilitycenter.org)) or the NAIA Eligibility Center website ([www.PlayNAIA.org](http://www.PlayNAIA.org)) for information. A good, quick link to consult is: <http://www.ncaapublications.com/productdownloads/EB17.pdf>. Please take note of the following information and consult with Athletic Director Jeremy Van Ackeren or Counselor Jim Whitcomb as you consider competing at the next level.

## **GUIDANCE SERVICES**

### **HOW TO SEE YOUR COUNSELOR**

Students may check out of a study hall to go to a counselor's office after attendance has been taken by the study hall teacher. Students should make an appointment to see their counselor when possible. Counselors are on duty before and after school for those students unable to find time to come to the guidance office during the school day. Each 9<sup>th</sup> grade student will work with the 9<sup>th</sup> grade counselor. Sophomores, juniors and seniors are assigned by last name to counselors who will work with them beginning with 10<sup>th</sup> grade through graduation.

### **COUNSELORS**

9<sup>th</sup> Grade - Ms. Saggau

Last Name A-G (10<sup>th</sup> through 12<sup>th</sup> grades)—Mr. Kruse

Last Name H-N (10<sup>th</sup> through 12<sup>th</sup> grades)—Mrs. Powell

Last Name O-Z (10<sup>th</sup> through 12<sup>th</sup> grades)—Mr. Whitcomb

Postsecondary Transition/Testing/Academies—Ms. Mead

### **COUNSELING SERVICES**

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

### **CAREER CENTER**

The Career Education Center assists students in making college and vocational choices. Housed in the center are computers that enable the students to obtain printed information about colleges, universities, technical schools, occupations, the armed services, financial aid and graduate schools.

In addition to the electronic services available, the center provides college catalogs, occupational outlook handbooks, career briefs, and special interest materials. A staff person is on duty in the Career Education Center to assist students. Students are encouraged to use the center often to help with post-secondary decision-making. The center is located in the front office.

### **E-TRANSCRIPT**

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

### **FINANCIAL AID**

After selecting a college or technical school, students should contact the Director of Financial Aid at that institution for financial assistance. The district hosts a financial aid informational meeting each year.

### **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 contact Student Services at (402) 537-6214, or visit the website at [www.plcschools.org](http://www.plcschools.org). For more information on issues of residency, please contact Student Services at (402-537-6214).

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

All Option enrollment applications, for the next school year, must be filed with Student Services by March 15<sup>th</sup>. 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 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. An In-District Transfer form must be filed with Student Services by February 1<sup>st</sup> to request permission to continue to attend that school the following year if that school is not closed. Decisions about approval of In-District Transfers will be made based on Board Policy 5001.

## **WITHDRAWAL FROM SCHOOL**

If it becomes necessary for a student to withdraw from school prior to the end of the normal school year, the student must report to the guidance office to process a withdrawal sheet.

## **HONORS AND RECOGNITIONS**

### **HONOR ROLL**

The Honor Roll will be compiled at the end of each semester. Students receiving a grade point average (GPA) of 3.5 or above will be recognized. **Students must be enrolled in at least five graded credit classes per semester in order to be considered for the Honor Roll.**

### **NATIONAL HONOR SOCIETY**

Membership into the Papillion La Vista South High School Chapter of the National Honor Society is one based on **outstanding scholarship, leadership, character, and service.**

Members provide service to the school, several community organizations, and elementary schools.

Induction of new members is held in the fall for juniors and seniors. To be eligible for membership for the fall induction, the candidate must be a member of the junior or senior class. Candidates eligible for selection to this chapter must have a cumulative 3.5 grade point average or higher (weighted). Students who meet these requirements will be notified in writing during the summer months and must then meet all application requirements and deadlines to be eligible.

Other factors considered for selection into National Honor Society are the following:

- Active participation in school and/or community activities
- Evidence of community service during high school (9-12 grade)
- 15 hours of community service within six months of application
- Seven recommendations from certified staff members (given to candidates at time of application)
- Leadership and Character Essays

Further details on the NHS application process or membership can be found on the Papillion La Vista South High School website: [www.plshs.papilv.org](http://www.plshs.papilv.org)

## **SCHOLARSHIPS**

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

Counselors, teachers and administrators are frequently asked to compile recommendations and/or evaluative criteria for students who are seeking scholarships for post-secondary admission. In preparing recommendations or evaluations, a student's grades, test scores, known achievements and talents, co-curricular activities and work experience are considered. Counselor recommendations are also based on teacher input. These recommendations/evaluations are kept in strict confidence. These letters or forms will not be shared with the student, parent, or any other outside party. Only the recipient of the recommendation or evaluation will be able to read the contents.

This requirement is established to protect the student and to avoid inappropriate comparisons among students. Students should make every effort to select writers of reference or evaluation who can prepare positive recommendations or evaluations.

ACADEMIC LETTER

Academic Lettering at Papillion La Vista South High School serves as an acknowledgement of high academic achievement for dedicated and hardworking students in grades 9-12.

ELIGIBILITY

To be eligible for an Academic Letter, a student must achieve a cumulative GPA of 4.0 or above for the academic school year while also successfully completing (passing) a minimum of 5 graded, mark-point courses for each semester they are enrolled. First-time recipients will receive a letter; repeat recipients of the academic letter will receive a chevron. Students will receive the recognition during a ceremony in the fall of the following school year.

For seniors, cumulative GPA after the first semester and successfully completing (passing) 5 or more graded, mark-point courses each semester they are enrolled will be taken into consideration for the award. Seniors will be honored at honors night. Four-time academic letter winners will receive special recognition at honors night and in the program at graduation.

PREREQUISITES

As mentioned, students need to achieve a cumulative weighted GPA of 4.00 or higher for an academic school year to earn an academic letter. Students also need to successfully complete (pass) at least 5 graded, mark-point classes for each semester they are enrolled.

SCHEDULING PROCEDURES

COURSE REGISTRATION AND SCHEDULING

During the second semester, students register for courses to be taken in the next academic year. This process generally involves the completion of a registration form, signatures of approval by parent/guardian, and approval of core teachers. Based on numbers of student requests, the master schedule for the next academic year is built.

SCHEDULE CHANGE PROCEDURE

Students are expected to take the courses for which they register. The master schedule of classes is composed, teachers are hired and assigned, rooms are assigned, facilities are built or adjusted, and supplies/materials are purchased based upon the number of students registered for specific classes. Therefore, wholesale schedule changing would not only affect the carefully planned outline of the student’s high school career, but it would also nullify the efforts made in constructing a well-developed master building schedule for all students and teachers.

<p><b>Start of School Year</b></p> <p>Fall Check-In and Days 1-5 of 1st Semester</p>	<ul style="list-style-type: none"><li>• Fall Check-In Days: Changes will be allowed on these two days. We will be available for walk-ins and appointments.</li><li>• First 5 Days: Students are allowed to make changes to 1st and 2nd Semester courses. If a student wants a change for 2nd Semester, they need to do it at this time. Students are allowed to make elective changes in person or via email. Any change with core classes will need to be made via appointment and with parent/guardian.</li><li>• Any schedule change is subject to seat availability.</li><li>• For a course being dropped, no grade will appear on the student’s transcript.</li><li>• Can be denied if the counselor or administrator determines that the schedule change is not in the student’s best interests. Students enrolled in AP courses, for example, will be highly encouraged to remain in the course.</li><li>• Changes will not be considered based on the student’s personal preference (for example--teacher preference) or that of the student’s parent/guardian.</li></ul>
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<b>Mid-Semester</b>	<ul style="list-style-type: none"> <li>Only changes will be drops and study halls added as a result of an administration-initiated request. Students may receive a withdrawal or failing grade based on the circumstance of the situation.</li> </ul>
<b>Start of 2nd Semester</b>  First 2 Days of 2nd Semester	<ul style="list-style-type: none"> <li>Only change is to drop an elective to a SH. Change from Honors/AP to on-level will only occur if a student received an F or D and a meeting must be had with parent/guardian, student, counselor, teacher input, and administrator if necessary. 9th-11th Grade students may not completely drop a core class. 12th graders will be highly discouraged to drop a core class and may be denied this request.</li> </ul>

**Fee Waiver**----Fee waivers may be available for students with economic need.

**Early Graduation**---Students who wish to apply for early graduation must complete an application and meet with their counselor. Applications are available in the guidance office.

## **STUDENT RECORDS & DIRECTORY INFORMATION**

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

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

## **CHILDREN’S ONLINE PRIVACY AND PROTECTION ACT**

The Papillion La Vista Community Schools utilizes a variety of software applications and web-based tools operated by third party vendors to support student learning. These instructional supports are vetted by district staff to ensure they are compatible with the goals of the Papillion La Vista Community Schools. The Papillion La Vista Community Schools supports teaching and learning by allowing staff and students to access applications, websites, and online services operated by third parties. These include Microsoft Office 365, Google Apps for Education, Pearson web-based products, Houghton Mifflin web-based products and numerous other educational tools. A representative list of many of these learning resources can be found at [www.plcschools.org](http://www.plcschools.org).

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

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

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



# SCHOOL CITIZENSHIP – ATTENDANCE & BEHAVIOR

## 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 current school year and (b) has not reached eighteen years of age. Information about possible exceptions may be obtained from your child's principal and/or the Director of Student Services.

### Attendance Officer

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

### Reporting Absence

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

### Absences from School - Definitions:

An absence from school will be reported as: 1) an excused absence or (2) an unexcused absence. Students who are absent from their assigned classroom, but who are still in attendance at school or in a school activity may be recorded as 'waived' and such absence from class will neither be counted as 'excused' or 'unexcused'.

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

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

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

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

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

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

Excessive Absence/Notifications

- The principal or designee shall contact the parents/guardians of any student who has missed 5, 9, and 15 days of school or the hourly equivalent and inform parents/guardians of the possible negative impact that further absences from school may have on the student’s academic success.
- At any point, the principal and/or designee may request one or more meetings with the parent/guardian for the purpose of addressing barriers to attendance. A Collaborative Plan will be developed to reduce barriers and improve attendance. If the parent/guardian refuses to participate in such meetings, the principal shall place documentation of such refusal in the child’s attendance record. The collaborative plan shall consider, but not be limited to:
  - o Illness related to physical or behavioral health of the child
  - o Educational counseling
  - o Educational evaluation
  - o Referral to community agencies for economic reasons
  - o Family or individual counseling
  - o Assisting the family in working with other community services
  - o Referral to restorative justice practices or services.

Involvement of County Attorney

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

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

**TARDINESS TO SCHOOL OR CLASS**

Students are encouraged to arrive promptly to school to ensure a good start for the day. Chronic tardiness (arriving to school late and/or arriving to a class period late) can be disruptive to the student’s learning experience. Prompt and regular attendance can be one important factor in a student’s success in school. Excessive tardiness may result in disciplinary action.

**ABSENCE PROCEDURES & CONSEQUENCES**

Checking In/Out Through the Attendance Office

A student who arrives at school after 8:15 a.m., or leaves school before the end of his/her school day or 3:20 p.m., must sign in/out of the attendance office. Failure to do so will result in disciplinary action. These offenses are based on accountability EACH semester.

- 1<sup>st</sup> offense – Two (2) detentions
- 2<sup>nd</sup> offense – 2 hour Tuesday/Wednesday/Thursday night school
- Repeated – 2 Tuesday/Wednesday/Thursday night schools

Unexcused Absences / Elopement

Unexcused absences or elopement, defined at PLS as not being in class and not excused from class, particularly after the student has reported to school, will result in a student being assigned a consequence to make-up the amount of class time missed. For multiple offenses, consequences will increase. Generally, these consequences will be handled in the following manner (these offenses are based on accountability EACH semester):

- 1<sup>st</sup> offense –
  - 1 unexcused period = 2 detentions
  - 2 to 4 unexcused periods = 2 hour Tuesday, Wednesday or Thursday night school.
  - 5 or more unexcused periods = ISS—One day
- 2<sup>nd</sup> offense – Additional consequences as assigned by the administrator that may include night school time or ISS.
- Repeated - Additional consequences as assigned by the administrator that may include night school time or ISS. Students may be placed on PROBATIONARY CREDIT STATUS or may be withdrawn from the class(es) skipped (per semester). PROBATIONARY CREDIT STATUS will be reviewed during the balance of the grading period to determine if attendance improvement has been made and credit reinstatement can be considered. If unexcused absences continue to occur, while on probationary statuses, the student may be withdrawn from the course.

Any subsequent offenses may result in schedule modification, attendance agreement, collaborative attendance plan, or additional disciplinary consequences. Again, students may be withdrawn, with no credit for class for repeated rule violations.

Titan Time (advisory) is a class that all students are expected to attend unless they have an authorized release. For purposes of safety and security, it is essential that students be in areas of the building for which they have been scheduled or assigned. Failure to attend Titan Time will result in disciplinary consequences. Repeated failure to attend Titan Time will be considered insubordination and will be dealt with accordingly.

Tardiness

Students are encouraged to arrive promptly to school to ensure a good start for the day. Chronic tardiness can be disruptive to the student learning process. Prompt and regular attendance can be one important factor in a student’s success or failure in school.

Tardiness to Class

Tardies EACH semester per class will result in the following:

1st unexcused	–	Parent/guardian notification by school; teacher documents
2nd unexcused	–	Parent/guardian notification by school; teacher documents
3rd unexcused	–	Parent/guardian notification by school; teacher documents
4th unexcused	–	Parent/guardian notification by school; teacher documents
5th unexcused	–	One office assigned detention
6th unexcused	–	Two office assigned detentions
7th unexcused	–	Night school assignment
8th unexcused	–	In-school suspension assignment
9th unexcused	–	Students will be placed on PROBATIONARY CREDIT STATUS and must show immediate improvement in order to gain credit in the course and be assigned a day of ISS for each tardy. Continued repeated offenses will result in being withdrawn from the class.

Make-Up Work

Generally, students are permitted one day of additional time to make-up their work for each day they are absent. Making up school work due to absence is the responsibility of the student. Upon returning to school following an absence, students will meet with his/her teachers to determine what material has been missed and to agree upon a schedule for completing missing work and exams. Teachers may make adjustments to this depending on student circumstances and the time left available in a quarter or semester. It should be reiterated that absence from school can have detrimental effects upon a student’s academic progress. In a student’s absence, class activities proceed, and a student misses important instruction/activities/assessments. If an absence can be avoided, it is in the student’s best interests to do so. In cases of prearranged absence, it is important that a student make-up as much class work in advance as possible.

Make-Up Work During Suspension

The guidelines for make-up work and tests during the time when a student is on suspension is as follows:  
Students will be given an opportunity and must assume responsibility for making up work, including tests, missed during suspension. A grade will be recorded for all work completed. Students on out-of-school suspension are not to be on school grounds, unless approved in advance by the building administration. Classes missed while a student is on suspension will be waived in regard to the truancy or 20-day attendance. Students on suspension may not participate or attend school activities (home or away), or be present on campus.

School Activities – Participation & Attendance

All students who participate in school activities must be in regular, full day attendance the day of the scheduled activity. This applies to practice sessions as well as games, meets, etc. An exception will be made to this rule only for family emergencies or when a physician or dentist provides written permission for a student to participate on a particular day after having missed all or part of the day. Any exceptions would be decided upon by the corresponding administrator or activities director. Students assigned multiple-day suspensions cannot participate or attend any school activities until completion of the final day of the suspension.

Senior Skip Day

We are concerned about the safety and academic progress of our students and any unexcused absences particularly in a group manner creates a safety concern. Therefore, Papillion La Vista South High School does not have Senior Skip Day. Students participating in a Senior Skip Day may receive an unexcused absence for the day skipped and consequences will be assigned.

State Tournaments

During state tournaments/competitions, students (non-participants) are expected to attend classes as usual. A student attending state competitions will have the absences count toward the 20-day absence policy. The school district may dismiss school or release students early for state competition on school time when individuals or teams are involved in the tournament.

## **END OF SEMESTER CLEARANCE**

Students who are not in attendance for the final week and/or during the final exam schedule must be properly cleared by the designated principal or the student may be assigned an “incomplete” for the classes missed. Students who do not properly check out will not be allowed to enroll for the following semester until obligations are cleared.

## **EXCUSE FROM PHYSICAL EDUCATION**

If students are to be excused from participation in physical education classes, they must bring a written note from home. If it is necessary to be excused for more than three P.E. classes a note must be obtained from the doctor stating the reason.

## **GOOD STANDING POLICY FOR SCHOOL DANCES**

In order to purchase a ticket to homecoming or prom, a student must be in good standing. What is good standing? The student must be passing at least four classes, be absent (excluding doctor's notes excused absences and school activities) less than 10% of the school days at the time of the dance, pay all fees / fines, and have fewer than 10 total tardies for the semester in which the dance occurs.

## **LATE START/EARLY RELEASE**

Junior and Senior students who are in good standing at the school may be granted a late start or early release. These privileges are earned and can be revoked as necessary. Students with a late start cannot enter the building prior to 10 minutes before their first class. Early release students must leave within 10 minutes of their last class. Failure to do so may result in loss of late start/early release privileges. If a student is struggling academically, their early release time may be reassigned to additional academic time.

## **WITHDRAWAL FROM MANDATORY ATTENDANCE**

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

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

## **BEHAVIORAL RULES**

### **THE TITAN WAY**

Since its opening in 2003, Papillion La Vista South High School students have distinguished themselves by their leadership, citizenship, and commitment to academic excellence. The high achievements of their predecessors give us cause to expect only the best conduct from Papillion La Vista South students. Such high expectations can be best summarized in the following way: Papillion La Vista South students will follow the TITAN WAY of demonstrating RESPECT, OWNERSHIP, and SAFETY. The following matrix articulates expectations for PLSHS students in the school venues they frequent:

### **ACADEMIC MISBEHAVIOR (CHEATING AND PLAGIARISM)**

Rationale: This is written to communicate to all members of the PLSHS community that cheating and plagiarism are not acceptable and will not be tolerated.

Requirement: All students are expected to complete their own work to the highest standards of personal honesty in their daily work and assessments. All work submitted to a teacher must be original.

Cheating: Cheating is defined as using dishonest methods to gain a personal advantage. This includes copying another student's homework and assessments, utilizing technology to obtain or share answers to homework or assessments, obtaining unauthorized assessment copies, and others. *Assessments* refer to quizzes, tests, and other evaluative methods teachers use to determine grades other than daily work.

Plagiarism: Plagiarism is defined as using written or spoken text and passing it off as a person's own work, using a created production without crediting, or committing literary theft. Examples include turning in a paper retrieved from the internet or including information from an encyclopedia, book, textbook, web site, database, etc., without citation. A paper is considered plagiarized if parts of the assignment are taken from another source without giving credit.

# **Cheating Violations: 2 Levels**

## **Cheating Level 1**

Level 1 violations are for formative assessments:

- Copying homework
- Exchanging formative assessment information from those who took an assessment earlier in the day
- Working with others on an assignment that was meant to be done individually \*
- Using technology to obtain answers

\*Students should consider all work as individual work unless the teacher specifies it differently.

### Academic and Disciplinary Consequence Ranges by Offense, Level 1

<b><u>Offense</u></b>	<b><u>Disciplinary</u></b>	<b><u>Academic</u></b>
<b>1<sup>st</sup> Offense</b>	Teacher warning to Night School	0%
<b>Repeat Offense</b>	Night School to 1 day of ISS	0%

**Teachers will report all offenses to the office for documentation and to parents and/or guardians.**

## **Cheating Level 2**

Level 2 violations are for summative assessments:

- Lying in order to unethically gain an academic advantage in the class
- Looking on another's test or quiz
- Letting another student look on a test or quiz
- Giving or receiving assessment information from those who took an assessment earlier in the day
- Taking a test or answers for personal use or for others (students stealing answers will be dealt with for theft as well as cheating)
- Using technology to obtain answers
- Using other secretive methods of giving answers on a test or quiz

\* Third party student reporting should only be considered as part of an investigation. Teachers will use their professional judgment to determine if the information will merit the classification of cheating.

### Academic and Disciplinary Consequence by Offense, Level 2

<b><u>Offense</u></b>	<b><u>Disciplinary</u></b>	<b><u>Academic</u></b>
<b>1<sup>st</sup> Offense</b>	Night school to a day of ISS	Teacher must check with the office to determine that this is the first offense. Teacher will direct the student to rewrite / retake at an assigned time / location. 50% grade deduction.
<b>Repeat Offense</b>	1 Day of ISS to a short term suspension	Teacher will direct students to rewrite / retake while in ISS for a 75% or 100% grade deduction.

**Teachers will report all offenses to the office for documentation and to parents and/or guardians.**

## **Plagiarism**

**Plagiarism includes:**

- Including information in a paper or speech that is not properly cited.
- Using phrases and sentences verbatim in a paper or speech without the use of quotation marks and/or without citing the source.
- Using a paper from the internet to submit as your own.
- Submitting another student's paper as your own.
- Paraphrasing or using phrases or sentences (with minor changes) from another source without citing that source.
- Using technology to obtain written work that is not your own
- Using other secretive methods to obtain written work

### Plagiarism Academic and Disciplinary Consequence by Offense, Level 2

<b><u>Offense</u></b>	<b><u>Disciplinary</u></b>	<b><u>Academic</u></b>
<b>1<sup>st</sup> Offense</b>	Night School to one day of ISS	Teacher must check with the office to determine that this is the first offense. Teacher will direct the student to rewrite / retake at an assigned time / location. 50% grade deduction.
<b>Repeat Offenses</b>	One day of ISS to short term suspension	Teacher will direct students to rewrite / retake while in ISS for a 75% or 100% grade deduction. Multiple repeated offenses may result in being dropped from the course with a failing grade.

**Teachers will report all offenses to the office for documentation and to parents and/or guardians.**

### **Responsibilities of the Student**

**Responsibilities:** Eliminating cheating and plagiarism is the responsibility of all members of the school community. Students will avoid situations which might contribute to cheating and/or plagiarism, not use group work unless indicated acceptable by the teacher, report to teachers when unethical academic behavior is witnessed, and document all borrowed resources when writing a paper.

\* It must also be noted that a student's standing in various clubs or awards such as National Honor Society and/ or Academic Letter are impacted when a student is caught cheating/plagiarizing. Club sponsors and coaches are contacted in order to determine specific sanctions for non-compliance or violating the various organizations by-laws and codes of conduct.

## **BATHROOMS**

Students are expected to use the restroom during passing periods. If a student should need to use the restroom during class time, they must receive a pass from that teacher. Restroom passes are expected to last no longer than 5 minutes. Students should not congregate in the restroom at any time and are expected to use the closest assigned restroom to their classroom. No more than one student is permitted in an individual stall or family restroom at any given time. Violation of these expectations will be considered suspicious behavior and may result in administrative search of personal belongings and / or consequences assigned.

## **BOMB THREATS**

Bomb threats are prohibited. Violators will face long-term suspension or expulsion and also will be subject to criminal prosecution.

## **BULLYING AND HARASSMENT**

It is the policy of this District to provide a learning environment free from discriminatory insult, intimidation, 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 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 of students by other students. The sexual harassment of students by other students is governed by Board Policy 5208. The harassment or sexual harassment of students by school district employees is governed by other board policies.

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

### **General Statement:**

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

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

### **Definition of Harassment:**

Harassment is defined as behavior which is: severe, pervasive, or persistent; creates a hostile environment at school; is sufficiently serious that it interferes with or limits a student's ability to participate in or benefit from school services, activities, or opportunities; and is based on a student's race, color, national origin, sex, disability, or religion. Bullying and harassment based on protected class is unique and may require additional investigation. The appropriate district staff member or coordinator will promptly investigate harassment complaints that violate the district's anti-discrimination policies pursuant to the district's complaint policies.

### **Definition of Bullying:**

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

**Reporting Procedures:**

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

**Disciplinary Actions:**

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

**CYBER-BULLYING**

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

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

**CAFETERIA BEHAVIOR**

Eating lunch in the school cafeteria is a privilege. The privilege of eating in the cafeteria can be taken away. All students must take ownership for a clean and orderly dining environment.

1. All lunches, purchased or brought to school, are to be eaten in the cafeteria.
2. Students going through the lunch line are to use a tray, returning the tray, milk containers and waste paper to the designated stations for proper disposal when finished. Failure to dispose of waste and return trays may result in the student being asked to clean tables or be subject to disciplinary actions.
3. Anyone throwing food in the cafeteria may be subject to consequences for inappropriate behavior. Participants will also be responsible for all costs for cleanup and repairs.
4. Students stealing or attempting to steal from the cafeteria will be required to make restitution and will receive disciplinary action and be referred to law enforcement.
5. School administration may require students to change seats / tables / or lunch periods in the cafeteria to address problem behaviors. Private dining may be utilized for repeated rule violations.

**CELL PHONES AND OTHER TECHNOLOGY DEVICES**

Student use of personal cell phones or any other personal technology device is not permitted during school hours except lunch and passing periods. The individual classroom teacher may permit use of personal technology during instructional time as an instructional tool **ONLY**. Any violation of cell phone or other personal technology use without permission including disruption of class, misuse, or if used at inappropriate times/places may result in consequences being assigned. Failure to turn in the cell phone to a staff member upon request will be considered insubordination resulting in further disciplinary action. Parents or guardians may be asked to pick up technology devices from the main office.

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

**CLASSROOM EXPECTATIONS AND PROCEDURES**

Papillion La Vista South seeks to establish an inviting atmosphere where students feel comfortable and welcome. In order to promote a positive experience for all, students and teachers form partnerships. Students are expected to respect and abide by their teachers' individual classroom rules and expectations. This includes, but is not limited to, allowance or restriction of food, beverages, electronic devices, backpacks, or book bags in classrooms. Failure to cooperate with a teacher's classroom procedures may result in disciplinary action.

**CLOSED CAMPUS**

Papillion La Vista South High School has a closed campus. Once students enter school grounds, they are not permitted to leave. Doing so can raise reasonable suspicion of activity violating school rules, resulting in searches of person, belongings, and/or vehicles to secure the school building. **Students are not to leave the building without permission at any time after their first class/study hall and before the end of their last class/study hall. This includes the lunch period and the school parking lot.**

1<sup>st</sup> offense – 2 detentions assigned by the school administrator

2<sup>nd</sup> offense – 1 night school

Repeated -- Possible suspension

## DISPLAY OF AFFECTION

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

- 1<sup>st</sup> offense – Warning
- 2<sup>nd</sup> offense – Disciplinary action
- Repeated – Possible suspension

## DISRUPTIVE ACTIONS

The individual student who engages in disruptive action of the learning environment will be ordered by any staff member to cease the disruption and be subjected to disciplinary action including that of losing his/her rights to the education provided by the school. All members of any group of students engaged in any activity such as picketing, boycotting, unauthorized meetings during school hours or unauthorized use of school facilities will cease such action upon immediate order of any staff member and be subject to disciplinary action including short-term suspension, long-term suspension or expulsion.

## DRESS AND PERSONAL APPEARANCE

Students have the right to be treated equitably. Dress code enforcement will not create disparities, reinforce or increase marginalization of any group. Although a student's personal appearance is basically a concern of the student and his/her parents, the administration of a school has the responsibility to ensure that a student's personal appearance is not distracting to the learning environment. Generally, students should avoid anything that is distracting or disruptive to the learning environment.

For the safety and welfare of students and the continued maintenance of a positive and secure learning environment, the following rules relative to student appearance apply to all students on school grounds or at school activities (home and away):

1. Students must wear:
  - Top (shirt, blouse, sweater, sweatshirt, tank, etc.);
  - Bottom (pants, shorts, skirt, dress, etc.); and
  - Footwear
2. Students may not wear attire that intentionally shows private parts, presents or promotes a health or safety hazard, and/or would disrupt the learning environment.
3. Hoods and hats shall be removed upon entry into the school building and remain off at all times while inside the building. Limited headwear keeps our school safe by assisting school officials in identifying students.
4. Students are prohibited from carrying blankets, pillows, and stuffed animals with them.
5. Backpacks and/or book bags are allowed to be carried at Papillion La Vista South. However, a teacher may exercise discretion about the possession of backpacks/book bags in his/her classroom. Students should become familiar with each teacher's classroom rules and expectations.
6. Sunglasses/coats/jackets are not to be worn in classrooms, unless with prior administrative approval.

### Dress Code/Accessories at School Activities

At school activities, students shall be required to follow NSAA appearance/support item guidelines, found at [www.nsaahome.org](http://www.nsaahome.org), and stated as follows:

In the chart on the chart following this paragraph, ONLY those items marked "yes" will be allowed as fan/spectator support items. PROHIBITED ITEMS: Confetti/shredded paper, powder, laser light/pointer, flashing objects, miniature sports balls, object or candy thrown into the crowd, artificial noisemakers (including but not limited to horns, cow bells, bells, buzzers, clickers, thunder sticks, rattles, instruments not part of a band), whistles, air horns, sirens, cannons/muskets/guns/fireworks, and live animals.

Regulations listed are subject to facility restrictions.													
SPORT	BA	BB	CC	FB	GO	SO	SB	SW	TE	TR	VB	WR	
Balloons	Yes	No	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No	No	
One School Banner per school	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Hand held signs	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Megaphones (school recognized cheerleaders only)	Yes	Yes	Yes	Yes	NA	Yes	Yes	Yes	Yes	No	Yes	Yes	
Shirts on student spectators (required) AR 3.3.11	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Shirts on general spectators	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Team Introduction Run-throughs or Break Away Banners	Yes	Yes	Yes	Yes	NA	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Pompoms, spirit towels	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Prerecorded music that has been approved by the Host Administration may be played during pre-contest warm ups provided that a high school band is not available to play during that time.	Yes	Yes	Yes	Yes	NA	Yes	Yes	Yes	No	No	Yes	Yes	
School bands	Yes	Yes	Yes	Yes	NA	Yes	Yes	Yes	Yes	NA	Yes	Yes	
Earned school flags (Running/taunting prohibited)	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	



Our teams may subject NSAA penalties—during a game—if our students fail to follow the above-stated NSAA appearance/support item guidelines. We understand that standards for student appearance/dress at school activities may differ from those of the school building or classroom, but students are still subject to the authority of school staff regarding appearance/dress. Attendance at school activities is a privilege, not a right.

Violation of the above shall be reported to the administration.

- 1<sup>st</sup> Offense: Students will be referred to the administration and directed to change their clothing or discontinue behaviors which violate policies. The infraction will be documented.
- 2<sup>nd</sup> Offense: Prohibition from attendance at all school activities (including dances) for two weeks.
- 3<sup>rd</sup> Offense: Prohibition from attendance at school activities (including dances) for the remainder of the school year.

If a student refuses to comply with administrative directives, it shall be considered insubordination, and consequences shall be applied pursuant to relevant student handbook rules.

## **FALSE FIRE ALARM**

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

## **FORGERY**

No student may forge or alter a note, medical form or pass. No student may be in illegal possession of official school forms or passes. Forgery and/or illegal possession of official school forms will result in disciplinary action.

## **GAMBLING**

Gambling of any kind is prohibited and violation of this offense may result in disciplinary action.

## **HAZING**

Students are prohibited from participating in any type of initiation or hazing activities. Participants may be subject to a suspension and/or expulsion recommendation. Participants will pay for any damage done to personal or school property and may be subject to legal action.

## **INDECENT EXPOSURE/PUBLIC INDECENCY**

Students exposing themselves, or pretending to expose themselves, in any public manner at, or on school grounds will be dealt with in a disciplinary manner. Indecent exposure will be subject to consequences and referral to police.

## **INSUBORDINATION**

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

## **PARKING/STUDENT AUTOMOBILES**

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

1. Students who drive a car and park on school property are required to purchase and display a parking permit. Students will receive a ticket (\$10.00) and their cars may be towed (at the owner's expense) or a wheel lock placed on the vehicle if a permit is not purchased and properly displayed.
2. Students must park in designated parking areas. The student parking lot is west and southwest of the building. Vehicles improperly parked or parked in visitor stalls **may be towed at the owner's expense or a wheel lock placed on the vehicle.** Students are not to park in the faculty (east) parking lot.
3. Driving from the school grounds or going to the parking lot during school hours is not permitted without office clearance.
4. Students may be suspended and/or be prohibited from bringing a vehicle on campus if they speed or drive carelessly on the school grounds.
5. Students are not allowed to loiter in the parking lot. Upon arrival at school, students are expected to enter the building and upon leaving the school, students are expected to leave the parking lot in a safe and expeditious manner.
6. Student Parking Permits cost \$40 and replacements cost \$5.00. The permit is purchased from the book store.
7. To ensure safety and allow access to law enforcement/emergency vehicles, students are not permitted to park in areas identified as off-limits for student parking (areas painted red or yellow).
8. **Papillion La Vista Community Schools is not responsible for theft or damage. The District reserves the right to check / search cars with suspicion of illegal activities or school rule violations.**

## PEP RALLIES

To foster school spirit, pep rallies are periodically held throughout the year. Any student or student organization wishing to perform in the pep rally must submit a request to the pep rally committee at least two weeks prior to the next scheduled pep rally. The acts or performances are limited to current students at Papillion La Vista South High School and must support school spirit.

## PROFANITY

Students who engage in the use of profanity in the classroom or hallways will be subject to disciplinary action, which may include detention(s), night school, in-school suspension, or out-of-school suspension and/or expulsion recommendation. Subsequent offenses will result in further disciplinary action, which may include additional suspension. "Sound-alike" terms when used in a profane manner may result in the same punishment. This includes all activities and athletic events.

## REPEATED VIOLATIONS

Any discipline is an attempt to alter negative behavior that is not conducive to the educational process. Administrators make every effort to work with both students and parents to alter the behavior. However, if students continue to violate the school handbook they will be referred to the repeated violations section of the disciplinary code. It should be noted that repeated violations shall be considered as cumulative—running the course of the student's high school career.

## SCHOOL DANCES

School dances are very special events for our students. As school-sponsored activities, however, there are guidelines and expectations that students are expected to follow in order to participate in these events.

All PLSHS Handbook rules apply at school dances. Law Enforcement will always have a presence at school dances. Students may be turned over to an officer if they are suspected of drinking or drug use. If deemed necessary, parents will be called to transport their student home safely. The student will also be suspended from school based upon the code of conduct policy and a meeting will be required.

It is also necessary that students who are bringing a date from outside of our school follow proper procedures in purchasing their ticket and registering their guest. These requirements are a part of the Dance Guidelines.

Specific dance guidelines are as follows:

1. All tickets must be purchased at Titan Town in advance. Tickets will not be sold at the dance.
  - a. Tickets will only be sold to PLSHS students that are in good standing. Again, good standing means that the student is passing four classes, all fines / fees are paid, absent less than 10% of school days, and no more than 10 total tardies for the semester.
2. The administration shall determine the starting time, duration, and door closing times for dances and announce those prior to the dance.
3. Students who participate in the dance will need to present their ticket and may be asked for their school or photo ID. Students without tickets will not be allowed into the dance.
4. Students who participate in the dance will be required to participate in an alcohol detection screening prior to entering the dance.
5. Students may not leave and re-enter the dance.
6. Any dancing depicting lewd, lascivious acts or involving violent physical contact presenting a danger to the dance environment (i.e. moshing) is prohibited.
7. All dancers must remain on the ground. No lifting or carrying of dancers (i.e. crowd surfing) will be permitted.
8. If a student is under suspension, they are not allowed to attend. The ticket they purchased will be refunded.
9. A coat/purse check may be available for students who want a place to keep personal items. This is a courtesy only and PLSHS is not responsible for lost or stolen items.
  - a. Hats are not allowed and should be left at home or placed in the coat check.
  - b. Tasteful and appropriate attire is required.
10. If a student is bringing an out of school guest, they must follow appropriate procedures.
  - a. Guests are only allowed for Homecoming, Winter Formal, and Prom.
  - b. Only one guest is allowed per student.
  - c. Guests must be, at youngest, a 9<sup>th</sup> grader, or at oldest, 20 years old.
  - d. Tickets must be purchased in advance and will not be sold at the door.
  - e. A Guest Registration Form must be completed in advance and returned to Titan Town prior to the dance. After returning this form, the student will be allowed to purchase tickets.
  - f. Guests must arrive with their PLSHS date and present tickets and show ID upon entering.
  - g. Guests follow the same guidelines as PLSHS students.
11. Participation at school dances is a privilege. Any violation of the above-stated rules may result in removal from the dance.

## SCHOOL PROPERTY

School property includes any property building or space which is owned by the district or adjacent to school property including streets, roads or property connected to school property. With regard to our unique location, Walnut Creek is an adjacent property and NRD serves as a satellite classroom. In our desire to respect this property and partnership, the school's policies and rules will apply to this property

during and around school hours and activities. Students are not allowed to enter these areas before school and/or during the school day, on days when school is in session, without teacher accompaniment.

## **SELF-DEFENSE**

A student's first line of defense is to inform an adult of the situation or problem. A student has the right to protect him/herself in the event of a physical altercation. Self-defense is using measures such as blocking and other defensive maneuvers. Offensive behavior such as punching or pushing back will be considered mutual consent fighting, regardless of who may have started the fight.

## **STUDENT CONDUCT**

### **LAW VIOLATIONS**

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

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

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

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

### **FIGHTING AND OTHER DISTURBANCES**

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

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

### **DRUG USE**

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

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

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

#### **Student Conduct:**

It shall be District procedure to make available to each student a copy of the standards of conduct for student behavior, which prohibits the possession, purchase or attempted purchase, distribution, sale or attempted sale and use/consumption of nicotine, alcohol and other drugs or drug look-alikes and of the disciplinary sanctions that may be taken for violation of such standards of conduct. This information will be in the Student Handbooks. It will also be given to all students who may enroll in the District after the start of the school year.

#### **Evaluation and Treatment:**

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

**Curriculum:**

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

**Disciplinary Actions:**

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

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

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

**Notice Concerning Designation of Law Enforcement Units:**

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

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

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

**Drug Searches by Canine Units:**

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

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

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

Any student at school or a school related/sponsored activity, found to be under the influence, in possession of and/or distributing alcohol, drugs, drug paraphernalia, or look-alikes will be suspended for 6 to 19 days, and/or recommended for expulsion. The parent(s)/guardian(s), law enforcement, and school social worker will be notified by the school administrator. The student may be dropped from the activities/organizations in which they participate.

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

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

After the evaluation, the administrator, school counselor, school social worker, parent(s)/guardian(s) and student will meet to determine appropriate follow up action. If a chemical dependency education/treatment program is recommended, the student must successfully participate in or have successfully completed a program before any suspension days will be waived. Cost of any program or counseling will be the responsibility of the student/parent (guardian).

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

#### **Definitions:**

##### **Student:**

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

##### **Possession:**

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

##### **Distribution:**

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

##### **Use/Consumption:**

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

##### **Alcohol:**

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

##### **Drug:**

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

##### **Look-alikes:**

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

##### **Drug Paraphernalia:**

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

##### **Purchase/Attempted Purchase:**

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

##### **Sale/Attempted Sale:**

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

## **STUDENT USE OF PHONES, EARBUDS, AND OTHER TECHNOLOGICAL DEVICES**

Papillion La Vista South High School only allows student cell phone use during passing periods and lunch.

- Acceptable uses/times DO NOT include study halls, hallways, and restrooms during class time, bypassing the nurse's office to leave school ill, cheating, cyberbullying, etc.
- Cell phone and other electronic device usage (earbuds, smart watches, etc) should not be used in the classroom. This is a school wide expectation that all students need to be aware of.
- Failure to follow classroom protocol and/or teacher instructions regarding technology use will be considered insubordination resulting in disciplinary action.
- For students who continue to have a device confiscated multiple times, repeated violations of discipline procedures will be followed. This may also include parent picking up device, relinquishment of the device, or prohibition from use on school grounds.

The administration of Papillion La Vista South reserves the right to discontinue the "Acceptable Usage Policy" if needed to benefit the learning environment.

## **THREATS – INTIMIDATIONS**

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

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

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

Definition of Smoking:

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

## **VANDALISM AND THEFT**

Willfully causing or attempting to cause damage to private or school property, stealing or attempting to steal private or school property, or repeated damage or theft subjects the student to serious disciplinary action, which may include suspension, long-term suspension, expulsion and/or legal prosecution. This will include action during non-school hours. The student will be required to make restitution for any damages or loss to school property. Students caught stealing or destroying personal or school property in a particular class may be suspended and/or dropped from the class. Students caught stealing or destroying personal or school property may be denied access to certain areas of the building. These actions may be referred to law enforcement and result in possible recommendation for expulsion.

## **VISITORS**

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

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

# **CONSEQUENCES OF MISBEHAVIOR**

## **DETENTION**

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

Students should fully understand that any teacher in the building has the authority to correct misconduct at any time. Therefore, it is conceivable that a teacher might assign a detention to a student who is not in any of his/her classes. Failure to serve detentions by the

assigned date will result in a referral to an administrator. Students who fail to serve a detention for an administrator will serve a more severe consequence.

## TUESDAY/WEDNESDAY/THURSDAY SCHOOL

Tuesday/Wednesday/Thursday school is designed as an alternative to suspension or as academic support. Tuesday, Wednesday, and Thursday school will meet from 3:30-5:30pm.. Students are required to be on time and study the entire 2 hour period. Students are also expected to comply with any other rules for Tuesday/Wednesday/Thursday school. Failure to follow any of the rules may result in suspension. Tuesday and Thursday will be traditionally used for disciplinary purposes with Wednesday being for academics.

## SUSPENSION

A student may be suspended from school by any of the administrators (principal, assistant principals).

### In-School Suspension (ISS)

The in-school suspension does not count against the 20-day attendance requirement.

Students who are assigned to in-school suspension are expected to strictly comply with the rules (which includes no phones allowed) for the in-school suspension room. Repeated failure to follow the rules (**or walking out of ISS**) will result in the student being suspended out-of-school. **Walking out of ISS will result in an additional day of suspension and all days suspended for that offense will be counted as an out-of-school suspension.**

### Out-of-School Suspension (OSS)

This form of suspension does not count against the students' 20-day attendance requirement. Out-of-school suspension is generally used for the following reasons on school grounds or at school activities:

1. Recommendation for expulsion
2. Fighting
3. Use and/or possession of tobacco, drugs, and alcohol.
4. Repeated violation of school policy and procedures.
5. Repeated insubordination.
6. Repeated violation of in-school policy rules
7. Threats or disrespectful comments made to a classmate or school employee
8. A student may be suspended out-of-school if they repeat a violation, which would normally result in an in-school suspension or if they have already been placed in in-school suspension twice during a semester.

**Students who are suspended out-of-school are expected to complete school work while suspended.** Students who are suspended out-of-school may not be in the school building or attend school activities—either home or away. Violation of this requirement will result in additional suspension.

## CODE OF CONDUCT AND DUE PROCESS

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

Students are expected to comply with established regulations and are subject to discipline, suspensions and expulsions as detailed in administrative procedure and student handbooks.

The Superintendent shall establish administrative procedures to ensure that the District will offer all expelled students an alternative school, class, or educational program, as is provided for in Nebraska State Law.

Except in cases of unavoidable accident, students will be expected to pay for all damage they cause to school property.

The Superintendent is authorized to initiate civil or criminal proceedings against any individual or group that damages school property or disrupts the orderly process of education.

Students who are participants in co-curricular activities (athletics and activities) are subject to the rules set forth in the District Code of Conduct. The Code of Conduct is intended to promote responsible student behavior, which reflects positively upon the students, the school district, and the community. It applies to all students involved in co-curricular activities, which are defined as activity and athletic programs sponsored by and through the school district. Any student who violates the provisions of the Code or receives a citation by law enforcement for a criminal offense shall be subject to the consequences set forth therein. The Code of Conduct is found in the Athletics/Activities Student Handbook, which can be accessed at [www.plcschools.org/handbooks](http://www.plcschools.org/handbooks) or in Board of Education Procedure 5301A (found at [www.plcschools.org](http://www.plcschools.org))

All students are expected to respect and accept the authority of school personnel when at school activities, on school grounds, in school vehicles (including contracted vehicles) and as stated in item C-1 of “Conditions and Procedures”. All students are expected to comply with established regulations and are subject to discipline, suspensions and expulsions according to Board of Education Policy 5301 (found at [www.plcschools.org](http://www.plcschools.org)).

**General Statement:**

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

**Types of Exclusion:**

- A. Short Term Suspension
  - 1. Up to and including 5 school days.
- B. Emergency Exclusion
  - 1. Immediate exclusion if the student has a dangerous disease, or the student's conduct presents a threat to the physical safety of the school community or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.
- C. Long Term Suspension
  - 1. More than 5 school days but less than 20 school days.
- D. Expulsion
  - 1. Except as set forth below in Sections C-2 and C-3 under Long-Term Suspension, Expulsion and Mandatory Reassignment, the expulsion of a student shall be for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester; or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year. Such action may be modified or terminated by the school district at any time during the expulsion period.
- E. Mandatory Reassignment
  - 1. Involuntary transfer to another school within the system in connection with any disciplinary action.

**Conditions and Procedures:**

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



B. Emergency Exclusion

1. A student may be subject to emergency exclusion for the following reason(s):
  - a. Dangerous communicable disease.
  - b. Creating a danger to self or others.
  - c. Preserving the rights of other students to pursue an education.
2. An emergency exclusion shall be based upon a clear, factual situation and last no longer than is necessary to avoid the dangers set forth in Section B-1, a-c, above.
3. An emergency exclusion for 5 school days or less shall be subject to the same procedures set forth for short-term suspension in Section A 1 and 2 above. The written notice sent within two school days to the student and the student's parent(s)/guardian(s) shall include a description of the hearing procedures provided by law and a hearing request form explaining that if the duration of the emergency exclusion should exceed 5 school days, that the student, or the student's parent(s)/guardian(s), may use such form to request a hearing. Copies of the exclusion letter and supporting information will be forwarded to the Superintendent on the same date.
4. **Extension of Exclusion:** Pursuant to the Student Discipline Act, the principal has the authority to exclude a student from school for up to five school days on an emergency basis. If the superintendent or superintendent's designee determines that it is appropriate to consider the extension of an exclusion beyond five days, such consideration shall be made according to the procedures set forth below.
  - a. The superintendent or the superintendent's designee shall notify the student's parent(s) or guardian(s) that the principal has proposed the extension of the exclusion. If the initial notice is oral, the superintendent shall confirm it in writing.
  - b. The student's parent(s) or guardian(s) may submit an oral request for a hearing on the proposed extension of the exclusion within two school days of receiving the initial notice. If the initial request for a hearing is oral, they shall confirm the request in writing.
  - c. If the parent(s) or guardian(s) do not request a hearing within two school days of receiving oral or written notice, the proposed extension of the exclusion shall automatically go into effect.
  - d. If the parent(s) or guardian(s) request a hearing, the superintendent shall appoint a hearing examiner upon receiving a request for a hearing. The hearing examiner may be any person who did not bring charges against the student, is not to be a witness at the hearing, and has no involvement in the charge.
  - e. The hearing examiner shall promptly give written notice of the time, date and place of the hearing. The hearing will be held within five school days after the school district receives the initial oral or written request; provided, the hearing may be held more than five school days after receipt of the request upon a showing of good cause. No hearing will be held on less than two (2) school days' notice unless otherwise agreed to by the student's parent(s) or guardian(s) and school officials.
  - f. If a hearing is requested, the principal may determine in their sole discretion that the student shall remain excluded from school until the hearing officer makes a recommendation to the superintendent.
  - g. Prior to the hearing, the student and their parent(s) or guardian(s) shall have the right to examine and have school officials explain the student's records and any affidavits that will be used by school officials at the hearing.
  - h. The hearing may be attended by the hearing examiner, the principal (or designee), the student, and the student's parents or guardian(s). The student may be represented at this hearing by a representative of the family's choice.
  - i. The student and their parent(s) or guardian(s) may ask any person with knowledge of the events leading up to the sanction or with general knowledge of the student's character to testify on behalf of the student. If school personnel or other students are requested to testify by the student's parent(s) or guardian(s), the hearing officer shall endeavor to help obtain the presence of such witnesses at the hearing.
  - j. The student and their parent(s) or guardian(s) have the right to request in advance of the hearing the issues which the administration will propose in support of the extension, and the general nature of the testimony of any administrative or expert witnesses.
  - k. The student and witnesses may be excluded at the discretion of the hearing examiner in accordance with state statutes. The student may speak in their own defense and may be questioned on such testimony but may choose not to testify.
  - l. The principal or their designee shall present evidence supporting the recommended extension of the exclusion. Witnesses will give testimony under oath of affirmation and may be questioned.
  - m. The hearing examiner shall prepare a report of their findings and recommendations and forward the report to the superintendent.
  - n. The superintendent will review the hearing examiner's report and determine whether to extend the exclusion. They shall have the decision delivered or sent by registered or certified mail to the student, student's parent(s), or guardian(s). If the superintendent decides to extend the exclusion, the extension will take effect immediately.

C. Long-Term Suspension, Expulsion and Mandatory Reassignment

1. The following behavior constitutes grounds for these types of exclusions when it occurs on school grounds, in a vehicle contracted for school purposes, or at a school event or otherwise as set forth below:
  - a. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;

- b. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
- c. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
- d. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
- e. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (see also board policy on weapons and firearms);
- f. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (note: the term “under the influence” for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);
- g. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
- h. Engaging in bullying as defined in section 79-2,137 and in these policies;
- i. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
- j. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
- k. A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:
  - 1. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
  - 2. Dressing or grooming in a manner which violates the school district’s dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
  - 3. Violating school bus rules as set by the school district or district staff;
  - 4. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation or electronic cigarettes, vapor pens, etc.;
  - 5. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
  - 6. Possession of pornography;
  - 7. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
  - 8. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;
  - 9. Bullying which shall include cyberbullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or

- pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
10. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
  11. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
  12. Using any object to simulate possession of a weapon;
  13. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and
  14. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board. Use of violence, force, coercion, threat, intimidation or similar conduct in a manner that constitutes a substantial interference with school purposes.
2. Mandatory expulsion for firearms, explosives, or weapons and suspension or expulsion for intentionally causing an injury to employee, volunteer, or student.
    - a. The following behavior constitutes grounds for mandatory expulsion:
      1. Knowingly possessing, handling, transmitting, using, intimidating with, or threatening to use any object or material that is ordinarily or generally considered a firearm or explosive, including guns, firearms and pipe bombs.
      2. Using or threatening to use knives and/or chemical substances (including but not limited to: mace, pepper guns, and bleach), and any other object that could be used to injure another person.
    - b. The expulsion of a student for the knowing and intentional possession, use or transmission of a firearm as defined in 18 U.S.C. 921, shall be for a period of one year.
    - c. The expulsion of a student for the knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, as outlined in C-1-c above shall be for a period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester. If the expulsion takes place during the second semester, the expulsion shall remain in effect for summer school and may remain in effect for the first semester of the following year.
    - d. Any expulsion that remains in effect during the first semester of the following school year shall be automatically scheduled for review by the hearing examiner before the beginning of the school year with notice to the student and the student's parent(s)/guardian(s).
  3. Suspension and mandatory expulsion for knives and chemicals.
    - a. The following behavior may constitute grounds for short-term suspension:
      1. Knowingly possessing, handling, or transmitting knives and/or chemical substances (including, but not limited to pepper guns and bleach), and any other object or substance that could be used to injure another person.
    - b. The following behavior constitutes grounds for mandatory expulsion:
      1. A second or subsequent violation of 3(a) (1) within four school years.
  4. The following procedure is required for long-term suspension, expulsion, and mandatory reassignment listed in Section C.
    - a. The principal must file a written charge and summary of the evidence supporting the charge with the Superintendent on the date of the decision to exclude.
    - b. Within 2 school days, a written notice must be sent by registered or certified mail by the principal to the student and the student's parent(s)/guardian(s) informing them of their rights. A copy will be forwarded to the Superintendent on the same date.
    - c. This notice shall include the following:
      1. Rule violated and a summary of the evidence.
      2. Penalty, which the principal has recommended.
      3. Notice of the student's rights to a hearing upon request.
      4. The District's hearing and appeal procedures.
      5. A statement concerning the right to examine the student's academic and disciplinary records and any affidavits to be used at a hearing.
      6. A statement concerning the right to know the identity of witnesses who will appear at a hearing, and the substance of their testimony.
      7. A form on which the student and the student's parent(s)/guardian(s) may request a hearing.
  5. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory

reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the Superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or, (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

6. The following preliminary procedure must be followed if a hearing is requested within 5 school days of the receipt of notice:
  - a. The Superintendent must appoint a hearing examiner.
  - b. The hearing examiner must give written notice to the principal, the student, and the student's parent(s)/guardian(s) of the time and place for the hearing. No less than 2 days actual notice must be given.
  - c. The hearing examiner must meet the following criteria:
    1. Must not have brought the charges against the student.
    2. Shall not be a witness at the hearing.
    3. Must have no involvement in the charge and must be impartial.
    4. Must be available to answer any questions relative to the hearing.

#### **Formal Hearings:**

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

- d. After examining the records and taking new evidence, if any, the Board, or the designated committee thereof, may withdraw to deliberate privately upon the record and new evidence.
- e. When the Board deliberates, it may reopen the hearing to receive additional evidence subject to the right of all parties to be present.
- f. The Board may alter the Superintendent's recommendations but may never impose more severe sanctions.
- g. Final determination of the Board shall be personally delivered or sent by registered mail to the student and the student's parent(s)/guardian(s).
- h. An appeal of the Board's decision must be taken to the district court of the county where the action is taken. Appeal must be made within 30 days after service of the final decision of the Board.

#### **Settlement Not Precluded:**

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

#### **Alternative School, Class, Program:**

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

#### **Suspension and Expulsion of Students with Disabilities**

##### **General Statement:**

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

Refer to procedure 6301

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

##### **General Statement:**

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

Refer to procedure 6305

## **ENFORCEMENT OF SCHOOL RULES & LAW**

### **DESIGNATION OF LAW ENFORCEMENT UNITS**

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

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

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

### **REPORTING TO LAW ENFORCEMENT**

School district staff will report student actions which violate Board Policy 5301 (Student Conduct, Vandalism and Disruption) to law enforcement if:

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

6. The report is required or requested by law enforcement or the county attorney.

Any actions taken by law enforcement personnel are outside of the sanctions imposed by school officials under board policy.

## **SCHOOL RESOURCE OFFICER**

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

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

There may be occasions when circumstances arise in which the School Resource Officer will need to provide direct assistance to school personnel. When assistance is requested and/or becomes necessary for law enforcement to become involved, relevant law, school policies, and law enforcement procedures and practices will be followed.

Procedures governing law enforcement on school grounds can be found in Board Policy 1002, located on the district website at [www.plcschools.org](http://www.plcschools.org).

## **SEARCH AND SEIZURE**

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

## **SURVEILLANCE CAMERAS**

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

## **STUDENT TECHNOLOGY USE**

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

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

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

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

- A. The District will comply with license agreements and/or policy statements contained in software packages used by the District. Questions about compliance with license agreements or use of a software package will be resolved, with the assistance of or through, direct negotiations between the Director of Information Technology and the software publisher or copyright holder.
- B. The District will provide licensing for products considered essential to district use. This includes but is not limited to a Productivity Suite, a student information system, Email, and Finance System.
- C. The District will filter internet sites required by the Children's Internet Protection Act and other deemed to be inappropriate.

D. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.

Inappropriate use of technology (computers, devices, wireless systems) includes but is not limited to:

- A. The download or use of illegal copies of copyrighted material.
- B. 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.
- C. Use for the purpose of solicitation or proselytization for commercial, religious, political personal or any other non-student-related activity.
- D. Unauthorized use of District computers/devices in an attempt to gain access to inappropriate or unsanctioned material.
- E. 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.
- F. Indirect access to network services. Including using personally owned network equipment or computer equipment in an attempt to bypass the network filter.

Additional rules governing student use of District issued devices shall be found in the document titled Technology Student Use Handbook.

## **STUDENT SERVICES AND PROCEDURES**

### **BULLETINS AND ANNOUNCEMENTS**

Notices of club meetings, athletic and social events, general information for the day, and specific instructions are emailed to students daily. Students responsible for putting notices in this daily bulletin must have their notices approved in the main office the day preceding the notice. The Titan Student Bulletin is also available on our website at the following link: <https://plshs.plcschools.org/>

### **DISTRICT COMPLAINT PROCEDURE (including complaints re. 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:

- i. Immediately investigate and attempt to resolve the complaint, followed by communication to the complainant's and respondent's parent/guardian and a building administrator explaining how the matter was resolved; or
- ii. Immediately refer the matter to a building administrator.

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

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

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

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

- a. Level 1 Appeal. The complainant or respondent shall, within 10 working days of their notification of resolution of the complaint, make an appointment to meet and discuss the matter with either (1) the assistant superintendent of human resources or their designee if the respondent is a District employee, or (2) the building administrator if the respondent is a student. The assistant superintendent of human resources/designee or building administrator shall give the complainant an oral response within 10 working days of such meeting.
- b. Level 2 Appeal. If the complainant or respondent is unsatisfied after a Level 1 Appeal, they may file an appeal in writing with the appropriate Non-Discrimination Coordinator within ten (10) working days after receiving Level 1 Appeal decision. The Non-Discrimination Coordinator will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal within ten (10) working days after receiving the appeal.



- c. Level 3 Appeal. If the complainant or respondent is unsatisfied after a Level 2 Appeal, they may file an appeal in writing with the Superintendent within ten (10) working days after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal within ten (10) working days after receiving the appeal.
- d. Level 4 Appeal. If the complainant or respondent is not satisfied with the Superintendent's determination, they may file an appeal in writing with the Board of Education within ten (10) working days after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at the next scheduled Board meeting to present his or her appeal. The Board will issue a written determination about the appeal within thirty (30) working days after receiving the appeal.

### **General Complaint and Appeal Process**

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

1. Direct Communication Between the Parties. The complainant is encouraged to directly advise the offending person (hereinafter referred-to as the "respondent") of the complainant's concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter directly with the teacher. However, the complainant should skip the first step if the complainant believes speaking directly to the respondent would subject the complainant to discrimination or harassment.
2. Report of Complaint to Appropriate Administrator. The second step is for the complainant to speak to the appropriate administrator, as set forth below:
  - a. Building Principal. Complaints about operations, decisions, certified or classified staff, or students within a building should be submitted to the principal of the building.
  - b. District Director. Complaints about operations, decisions, or employees within a district service (i.e. custodial, food service, transportation, buildings and grounds) should be submitted to the director of that service area.
  - c. Assistant Superintendent for Human Resources. Complaints about a building administrator or district director should be submitted to the Assistant Superintendent for Human Resources.
3. When Report Is Made. When a complainant submits a complaint to an administrator, the administrator shall promptly and thoroughly investigate the complaint, and shall:
  - a. Determine whether the complainant has discussed the matter with the respondent.
  - b. If the complainant has not, the administrator will urge the complainant to discuss the matter directly with the respondent.
    - i. If the complainant refuses to discuss the matter with the respondent, the administrator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
    - ii. Encourage the complainant to complete a District Complaint Form. A copy of the District Complaint Form can be found on the district website and in the appendix of this handbook.
  - c. Determine the action or solution which the complainant seeks.
  - d. Obtain all relevant details and information regarding the complaint.
  - e. Respond to the complainant and share their decision with the parties.
4. Appeals. If either the complainant or respondent is not satisfied with the administrator's decision, the following procedure shall be followed:
  - a. Level 1 Appeal
    - i. The complainant or respondent may appeal the decision in writing within 10 working days from receipt of the decision to the assistant superintendent of human resources or their designee. If the assistant superintendent of human resources was the original decision-maker, the appeal will be made to another designated District assistant superintendent or their designee.
    - ii. The assistant superintendent or their designee will investigate as they deem appropriate.
    - iii. Upon completion of the investigation, the assistant superintendent or their designee will inform the complainant and respondent of their decision.
  - b. Level 2 Appeal. If the complainant or respondent is unsatisfied after a Level 1 Appeal, they may file an appeal in writing with the Superintendent within ten (10) working days after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal within ten (10) working days after receiving the appeal.
  - c. Level 3 Appeal. If the complainant or respondent is not satisfied with the Superintendent's determination, they may file an appeal in writing with the Board of Education within ten (10) working days after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at the next scheduled Board meeting to present his or her appeal. The Board will issue a written determination about the appeal within thirty (30) working days after receiving the appeal.

### **General Provisions Governing Complaint Procedures**

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

## **HEALTH SERVICES & ILLNESS**

### **HEALTH SERVICES & ILLNESS**

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

Students who become ill or sustain injuries in school should report to the health office. If there is a need for the student to go home, the health office will inform the parents or persons designated as emergency contacts. Serious or life-threatening injuries/ illnesses will be sent by rescue squad to the hospital and parents/contacts will be notified. Please contact the school with any changes in telephone numbers or contact information as soon as they occur.

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

### **When to Stay Home**

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

### **Immunization Requirements**

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

Please be sure your student's immunizations comply with the Nebraska requirements. By law, students who do not present proof of 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 a physician, a physician assistant, or an advanced practice registered nurse practicing under and in accordance with his or her respective certification act, stating that, in the health care provider's opinion, the immunizations required would be injurious to the health and well-being of the student or any member of the student's family or household **OR**
- An affidavit signed by a legally authorized representative of the student, stating that the immunization conflicts with the tenets and practice of a recognized religious denomination of which the student is an adherent or member or that immunization conflicts with the personal and sincerely followed religious beliefs of the student.

### **Medications at School**

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

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

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

### **Student Self-Medicating & Monitoring of Asthma, Anaphylaxis or Diabetes:**

The school, working in collaboration with the student, his/her parents, and his/her doctor may allow the student to self-medicate and/or monitor a medical condition related to Asthma, Anaphylaxis or Diabetes as an exception to the requirements listed above. Such monitoring and/or self-medication may be permitted in the classroom or any part of the school or on school grounds during any school-related activity or in any private location specified in the student's Health Action Plan under the following conditions:

- The student's physician has authorized self-medication and/or self-monitoring of Asthma, Anaphylaxis or Diabetes. Such authorization states when the medication is to be taken, the correct dosage, time and/or frequency of administration.

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

### **Communicable Diseases**

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

- Chicken Pox - Exclude until all lesions are crusted/dry and student is without fever.
- Colds - May return if no fever (without the use of fever reducing medication), over acute stage (sneezing, excessive nasal discharge, sleepiness, uncontrollable coughing).
- Pink Eye (Conjunctivitis) - May return when eye is normal in appearance or with written physician approval.
- Fifth's Disease - Exclude until fever and malaise are gone. May return when no longer contagious (once the rash appears).
- Pertussis (whooping cough) - Exclude until written physician approval. Exclude inadequately immunized close contacts. Antibiotic treatment is necessary. Report any possible pertussis illness to the school as soon as suspected case.
- Impetigo - Exclude until lesions are treated, acute symptoms resolved or with written physician approval.

- Lice (head or body) - Students with live lice will be sent home for treatment. May return to school after treatment. (Provide school with verification of appropriate treatment method – box or bottle of treatment used)
- Ringworm - If affected areas cannot be covered with clothing/dressing during school, student will be excluded until treatment started.
- Strep infections – Exclude until fever free (without the use of fever reducing medication) and under treatment for 24 hours.
- Staph infections (MRSA and other) – Students with confirmed staph infections must keep the lesions covered at school. Proper hygiene, hand washing and avoidance of sharing personal items is necessary.
- Influenza – Exclude for duration of illness and fever free (without the use of fever reducing medication).
- COVID-19 – Guidance from the Sarpy County Health Department will be followed.

### **Concussions**

Please notify your school health office if your student 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.

### **Health Screening**

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

## **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. Work or tasks **do not** include the crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship. The work or tasks performed by a service animal must be directly related to the handler's disability or necessary to mitigate a disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. **See also**, Miniature Horses below.

**School District Inquiries.** School officials **may** ask the owner or handler of an animal whether the animal is required because of a disability and what work or task the animal has been trained to do **unless** the answers to these inquiries are readily apparent. School officials **may not** ask about the nature or extent of a person's disability and may not require documentary proof of certification or licensing as a service animal.

**Procedural Requirements.** The following requirements must be satisfied **before** a service animal will be allowed in school buildings or on school grounds:

**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 is attached to this policy. These requests must be renewed each school year or whenever a different service animal will be used. When a request to be accompanied by a service animal is submitted by, or on behalf of, a student who has an Individualized Education Program (IEP) and/or a Section 504 Plan, then the request shall be promptly referred to the student's respective IEP Team and/or 504 Team for its consideration and/or input.

**Health and Vaccination.** The owner or handler must have proof of current licensure from the local licensing authority including proof of the service animal's current vaccinations and immunizations required by law.

Service animals will not be allowed in school buildings or other school property until the school has approved the request.

**Control.** A service animal must be under the control of its handler at all times. The service animal must have a harness, backpack, vest identifying the dog as a trained service dog, leash, or other tether. If the handler is unable to use a harness, backpack, vest, leash, or other tether, because of a disability or the use of a harness, backpack, vest, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, the use of these items is not required. However, the service animal must be otherwise under the handler's control.

**Exclusion or Removal from School.** A service animal may be excluded from school property and buildings if a school administrator determines that:

- (1) A handler does not have control of the service animal;
- (2) The service animal is not housebroken;
- (3) The service animal presents a direct and immediate threat to others in the school; or
- (4) The animal's presence fundamentally alters the nature of the service, program, or activity.

The handler or the student's parent or guardian shall be required to remove the service animal from school premises immediately upon such a determination. If the service animal is removed, the individual with a disability shall be provided with the opportunity to participate in the service, program, or activity without the service animal.

**Allergic Reactions.** If any student or school employee assigned to a classroom or mode of transportation in which a service animal is permitted suffers an allergic reaction to the service animal, the person having custody and control of the animal will be required to remove the animal to a different location designated by an administrator. The school will arrange a meeting between school personnel, the individual with the disability, and the parents or guardian(s) of the person with the disability if that person is a student to develop an alternate plan.

**Supervision and Care of Service Animals.** The owner or handler of a service animal is solely responsible for the supervision and care of the animal, including any feeding, exercising, and clean up while the animal is in a school building or on school property. The student's parent or guardian is responsible for providing for the supervision and the care of the animal in the event that his or her student is not able to do so. The school district is not responsible for providing any care, supervision, or assistance for a service animal.

**Extra Charges.** The owner or handler of a service animal will not be required to pay an admission fee or a charge for the animal to attend events for which a fee is charged.

**Damage to School Property and Injuries.** The owner or handler of a service animal is solely responsible and liable for any damage to school property or injury to personnel, students, or others caused by the animal.

**Miniature Horses.** Requests to permit the use of a miniature horse by an individual with a disability will be addressed on a case-by-case basis by considering the following factors:

- (1) The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
- (2) Whether the handler has sufficient control of the miniature horse;
- (3) Whether the miniature horse is housebroken; and
- (4) Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

All additional requirements outlined in this policy, which apply to service animals, shall apply to miniature horses.

**Service Animal in Training.** This policy shall also be applicable to service animals in training that are accompanied by a bona fide trainer.

**Denial of Access and Grievance.** If a school official denies a request for access of a service animal, the disabled individual or parent or guardian can file a written grievance with the school's Section 504 Coordinator.

### **III. Therapy Animals**

The school district supports the use of therapy animals by teachers or other qualified school personnel ("Owner") for the benefit of its students subject to the conditions of this policy.

**Therapy Animal.** A "therapy animal" is an animal that has been individually trained and certified to work with its Owner to provide emotional support, well-being, comfort, or companionship to school district students. Therapy animals are not "service animals" as that term is used in the American with Disabilities Act. The animal must be well behaved and have a temperament that is suitable for interaction with students and others in a public school. Therapy animals are personal property of the Owner and are not owned by the school district.

**Therapy Animal Standards and Procedures.** The following requirements must be satisfied *before* a therapy animal will be allowed in school buildings or on school grounds:

**Request.** An Owner who wants to bring a therapy animal to school must submit a written request form to the building principal or his or her designee. The request form is attached to this policy.

**Training and Certification.** The Owner must submit training and certification information requested by the building principal or his or her designee. Any certification required by the school district must remain current at all times.

**Health and Vaccination.** The therapy animal must be clean, well groomed, in good health, house broken, and immunized against diseases common to such animals. The Owner must submit proof of current required licensure from the local licensing authority and proof of the therapy animal's current vaccinations and immunizations from a licensed veterinarian, if applicable.

**Control.** A therapy animal must be under the control of the Owner at all times.

**Identification.** The therapy animal must have appropriate identification identifying it as a therapy animal.

**No Disruption.** The therapy animal must not disrupt the educational process by any of its behaviors.

**Health and Safety.** The therapy animal must not pose a health and safety risk to any student, employee, or other person at school.

**Supervision and Care of Therapy Animals.** The Owner is solely responsible for the supervision and care of the therapy animal, including any feeding, exercising, and clean up while the animal is in a school building or on school property. The school district is not responsible for providing any care, supervision, or assistance for a therapy animal.

**Authorized Area(s).** The Owner shall only allow the therapy animal to be in areas in school buildings or on school property that are authorized by school district administrators.

**Authorized Instances.** The Owner shall only bring the therapy animal to school property at the times explicitly permitted by the building principal.

**Insurance.** The Owner must submit a copy of an insurance policy that provides liability coverage for the therapy animal while on school property.

**Exclusion or Removal from School.** The decision to authorize or exclude a therapy animal shall be made by the building principal or their designee. A therapy animal may be excluded from school property and buildings if a school administrator determines that:

- (1) A handler does not have control of the therapy animal;
- (2) The therapy animal is not housebroken;
- (3) The therapy animal presents a direct and immediate threat to others in the school; or

- (4) The therapy animal is requested to attend on a date when other animals are scheduled or authorized to be in the building.
- (5) The animal's presence otherwise interferes with the educational process.

The Owner shall be required to remove the therapy animal from school premises immediately upon such a determination.

**Allergic Reactions.** If any student or school employee assigned to a classroom in which a therapy animal is permitted suffers an allergic reaction to the therapy animal, the Owner of the animal will be required to remove the animal to a different location designated by an administrator.

**Damages to School Property and Injuries.** The Owner of a therapy animal is solely responsible and liable for any damage to school property or injury to personnel, students, or others caused by the therapy animal.

**Other Therapy Animals.** Therapy animals (1) owned by students, patrons, or other non-school employees or (2) owned by school employees for their own benefit will not be allowed on school grounds or school property except as otherwise required by law.

#### **INCLEMENT WEATHER POLICY**

In severe situations school may be announced as closed. All local radio and TV stations will be notified as early as possible. Parents may come to school to pick up students during severe weather.

If there is no announcement made on all local radio and TV stations, school will be in session.

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

#### **LATE START**

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

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

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

#### **LOCKERS**

Lockers are provided for all Papillion La Vista South students if they choose to use one. Your school materials and personal belongings are to be kept in your assigned locker. The security of your personal belongings and the care and upkeep of the locker is the responsibility of the students assigned to each locker. The combination is strictly confidential and is not to be given to other students. **Do not encourage problems by keeping money or other valuables in your locker.** Lockers are the property of the school district. They can be checked (searched) at any time. Students taking Physical Education will be assigned a locker in the PE locker room.

#### **LOSS OF BOOK**

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

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

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

#### **LOST AND FOUND**

Students who find lost articles are asked to take them to the Lost and Found department in the office. Lost articles which are not claimed within a reasonable time will be given to a charitable organization.

#### **MEDIA CENTER/LIBRARY SERVICES**

The Media Center is a pleasant place in which students can read and study quietly and individually. It is open from 7:30 am – 4:00 pm. Students disrupting the Media Center will be asked to leave. The second time the student is removed from the Media Center he/she will lose media center pass privileges from study hall for the rest of the quarter. Books are checked out for 2 weeks and may be renewed for another 2 if needed. Newspapers, magazines, and pamphlets are available for checkout for a limited period of time varying from one hour to one day. Lost or damaged materials must be paid for. A fine of 10 cents per item per day is charged for overdue materials. Overdue notices will be sent to the student during school hours. A copy machine is available in the Media Center for 10 cents per copy.

## **POSTERS/FLYERS**

All material to be posted in the building must be approved through the activities office. All materials to be distributed through the building must first be approved by the building principal.

## **SCHOOL MEALS PROGRAM**

School breakfast includes grains, protein, juice, fruit, and milk. We also sell items a la carte (individually priced). School breakfast is planned for convenience and offered just before school. High School breakfast starts at approximately 7:15 a.m. (7:30 a.m. on Wednesdays for late start day). Middle School breakfast starts at approximately 7:30 a.m. daily. Breakfast menus are located on the District app and website.

School lunch offers several entrée options each day in addition to a Fruit and Vegetable Bar. A meal includes entrée (protein + grain), fruit, vegetable, and milk. We also sell many items a la carte (individually priced). Menus can be viewed on the School District app or on the District Website at [www.plcschools.org](http://www.plcschools.org). A student's lunch period, lasting approximately 30 minutes, is determined by his/her period class assignment.

Each student has a meal account with us which is accessed at the cashier station through a touchless scanner.

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

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 [linqconnect.com](http://linqconnect.com). Cash or checks are also taken for deposit into the meal account in the morning before school starts or at the cashier station while purchasing lunch. Students may also pay cash for meals but are encouraged to draw from their meal account money to speed up lunch lines. Parents can check account balances at any time on the district app or by checking online at [linqconnect.com](http://linqconnect.com).

We have established meal charge procedures that describe how parents are notified of low or negative meal account balances. These procedures are distributed annually to parents at the beginning of the school year. Students will also be reminded by the cashier when their balance is low, and they need to deposit money.

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

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

### **U.S.D.A. Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
  - (2) Fax: (202) 690-7442; or
  - (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)
- This institution is an equal opportunity provider.



## STUDENT FEES

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

Specific lists of fees to be included in the student handbook can be found in Board of Education Policy 3307 found at the following link: <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>

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

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

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

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

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

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

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

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

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

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

**Yearbook, Class Rings and Other Optional Purchases:** Students may be charged for the purchase of items such as yearbooks, class rings, class sweatshirts, graduation announcements and other such voluntary purchases.

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

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

**Summer School:** The District may annually set fees for student participation in classes offered during the summer.

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

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

**Student Files and Records:** Fees may be charged for copies of student files or records.

## ***PART TWO*** - Student Fee Fund

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

## ***PART THREE*** - Waiver of Student Fees

Some fees that are charged in *PART ONE*, may be waived for students who qualify for participation in the free or reduced-price lunch program under United States Department of

Agriculture child nutrition programs. Students shall be asked to have a waiver signed allowing access to the District's free and reduced price lunch information or provide information relative to family income so that such eligibility may be determined.

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

## **Fee Waiver Procedure**

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

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

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

### **STUDENT IDENTIFICATION CARDS**

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

### **STUDENT SAFETY – EMERGENCIES**

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

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

### **STUDY HALL PROGRAMS**

In an effort to ensure that all students are successful at Papillion La Vista South High School, various strategies have been put into place. Among the strategies, two have been designed and formed to be utilized by students within the school day. Each looks to provide a location for students to be able to complete academic tasks in an environment that best suits his/her individual needs.

#### **Study Hall**

Location: Cafeteria or specific assigned classroom

Description: All students enrolled in a Titan Study Hall will be placed there at the beginning of the semester. Students who complete daily class work and follow school expectations will be able to remain in this study hall and enjoy the privileges that come with being in good academic standing.

#### The Titan Study Hall Rules:

Students will be in the study hall at the time the bell rings.

Vending machines/Titan Town can be available to students after attendance has been taken for the day.

All trash must be discarded properly at the end of the class period. LEAVE IT BETTER THAN YOU FOUND IT.

Students will be allowed to visit or leave their seats only with permission of the study hall supervisor.

As per the student handbook, nuisance items are not allowed.

A student must sign out with a study hall supervisor in order to go to the library or locker. A pass will then be given to that student.

Laptops may be used but students are directed to stay off their cell phones.

#### **Success Study Hall**

Location: Designated area

Description: Through the course of the semester, a student's counselor or administrator may reassign him/her to the Success Study Hall. Students who have incomplete assignments, failing grades, or specific intervention needs are likely to be placed in this study hall. The purpose of this intensive study hall is to provide an atmosphere that will be conducive to alleviating any current academic concerns while also teaching organization skills. Once the concerns are taken care of, students may request to be reassigned to the Titan Study Hall with the referring counselor or administrator after a minimum of one semester.

#### Success Study Hall Rules:

Come with work to do! Going to lockers will not be permitted.

Communicate with your classroom teachers and ask for work to be done (i.e. assignments, tests, or quizzes).

Set goals and make an effort to improve yourself.

Stay up-to-date on your progress; check your grades with your Student Success Center supervisor at least once a week.

You must have a pass from a teacher in order to use the library or go to classrooms to get help from teachers.

Laptops may be used but students are not allowed to use phones or have ear buds.

### **STUDENT SURVEYS**

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

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
  - a. Political affiliations or beliefs of the student or student's parent;
  - b. Mental or psychological problems of the student or student's family;

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

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

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

- 1. Administration of any protected information survey not funded in whole or in part by ED.
- 2. Any non-emergency, invasive physical examination or screening as described above.
- 3. Collection of Personal Information from Students for Marketing:
  - a. The term “personal information” means individually identifiable information including:
    - i. student’s and parent(s)’ first and last name;
    - ii. home or other physical address;
    - iii. telephone number; and/or
    - iv. social security number.
  - b. No school official or staff member shall administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or for selling that information.
  - c. This policy does not apply to the collection, disclosure or use of personal information for the exclusive purpose of providing educational services to students, such as the following:
    - i. post-secondary education recruitment;
    - ii. military recruitment;
    - iii. test and assessments to provide cognitive, evaluative, diagnostic or achievement information about students; and/or,
    - iv. digital resources to support student learning which include, but are not limited to, cloud-based applications and programs,
    - v. student recognition programs.

Parents who believe their rights have been violated under this Policy and Procedure may file a complaint with:  
 Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue S.W.  
 Washington, DC 20202-5090

## TELEPHONES

The office telephone is available to students for emergency use. Remember that cell phone use is dictated by our building acceptable use policy and district school board procedures. **If you are ill and need to call home for any reason, please go to the health office for assistance.**

## TITLE I – PARENT NOTICE

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

## 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.plschools.org](http://www.plschools.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.

#### **USE OF SCHOOL FACILITIES BY OUTSIDE ORGANIZATIONS**

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

#### **VALUABLES**

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

### **SCHOOL ACTIVITIES**

#### **ACTIVITIES & ATHLETICS**

A wide variety of activities and athletic programs are offered. Information about activities and athletics may be found in the Activities & Athletic Handbooks for Students/Parents. All district handbooks may be found online at [www.plcschools.org/handbooks](http://www.plcschools.org/handbooks) or you may contact your school's activity director if you have questions about athletic/activity programs offered at your child's school. Information, eligibility requirements, rules of conduct, due process, parental consent, etc., may be found in the Activities & Athletic Handbook.