

# **Liberty Middle**



**Student & Parent  
Handbook  
2021-2022**

## **NON-DISCRIMINATION**

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

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

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

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

## **CHILD FIND NOTICE**

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

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

## **FORWARD AND COVID-19 NOTICE**

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

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

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

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

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# Liberty Middle School

*Purpose:* Liberty Middle School's purpose is to create a positive environment to prepare students for the successful transition into the next phase of their life.

*Direction:* Liberty Middle School's direction is to create a positive and supportive environment by having high expectations, and using a collaborative approach to authentic, life-long learning.

*We Value:*

- Communication and Engagement
- Positive Relationships and Collaboration
- Community and Acceptance
- Flexibility and Ownership

These values are supported by a foundation that includes:

- "Eagle's Nest" Learning Connections
- Flexible Team Scheduling
- Relevant Interdisciplinary Units and Critical Thinking Opportunities
- Productive Team Planning to Reach All Students
- Student Engagement, Regardless of Learning Style
- Successful Transitions of Students from Elementary to High School

## **PART I STUDENT SERVICES**

### **GUIDANCE DEPARTMENT: STUDENT SERVICE CENTER**

The purpose of the Middle School Student Support Center is to guide students through their middle school years and encourage them to achieve at the level of their potential. The counselors are concerned with students' academic progress, but also try to assist them to develop the skills for success in later life.

#### **THINGS TO REMEMBER ABOUT THE STUDENT SERVICE CENTER:**

- Counselors will try to assist with any type of problem.
- Counseling is on a voluntary basis.
- Students do not need to be referred to by anyone.
- Anything said in a counselor's office is held in strictest confidence.
- The Student Support Center is about problem solving, not a disciplinary office.

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

Students are encouraged to see their counselor. Counselors are on duty before and after school and throughout the school day. If at any time students cannot locate a counselor, they should leave their name with any secretary and a counselor will contact them as soon as possible. Please check in with office personnel when waiting to see a counselor. Students should report to their classes before going to the counselor's office, so they are not counted absent.

### **BIRTH CERTIFICATE**

All students entering the Papillion La Vista Community Schools for the first time must provide a certified copy of their Birth Certificate within 30 calendar days of enrollment.

### **WITHDRAWAL AND TRANSFER**

If it becomes necessary for a student to withdraw from school prior to the end of the regular school year, the following procedure will be used:

1. Contact the principal's office for a release form, no less than 1 week before the student's last day in school. Student records will be released, upon request to any public or private school to which the student transfers.
2. Contact the guidance office for a check-out sheet on the last day in attendance. Each teacher needs to sign the sheet and the student will need to bring the sheet back to the guidance office at the end of the day.
3. All students withdrawing before the end of the year must clear all fines, fees, and other obligations to finalize withdrawal.
4. If a student moves during the summer, please advise the school office.

### **SERVICES OFFERED**

Parents are urged to call and visit with the counselor when they feel there are concerns and information that would help the schoolwork with their child. Other services are: group guidance, individual student counseling, testing (group and individual), referral services (school and local agencies), student records, academic counseling, educational planning, career exploration and new student orientation.

## **PART II OTHER SERVICES**

### **TELEPHONES**

School phones are for school business but may be used by students with permission from a staff member. Students will not be called to the office to accept an incoming call unless it is an emergency. Telephone messages will be delivered to a student only in the case of emergency. If a student needs to stay after school for a teacher, he/she may use the office phones.

### **MEDIA CENTER**

The Media Center is a vital component of the school's total educational system and provides materials for research and for pleasure reading.

The Media Center is open for use during the entire school day before and after school. Hours are from 7:30 a.m. until 3:30 p.m. Fines are charged for materials overdue. All lost or destroyed materials must be paid for in full.

### **LOST AND FOUND**

All lost and found articles will be located in the Student Services Office. Items not claimed by the end of each semester will be donated to the PLCS Community Closet. All items are to be cleared from lockers (student & gym) at the end of the school year.

### **SCHOOL INSURANCE COVERAGE**

The school does not have insurance coverage for students, nor does the school have insurance for injuries. Private accidental injury insurance is available, at parent expense, through a private insurance carrier. Contact your school Activities Director for further information.

### **BUS INFORMATION**

The following information concerns students' eligibility to ride the bus. No student is allowed to ride a bus other than the one to which he/she is assigned. The bus driver has absolute jurisdiction over all students on the bus. Students should become familiar with the following regulations, which must be observed:

1. Line up, off the roadway, while waiting for the bus.
2. Cross the roadway directly in front of the bus, wait for the driver's signal before crossing.
3. Keep seated at all times while the bus is in motion.
4. Keep arms and head inside windows.
5. Unnecessary conversation with the driver is dangerous.
6. Outside of ordinary conversation with peers, classroom type conduct must be observed.
7. Students must obey the driver. The bus driver has the right to assign students to certain seats, if necessary, to maintain good conduct.
8. Smoking, drinking, or eating are prohibited on the bus.
9. Students must be on time. The bus cannot wait for those who are late. If a student is absent from school because he/she failed to wait for the bus or because he/she missed the bus, the absence will be considered unexcused.

10. Fighting on the bus will not be tolerated.
11. Destruction or vandalism of buses will result in payment of damages and/or loss of bus privileges until payment has been made.
12. Buses cannot unload or load at any place other than the designated bus stops.
13. Students are not to leave school grounds once they arrive in the morning, also are not to leave school grounds while waiting for the bus in the afternoon.
14. Students are not to throw items from the bus windows.

Any student who acts in violation of a school rule while on the bus will be disciplined as if the incident occurred on school grounds. Bus privileges may be withheld if problems occur.

### **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.

## **PART III STUDENT REGULATIONS**

The primary purpose of school is learning. To achieve this purpose, certain rules, regulations, policies, and procedures are needed. These are designed not only to achieve the purpose of school, but to protect everyone in the school setting.

Improving student awareness of the school's building expectations will help foster the desired positive culture. Since the school mascot is an eagle, our main goal is to help students S.O.A.R. (Safety first, **O**wn your **A**ctions, and **R**espectful to all). By explaining and modeling the expectations for students, and then monitoring and rewarding their positive choices, we create a culture in our building that promotes a welcoming and safe environment. At Liberty Middle School we expect students to be courteous and to respect the rights of others. A friendly, relaxed, respectful atmosphere will exist if students follow this and obey the reasonable requests of all faculty and staff members. Any behavior not listed specifically in the handbook, but which violates the primary purpose and principles stated, is unacceptable.

### **CARE AND USE OF SCHOOL PROPERTY**

The impressions visitors form is determined by what they see. If we consider ourselves to be an outstanding middle school, we must show it by taking care of the quality educational facilities which have been provided.

Willfully causing or attempting to cause substantial damage to private or school property, stealing or attempting to steal private or school property of substantial value, or repeated damage or theft involving private or school property of small value may result in disciplinary action, which may include long term suspension, expulsion, and/or legal prosecution. The student will be required to make restitution for any damages or loss to private and school property. Students caught stealing personal or school property in a particular class may be suspended and/or dropped from the class with a no grade (NG). These disciplinary actions apply to theft and damage done during school and non-school hours.

### **CLOSED CAMPUS REQUIREMENT**

Students are not to leave campus at any time during the school day without permission. This includes the lunch period. Closed campus applies once students get off the bus or are dropped off on school grounds.

### **SELLING MERCHANDISE ON CAMPUS**

Students are not to sell merchandise during the school day. This type of selling is restricted to before or after school, and is to be done only by the members of a school sponsored organization.

### **DISPLAY OF AFFECTION**

Public displays of affection create unfavorable impressions and attitudes of the school and will not be permitted.

## **DISMISSAL FROM CLASS**

If a teacher finds it necessary to send a student from a classroom because of disruptive behavior, he or she must report to the office and check in with office personnel. To be reinstated in the class, the student must talk with the principal or designee.

## **DETENTION**

Detention period is a time when a student is assigned to stay after school, come in before school, during lunch or stay at another arranged time for any infraction of acceptable student behavior, including attendance and being tardy. Detention time is set at the discretion of the teacher or administrator. Unacceptable behavior during the detention period or failure to report for detention may result in a school additional disciplinary action. Students should fully understand that any staff member in the building has the authority to address misconduct. It is the responsibility of students to make arrangements for transportation or alternate detention time. Students are encouraged to use the office phone to notify their parents.

## **DISRUPTIVE ACTIONS**

Any individual or group who engages in any form of disruption of the learning environment will be subject to disciplinary action. Such activity may include but not be limited to picketing, boycotting, walk outs, unauthorized meetings during school hours, or unauthorized use of school facilities.

## **INAPPROPRIATE LANGUAGE AND GESTURES**

The use of abusive, profane or obscene language or gestures is prohibited, and offenders may be suspended or excluded from class and/or school. Abusive and profane or obscene language/gesture includes, but is not limited to, slandering or abusing the ethnic background, sex, race, religious preference, or physical appearance of any student or school employee and “fighting words”, which by their very utterance inflict injury or tend to incite an immediate breach of peace.

## **FREEDOM OF EXPRESSION**

The Board of Education recognizes freedom of expression as one of democracy's most valuable gifts. It encourages the freedom to be tempered with a responsibility to the schools and their citizens. The District will limit a student's freedom of expression only when the expression could be legally prohibited under the United States Constitution and Nebraska State Statutes concerning free speech, or when such expression interferes with the mission of the school district. The superintendent shall develop and administer procedures for determining any limitations placed upon the freedom students have to express their views and opinions.

## **FIRE ALARM**

Students caught pulling the fire alarm will be subject to, 1st offense -Three to five-day suspension and the 2nd offense - Long term suspension or expulsion and will be turned over to the proper authorities.

## **NUISANCE ITEMS**

Those items that become a distraction to the learning environment, including but not limited to electronic games, cell phones, headphones, iPods, water guns, laser pens, etc., will be confiscated and disciplinary action may be taken. Cell phones/iPod/Smart Devices (i.e. Apple Watches, etc.) are permitted in the school during the school day (8:00am to 3:10pm) and are to be used only during passing periods or when provided permission from a staff member. Bicycles, skateboards, and in-line skates are not to be ridden on school property. The school is not responsible for the loss of personal items students bring to school.

## **DRESS AND GROOMING REGULATIONS**

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

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

1. Student appearance should be of a high enough standard as to contribute to the general learning environment. Dress and appearance that is disruptive to the educational process in the judgment of the administration, will not be allowed.
2. Students must accept the fact that appropriate dress for some activities and learning situations are not necessarily appropriate for others. The health and safety of the individual will not be jeopardized in favor of his personal preference as to appearance and attire.
3. Shoes will be worn at all times. Repeated violation will result in possible suspension.
4. Printed wording or pictures on clothing that advertises or promotes drugs, alcohol, tobacco, or is vulgar in interpretation will not be permitted to be worn.
5. Coats, jackets, and any type of headwear are not to be worn in the school building during the school day.
6. Shorts/Skirts - Students wearing shorts and skirts that are deemed inappropriate by the school administration may be sent home to change. Repeated violations may result in disciplinary action.
7. Students will not be allowed to wear shorts/pants that are pulled down below the waistline. Repeated violation of this policy may result in a suspension from school.
8. To improve personal appearance, halter-tops, see-through clothing, tank tops, and tops that expose the midriff will not be permitted. Sleeveless tops, which extend from the neck to the shoulder, will be permitted. Tank tops, spaghetti straps, basketball shirts, etc., may be worn in combination with either a T-shirt or capped-sleeve shirt. Violation of this policy may result in the student being sent home to change. Repeated violation may result in a suspension from school.

The existence of some basic limitations and standards are a necessity. If, after a conference with the student, the problem still exists, a conference with the parents and administration may be necessary to resolve the matter.

### **GANG RELATED ACTIVITY**

For the safety and welfare of students and the continued maintenance of a positive and secure learning environment the following rules relative to youth gang behaviors apply to all students on school grounds or at school activities. Any behavior that would identify a person as a gang member is not allowed. Examples may be, but not limited to: writing gang graffiti, possessing items containing gang graffiti, displaying gang hand signs, and wearing gang related clothing. Violations will result in disciplinary action, which can result in suspension or expulsion.

### **CHEATING**

Students should refrain from using other students' work in the completion of their own assignments. Cheating on exams or assignments will be addressed by the individual teachers and may result in disciplinary action.

## PART IV OTHER INFORMATION

### GRADING SYSTEM

The following grades will appear on your report card. In addition, on-line grading access will be available.

<b>LMS Scale (%)</b>	<b>LMS Scale (descriptive)</b>	<b>District Rubric (equivalent)</b>	<b>Description of an Individual Student's Achievement (aligned w/ standards)</b>
<b>97-100 93-96 90-92</b>	A+ A A-	<b>Advanced (Adv)</b>	Superior performance, in-depth understanding, application of knowledge and skills to develop new understanding and solutions
<b>87-89 83-86 80-82</b>	B+ B B-	<b>Proficient (Prof)</b>	Solid academic performance, demonstrates competency of subject matter knowledge
<b>77-79 73-76 70-72</b>	C+ C C-	<b>Progressing (Prog)</b>	Partial mastery of essential knowledge and skills; partial success in tasks using this knowledge or skill
<b>67-69 63-66 60-62</b>	D+ D D-	<b>Beginning (Beg)</b>	Limited mastery of essential knowledge and skills; may require assistance or extended time in applying knowledge and skills
<b>50-59</b>	F	<b>Progress Unacceptable (Punacc)</b>	Student has no understanding of task or concept, or student achievement cannot be determined because work was not sufficiently completed

### ONLINE GRADING ACCESS

Parents have access to their student's daily attendance, grade book information, progress reports, and student schedule. Each family has an account with a username and password to access their student's information. To access the information, go to the Liberty Middle School website: [www.plcschools.org/LibertyMiddleSchool](http://www.plcschools.org/LibertyMiddleSchool) and click on the "Need to Know" Tab/Heading. The link to online grades is under the "Popular" tab. First time users will be receiving username and password information by mail before the end of the first quarter. You will then select the name of the student from the list presented and begin to navigate the data as you see fit.

If you have trouble accessing the site, contact the Technology Center at the district office at 402-537-6299. In the event you misplace your user name and password, you may request this information to be set via the mail from the Technology Center as well. Passwords will NOT be given out over the phone.

## **HONOR ROLL**

Gold Honor Roll students must earn a cumulative Grade Point Average (GPA) of 4.0, A-minimum. This represents an A average or that of demonstrating an overall advanced level in a semester's course work. Silver Honor Roll students must earn a cumulative Grade Point Average (GPA) of 3.5, B- minimum. This represents a B average or that of demonstrating an overall proficient level in a semester's course work. The Honor Roll is published at the end of each semester. Finally, students that earned a NG (no grade) or F (fail) on their semester report card do not qualify for Honor Roll status.

## **JUNIOR HONOR SOCIETY: QUALIFICATION CONSIDERATIONS**

Students with a GPA of 3.50 or higher (Scholarship) may consider applying for National Junior Honor Society membership. An application will need to be filled out during the second semester and turned in prior to the posted deadline. This application will require participation in a combination of 3 school/community service activities (Service, Citizenship). Students' integrity, behavior, cooperation and ethics (Character, Leadership) will also be evaluated by a faculty council. Students meeting the criteria will be inducted into the National Junior Honor Society organization in early spring. Furthermore, students must be enrolled in five core classes in 7<sup>th</sup> Grade and four core classes in 8<sup>th</sup> Grade to be eligible for Honor Society status.

## **PROCEDURE FOR BAD WEATHER**

There are times during the course of the school year when there is an emergency and students are either dismissed early or not allowed to enter the building prior to the start of the school day. We recommend that all families find a residence within walking distance of school for your child to go in case of emergency.

If inclement weather occurs, we will use the following procedures for canceling school:

1. The decision to call off school will be made by the Administration Office prior to 6:00am when possible. Radio and TV stations will be notified. Closings will also be updated on District and schools web pages.
2. Automatic phone calls to homes via BLACKBOARD will begin at approximately 6:00am.

If Papillion La Vista Community Schools are not listed for closing/starting time, school will be in session on schedule. **PLEASE DO NOT CALL SCHOOL OFFICES FOR CLOSING INFORMATION.**

## **TORNADO AND FIRE PROTECTION PLANS**

Fire and tornado drills at regular intervals are required by law and are an important safety precaution. It is essential that when the signal is given, everyone obeys orders promptly and quickly moves to an area of safety. Maps in each room show students where to go for shelter.

## **HOMEROOM: EAGLE'S NEST**

Each student is assigned a homeroom. The homeroom period is scheduled each day and attendance is required. The homeroom period will be used to make announcements and to facilitate school improvement initiatives in reading, writing, and wellness. All notices of club meetings, athletic and social events, general information for the day, and special instructions will be mentioned in the daily bulletin. Students responsible for putting notices in this daily bulletin must have their notices approved by the principal and filed with the Student Service Office before 2:00 p.m. the day preceding the bulletin. Special notices are posted on the bulletin boards throughout the school. All posters must advertise school sponsored events and must be approved and initialed by an administrator.

## **HOMEWORK - HOMEWORK HOTLINE**

Parents or students may obtain the next day's homework assignments by accessing the Liberty Middle School web page at <http://www.plcschools.org/LibertyMiddleSchool>. Students should always seek extra help from their teachers if they do not understand an assignment, if the work is difficult, or if they have been absent and have missed assignments and class discussions. They should arrange a convenient time to meet with their teacher.

Students wishing to see a particular teacher before school should get a pass from that teacher or bring a parent note. Students will not be allowed in the halls before school unless they have permission.

## **MAKE-UP WORK / WEB ACCESS**

Make-up work for each class is the responsibility of the student. Each team at Liberty Middle School will communicate homework information to students and families throughout the course of the school year. Make-up work can also be obtained by accessing the Liberty Middle School webpage at: [www.plcschools.org/LibertyMiddleSchool](http://www.plcschools.org/LibertyMiddleSchool) or through access to the Papillion La Vista Community School App available for download.

Students are encouraged to make up their work in advance when they know they will be absent. If after 2 days of absence it is necessary to pick up worksheets or other printed material, parents may call the school office before 9:00 a.m. to have homework picked up by 3:00 p.m. the same day. If any calls are received after 9:00 a.m., homework may be picked up the following day. Students with excused absences are typically allowed 2 days for the first day of absence and one day for each additional day of absence. P.E. instructors will expect students to make up fitness activities for days missed.

The guideline for make-up work and tests during the time when a student is on suspension is as follows: The student may make up work, if it is completed and returned the day the student returns to school and class. A grade will be recorded for all work completed. It is the student's responsibility to complete assignments while he/she is home or involved in an in-school suspension. Students on out-of-school suspension are not to be on school grounds at any time.

Students on in-school suspension shall report to the office on arrival at school and shall leave school property immediately upon dismissal. Students on suspension (in-school or at home) may not participate in school activities.

### **DELIVERIES TO THE SCHOOL**

Flowers, balloons, candy, and other gifts sent to the school during the day will not be delivered to students during school time. The office will notify the student and let him/her know that he/she has something in the office. Balloons and flowers will not be allowed in the classroom. Singing telegrams and other related activities will not be allowed while school is in session.

### **DELIVERY OF OUTSIDE FOOD DURING LUNCH**

The school will not accept delivery of food by commercial food businesses. A parent/family member is still able to personally drop off food items (from home or purchased commercially) for his/her own child. Families are only able to bring outside food for his/her own family member(s); no purchasing of food for groups or an entire table of students. Food brought to school not following this guideline will be held in the school office and the student will be encouraged to eat a school lunch that day.

### **REPORT CARDS AND ACADEMIC PROGRESS**

Student grades and report cards can be accessed on-line. Paper copies will only be mailed to parents that do not have an email address on file. Report cards are available on-line at the end of each quarter. Only semester grades are part of the permanent record. Parents may also contact individual teachers regarding your students' academic progress.

### **PASSES FOR LEAVING SCHOOL**

All requests to leave the building while school is in session, including the lunch period, must be cleared through the office. Leaving school without permission is classified as truancy.

### **RESTROOM PASSES**

Students need to use a pass to use the restroom. The pass should be obtained from the teacher with whom the student is assigned. Students also need a pass to go to the nurse or Student Services.

### **STUDENT VALUABLES**

Students are not to bring large amounts of money or other valuables to school, and if they wear glasses or watches to keep track of them at all times. Students, not the school, are responsible for valuables. Students may bring valuables to the office for safekeeping. Do not leave valuables in your locker.

The administration strongly recommends that all articles of clothing, jackets, coats, gym clothes, and so forth be clearly marked with both first and last name so that, in the event they are lost, misplaced, or stolen, items may be returned to the proper owner. Students who have lost items should check the lost and found.

## **BICYCLES**

Bicycles must be parked in the racks provided. All bicycles should be locked during the school day. The school is not responsible for damage or theft of bicycles.

## **BOOKS AND SCHOOL PROPERTY**

Your textbooks and other district property/equipment (i.e. band instruments) represent a large investment by the taxpayers. If school property/equipment is lost, stolen, or damaged, you are accountable.

A student losing or damaging a book during the year may purchase another book. The office will issue a receipt for the replacement book. If the book is located, money will be refunded. The charge for a lost book is based upon current replacement costs.

The teacher in each class will record the book number and the condition of each student's book or school property/equipment issued to the student. These items will be the responsibility of the student. The student will be responsible for keeping books and equipment in usable condition and for turning his/her book in at the end of the year. Fines will be assessed when books are not treated properly. Lost books and books damaged beyond repair will be charged at the price of a new book.

## **VISITORS**

All visitors must report to the office upon arrival at the school building. Parents are encouraged to visit Liberty Middle School. The only school-age visitors permitted are former Liberty Middle School students and prospective students. Students from the Papillion La Vista Community Schools are not considered visitors and will not be allowed. Visits are limited to 1 day. Please contact the school office/principal at least 24 hours in advance of any visit. **ALL REQUESTS FOR VISITORS DURING THE WEEK BEFORE SEMESTER BREAK AND THE LAST WEEK OF SCHOOL WILL BE DENIED.**

## **LOCKERS**

Students have been provided with lockers for the storage of backpacks, hats, coats, etc., and school related materials. All students assigned a school locker shall be subject to the following provisions:

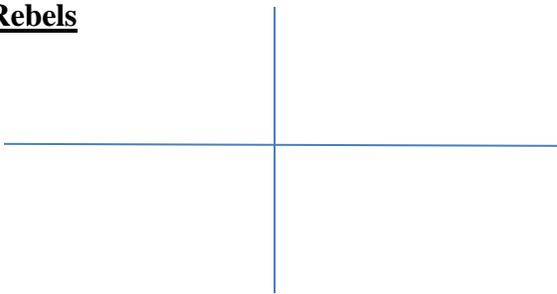
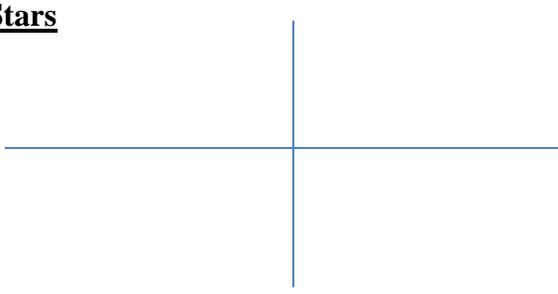
1. For the safety and welfare of the student, ownership of the locker is maintained by the school district, and the student is granted a limited use of the locker solely in accordance with this policy.
2. The only items that may be placed in the lockers are backpacks, articles of clothing, schoolbooks, or supplies relating to school use, lunches, and personal items that the student needs for school activities.
3. The school district reserves the right to have its officials inspect the contents of any locker (including athletic lockers) at any time when the safety and/or welfare of the school or the student body is in question. This statement should be considered **PRIOR NOTICE OF LOCKER SEARCH PROCEDURE**.
4. Students are assigned to lockers. Locker assignments will not be changed without office approval.
5. Students are responsible for keeping their lockers in working condition. They are to report any damage to the office as soon as it occurs. Students with lockers that do not lock at the end of the year will be fined accordingly. No marking or printing on lockers is allowed.

**ATHLETIC LOCKS** - All students who enroll in Physical Education or participate in athletics will receive a lock from the Athletic Department. At the end of the athletic season or the school year, the lock will be returned to the school. Students will be charged for the replacement cost of a lost lock. It is the student's responsibility to keep his or her combination a secret. We will keep the combinations to all locks in the office for security purposes.

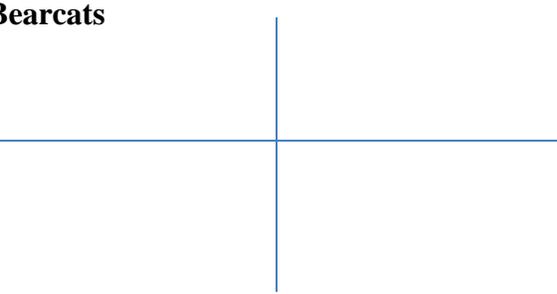
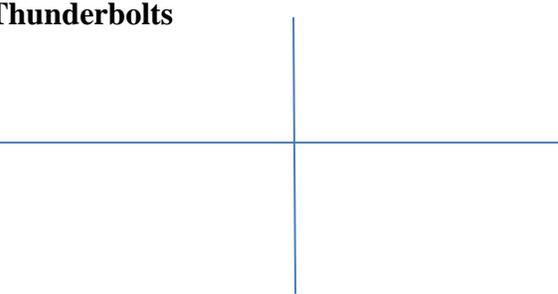
Students are held responsible for the care of their own personal equipment. They should always be careful to put away books and other possessions in their lockers when they are not in use, and to keep the lockers orderly and LOCKED. The school does what it can to safeguard students against theft by keeping traffic in halls at a minimum. However, if students persist in leaving their lockers open or rigged to be opened without a combination, then depositing money and valuable property in unlocked lockers, they own the responsibility for any loss of possessions.

**LOCKERS**

**7<sup>th</sup> Grade**

<p><b><u>Rebels</u></b></p> 	<p><b><u>Stars</u></b></p> 
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**8<sup>th</sup> Grade**

<p><b>Bearcats</b></p> 	<p><b>Thunderbolts</b></p> 
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## **PART V ACTIVITIES**

### **PHILOSOPHY**

The Middle School program is based on the same rules and regulations as the High School program. While there are some fundamental differences in philosophy, the training rules for participants and the responsibilities for the coaches are the same.

It is the philosophy that all Liberty Middle School students should have the opportunity for meaningful participation in extracurricular activities, both inter-school programs and intra-school programs. For Liberty Middle School athletes, the emphasis is on improving individual skills and providing opportunities for students to learn the responsibilities of being a member of a team.

Details regarding required disciplinary procedures for participation in activities and athletics can be found in the Policy/Procedure 5301 on the district website.

### **GOALS OF PROGRAMS**

- To encourage all students to participate
- To provide instruction and reinforce skills
- To promote the value of physical fitness for a healthy lifestyle
- To provide students an opportunity to work with others in a team setting
- To provide an opportunity to develop sportsmanship and fair play
- To have fun

### **SCHOOL RESPONSIBILITIES**

- Provide adequate equipment and facilities
- Provide well-trained coaches
- Provide transportation that is supervised

### **STUDENT RESPONSIBILITIES**

- Follow rules established by the coaches
- Care for equipment issued and pay for lost or stolen equipment
- Provide a current physical and parent consent form

### **STUDENT ATHLETE INSURANCE**

The Board of Education does not require participants in athletics to be insured against athletic accidents but strongly recommends they be insured against accidents at parent expense. There are many individual and group athletic policies available and parents are urged to investigate and study the various policies so that they may purchase the accident coverage they prefer.

The school will not be responsible for any injuries, which occur in practice or games.

## **PHYSICALS AND PARENT CONSENT**

Each year a complete physical examination (7<sup>th</sup> grade) or sports physical (8<sup>th</sup> grade) shall be obtained before a student may participate in any phase of the interscholastic program in Liberty Middle School.

There is no exception to this rule.

Each physical shall be valid for 1 year from the date of examination. This examination is to be given by any physician of the student's choice and the fee is to be paid by the student. The student shall obtain the physical examination form and parent consent form from the coach or Activity Director's office. Parent consent forms are required from both seventh and eighth grade students.

## **ATTENDANCE TO PARTICIPATE IN SCHOOL ACTIVITIES**

Regular full-day attendance is required to participate in school activities; this includes practice. An exception will be made to this rule only when a physician or dentist provides written permission for a student to participate on a particular day after having missed all or part of that day, and family emergencies.

## **WEIGHT ROOM AND BUILDING USE**

No student is to be in the building or weight room without being supervised by a teacher or coach.

## **ACTIVITIES**

Activities are subject to change based on the number of participants, staff supervision, and the needs and interests of the students. The following is a list of activities available to students enrolled at Liberty Middle School: Basketball, Cross County, Drama Club, Football, Game Club, HAL, Honor Society, Jazz Band, Intramural Sports, LEO Club, LEADERS Club, Math Club, Show Choir, Student Council, Track, Volleyball, Weight Training, Wrestling and Yearbook

## **PART VI PAPILLION LA VISTA COMMUNITY SCHOOLS POLICIES**

### **SCHOOL LUNCH PROGRAM**

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

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

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

Parents may deposit lunch money directly into their student's lunch account via our online system. For detailed instructions on enrolling in the online system, visit the District website in the Parents, School Meals, Online Lunch Accounts section or go directly to the student meals family portal at the [Titan Family Portal](#). Cash or checks are also taken for deposit into the meal account in the morning before school starts or at the cashier station while purchasing lunch. 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 the [Titan Family Portal](#).

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

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

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

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

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

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact

the Agency (State or local) where they applied for benefits. Individual who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877- 8339. Additionally, program information may be made available in languages other than English.

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

Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

Fax: (202) 690-7442; or

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

This institution is an equal opportunity provider.

## **ACTIVITIES & ATHLETICS**

A wide variety of activities and athletic program are offered. Information about activities and athletics may be found in the Activities & Athletic Handbooks for Students/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 requires, rules of conduct, due process, parental consent, etc., may be found in the Activities & Athletic Handbook.

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

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

## **ENROLLMENT REQUIREMENTS**

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:

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

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

## **STUDENT RECORDS & DIRECTORY INFORMATION**

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

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

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

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

### Definitions:

1. "Education Records" (cumulative file) means any information, including discipline records either generated by the District or received from other institutions or individuals. This includes, but is not limited to, handwriting, print, computer media, video or audiotape, film, microfilm, and microfiche. These records are directly related to a student and maintained by the school district for the purpose of making educationally related decisions regarding that student.
2. "Disclosure" means to permit access to or the release, transfer, or other communication of personally identifiable information contained in education records to any party, by any means, including oral, written, or electronic means.
3. A school official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill their professional responsibility and effectively provide the function or service for which they are responsible.
4. A school official for purposes of access to education records is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, law enforcement officer, auditor, medical consultant or therapist); third-party software, application operators who have contracted with the school district or its agent(s) to offer online programs for the benefit of students and the district; or a parent or student serving in an official committee, such as a

disciplinary or grievance committee or assisting another school official in performing his or her tasks. Any individual who accesses student records as a "school official" may not disclose the information contained in those records unless that disclosure is permitted by state or federal law.

5. "Eligible student" means a student who has reached 18 years of age or is attending an institution of postsecondary education.
6. "Law Enforcement Units" are those individuals and agencies designated by the Board of Education on Policy 1002. Records of the district's law enforcement units are exempt from FERPA coverage and shall not be governed by this procedure."
7. "Maintain" shall mean student records which are printed and kept in the student's physical file or which school district staff have intentionally saved within the official school district digital student information system that specifically identifies the student for whom those records are maintained. The official school district student information system is "SIMS" (Student Information Management System).

#### Types of Records:

1. Permanent Student Records - The permanent record includes the minimum personal information necessary for operation of the educational system. This information is confidential with access by school officials with legitimate educational interest and is released according to established procedures in the Release of Student Records section.
  1. Copy of Certified Birth Certificate.
  2. Summary attendance records.
  3. Grade level completed.
  4. Transcript of classes taken with grades and credit received.
  5. Record of date and type of inoculations and health examinations given to the class or student body as a whole.
  6. Record of participation in officially recognized school activities and sports.
  7. Signatures of people who are required to sign for access to student records and statement of purpose for such access as listed on Student Records Location and Access Form.
  8. A copy of the signed Release/Request of Student Records form, court orders, or subpoena.
  9. Record of immunizations required for school enrollment.
2. Directory Information. The District may disclose directory information without requiring prior parental approval. The types of personally identifiable information that the District has designated as Directory Information are as follows:
  - Student's name, address, phone number, gender, picture, and date and place of birth.
  - Major fields of study, grade level, enrollment status (e.g. full time or part time), dates of enrollment and current school building of enrollment.
  - Participation in officially recognized activities and sports and publicity of that activity or event.
  - Weight and height if a member of an athletic team.
  - Degrees, honors, and awards received.

- Previous education agency or institution attended by the student.
- Name and relationship of parent(s) or legal guardian(s) and electronic email address.
- Student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user.
- Social media usernames or handles.
- Student's e-mail address.
- Certain class work which may be published onto the internet, but which shall not include a grade, assessment or evaluation of student's work by district staff.

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

Directory Information may be released without requiring parental consent regarding a student's participation in a school program or athletic event (i.e.: band/vocal music programs and contests, intra and interschool contests for various departments and athletic programs and contests) or publicity of a school sponsored activity or event. This release may be made to the media, any approved school publication, newsletter, website, Facebook or other electronic means of a publication.

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

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

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

No personally identifiable information, including a student's name or photograph will be released without parent permission if doing so would identify that student

as having a disability or being a member of a special education class, group or program.

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

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

3. Subsidiary Student Records - Subsidiary records include other personal information that may aid the school district in helping the student or in protecting others. This information is confidential with access by school officials with legitimate educational interest and is released according to established procedures in the Release of Student Record Section.
  - a. Results of standardized achievement, aptitude, ability, interest, and intelligence tests.
  - b. Protocols of tests administered to a class or student body as a whole.
  - c. Psychological reports.
  - d. Diagnostic education evaluation.
  - e. School social worker's case-study reports.
  - f. School educational specialists' reports.
  - g. Truancy reports.
  - h. Final reports by non-school special consultants.
  - i. Correspondence concerning student.
  - j. Educational, medical, and familial histories and data peculiar to individual students.
  - k. Data summary reports.
  - l. Transcripts of non-disciplinary school hearings concerning student.
  - m. Student's or parent's/guardians written consent of release of subsidiary records.

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

Disclosure of Records:

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

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

Disposition of Records:

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

Notification of Rights under FERPA:

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

They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, law enforcement officer, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility and effectively provide the function or service for which they are responsible.

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

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

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

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

Family Policy Compliance Office

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

## **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.

## **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)
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or

8. Income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of:
  1. Any other protected information survey, regardless of funding;
  2. 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
  3. 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:
  1. The term “personal information” means individually identifiable information including:
    - 1.student’s and parent(s)’ first and last name;
    - 2.home or other physical address;
    - 3.telephone number; and/or
    - 4.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:

- 1.post-secondary education recruitment;
- 2.military recruitment;
- 3.test and assessments to provide cognitive, evaluative, diagnostic or achievement information about students; and/or,
- 4.digital resources to support student learning which include, but are not limited to, cloud-based applications and programs,
- 5.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

### **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.

#### **When to Stay Home**

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

#### **Immunization Requirements**

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

It is the parent(s)/guardian(s)'s responsibility to make certain their child/children have met these immunization requirements. By law, students who do not present proof of immunization must be

excluded from school until such proof has been presented. The most current immunization requirements may be found at: [www.dhhs.ne.gov](http://www.dhhs.ne.gov)

### **Medications at School**

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

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

Parent(s)/guardian(s) must first sign a permission form, granting authority for school staff to administer medication to their student.

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.

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.

The student may deliver medications to the school, provided that a parental permission form is on file in the school office.

All medications administered at school must be stored in a locked container and/or refrigerator, unless otherwise authorized as an exception for Asthma, Anaphylaxis or Diabetes.

No more than one month's supply of the student's medication should be provided to the school personnel.

All nutritional or dietary supplements will be administered following the same procedures as outlined above. Any other supplements brought to school shall be housed in the health office for safety purposes and the parent and/or student will be responsible for administration of the supplement.

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.

**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 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 medical management plan (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 and online [www.plcschools.org](http://www.plcschools.org)

### **Communicable Diseases**

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

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

### **Concussions**

Please notify your school health office if your child has a concussion. The student may return with information from a licensed medical provider. That information should include any recommended accommodations/limitations for the school to consider regarding resumption of

classroom/learning activities, and/or physical activities (PE, etc.). Return to Learn and Return to Play protocols have been established. Please 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, parents and staff are encouraged to avoid bringing homemade foods or family pets into classrooms. Principals have the authority to restrict foods or pets allowed into building, if they believe the risk to other students warrants such restrictions.

### **Health Screening**

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

## **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.

## **GRADUATION**

### **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.

### **Graduation Requirements**

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

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

### **ATTENDANCE/ABSENCES**

Maintaining a good attendance record is one of the easiest and most basic ways that a student may contribute to his/her success and happiness in school. Attendance records make up a part of every student’s permanent record. Frequent absences from classroom learning experiences disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost and is difficult to regain even during post-absence make-up session and/or homework.

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

#### **Attendance Officer**

The building principal is identified as the attendance officer in each building. 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 child's building regarding the communication method required. Principals may request verification from physicians for students who may have absences due to medical issues/conditions.

#### Absences from School - Definitions:

An absence from school will be reported as: 1) an excused absence or (2) an unexcused absence. Students who are absent from their assigned classroom, but who are still in attendance at school or in a school activity may be recorded as 'waived' and such absence from class will neither be counted as 'excused' nor 'unexcused'.

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

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

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

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

Any absences from school due to illness that extend beyond 3 consecutive school days may be recorded as 'unexcused', unless the illness causing such absences is confirmed in writing by a  
1 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 their designee shall contact the parents of any student who has missed 5, 9, and 15 days of school or the hourly equivalent in any given quarter in which school is in session to inquire about the nature of the student’s absences and inform parents of the possible negative impact that further absences from school may have on the student’s academic success.
- At any point, the principal and/or their designee may request one or more meetings with the parent/guardian for the purpose of addressing barriers to attendance. A Collaborative Plan will be developed to reduce barriers and improve attendance. If the parent/guardian refuses to participate in such meetings, the principal shall place documentation of such refusal in the child’s attendance record. The collaborative plan shall consider, but not be limited to:
  - Illness related to physical or behavioral health of the child
  - Educational counseling
  - Educational evaluation
  - Referral to community agencies for economic reasons
  - Family or individual counseling
  - Assisting the family in working with other community services
  - Referral to restorative justice practices or services.

Involvement of County Attorney

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

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

**TARDINESS TO SCHOOL OR CLASS**

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

**STUDENT CONDUCT**

**Law Violations**

Any student who acts in violation of any of the laws while in attendance at school, on property directly adjacent to that of the schools, during, immediately before, or after school hours, or at a school sponsored activity, 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 (including electronic smoking/vaporizing devices), alcohol and other drugs or drug look-alikes and of the disciplinary sanctions that may be taken for violation of such standards of conduct.

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

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

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

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

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

**Notice Concerning Designation of Law Enforcement Units:** The District designates the Papillion Police Department, La Vista Police Department, Bellevue Police Department, Omaha Police Department, 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:** Such searches are considered to be a proactive approach to help maintain an alcohol and drug free school environment. Procedures for such searches may include:

- The building principal will initiate the process and gain authorization from the Superintendent of Schools to proceed.
- The building 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. Once the date and time are set, final approval will be gained from the Superintendent of Schools.
- The building principal and law enforcement canine unit will discuss the specific plan of areas to be searched. The request may involve any or all school building facilities, vehicles in school parking lots or other areas where student vehicles are parked during or after school hours.
- If on a school day when students are in session, a notification would go over the public address system.
- 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 5 to 19 days, and/or recommended for expulsion. The parent(s)/guardian(s), law enforcement, and school social worker will be notified by the school administrator. The student may be dropped from the 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 between the ages of 5-21 who is enrolled either part-time or full-time in the District or who is representing the District as a participant in a District operated or sponsored activity

**Possession:** Includes 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, or prohibited substance, but is not.

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

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

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

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

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

### Definition of Smoking:

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

## **DISTRICT COMPLAINT PROCEDURE (including complaints of discrimination or harassment)**

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

Resource Officers (SRO's) or other law enforcement officers should be directed to the law enforcement agency with whom the SRO or other law enforcement officer is employed.

**Complaints Involving Discrimination or Harassment on the Basis of Protected Status**

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

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

**COMPLAINT PROCESS—DISCRIMINATION OR HARASSMENT**

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

1. Direct Communication Between the Parties. The complainant is encouraged to directly advise the offending person (hereinafter referred-to as the “respondent”) of the complainant’s concern. This is not required. If doing so is unsuccessful or uncomfortable, or if the complainant desires not to communicate with the respondent, then the complainant should report the matter to a teacher, counselor, or administrator.
  
2. Report of Complaint. When a complainant reports discrimination or harassment to a teacher or counselor:
  - a) If the respondent is a District employee or other adult, the teacher or counselor shall immediately report the matter to a building administrator.
  - b) If the respondent is a student, the teacher or counselor shall either:
    - 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.
4. Appeals. If the complainant or respondent is unsatisfied with the resolution of the complaint, they may initiate the following process:
- a. Level 1 Appeal. The complainant or respondent shall, within 10 working days of their notification of resolution of the complaint, make an appointment to meet and discuss the matter with either (1) the assistant superintendent of human resources or their designee if the respondent is a District employee, or (2) the building administrator if the respondent is a student. The assistant superintendent of human resources/designee or building administrator shall give the complainant an oral response within 10 working days of such meeting.
  - b. Level 2 Appeal. If the complainant or respondent is unsatisfied after a Level 1 Appeal, they may file an appeal in writing with the appropriate Non-Discrimination Coordinator within ten (10) working days after receiving Level 1 Appeal decision. The Non-Discrimination Coordinator will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal within ten (10) working days after receiving the appeal.
  - c. Level 3 Appeal. If the complainant or respondent is unsatisfied after a Level 2 Appeal, they may file an appeal in writing with the Superintendent within ten (10) working days after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal within ten (10) working days after receiving the appeal.
  - d. Level 4 Appeal. If the complainant or respondent is not satisfied with the Superintendent's determination, they may file an appeal in writing with the Board of Education within ten (10) working days after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at the next scheduled Board meeting to present his or her appeal. The Board will issue a written determination about the appeal within thirty (30) working days after receiving the appeal.

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

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

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

### **BULLYING AND HARASSMENT**

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

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

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

#### **General Statement:**

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

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

#### **Definition of Harassment:**

Harassment is defined as any intentionally harmful, demeaning, or disparaging acts, words, symbolic representations, or behaviors used by a student or students against others that is disruptive of the educational process. This includes, but is not limited to, bullying, verbal, physical, visual, or graphic actions such as name-calling, taunting, mocking, slandering,

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

**Definition of Bullying:**

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

**Reporting Procedures:**

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

**Disciplinary Actions:**

Students whose actions or utterances are determined to be in violation of Policy 5203 shall be subject to possible disciplinary actions as outlined in the Student Conduct, Vandalism and Disruption Policy & Procedures 5301, Policy 2102 (Complaint Procedure), Anti-Harassment Policy and Procedures 5202 and the Student Discipline Act of Nebraska, ranging from short-term suspension to expulsion, or mandatory reassignment to another school building.

**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.

**Cyber-bullying:**

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

Students or staff who feel that they have been the victim of such misuses of technology should not erase the offending material from the system. They should print a copy of the material and immediately report the incident to a school official. All reports of harassment in cyberspace will be investigated fully. Consequences for engaging in this type of misconduct may include, but are

not limited to, the loss of computer privileges, confiscation of cell phones, detention, suspension, or expulsion from school. Law enforcement may also be contacted and involved.

### **DETENTION**

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

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

### **SEARCH AND SEIZURE**

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

### **SURVEILLANCE CAMERAS**

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

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

The District designates the Papillion Police Department, La Vista Police Department, Bellevue Police Department, Omaha Police Department, 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.

## **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 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-g below. 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)).

That policy includes:

### **General Statement:**

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

### **Types of Exclusion:**

- 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:
    - 1. Conduct set forth in Section C1, below under Long-Term Suspension, Expulsion and Mandatory Reassignment.
    - 2. Any other violations of rules or standards of behavior adopted pursuant to law.
  - 2. The following procedure is required for short-term suspension:
    - 1. The principal must make an investigation.
    - 2. 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.
    - 3. 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.
    - 4. 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.

5. 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):
  1. Dangerous communicable disease.
  2. Creating a danger to self or others.
  3. Preserving the rights of other students to pursue an education.
2. An emergency exclusion shall be based upon a clear, factual situation and last no longer than is necessary to avoid the dangers set forth in Section B-1, a-c, above.
3. An emergency exclusion for 5 school days or less shall be subject to the same procedures set forth for short-term suspension in Section A 1 and 2 above. The written notice sent within two school days to the student and the student's parent(s)/guardian(s) shall include a description of the hearing procedures provided by law and a hearing request form explaining that if the duration of the emergency exclusion should exceed 5 school days, that the student, or the student's parent(s)/guardian(s), may use such form to request a hearing. Copies of the exclusion letter and supporting information will be forwarded to the Superintendent on the same date.
4. **Extension of Exclusion:** Pursuant to the Student Discipline Act, the principal has the authority to exclude a student from school for up to five school days on an emergency basis. If the superintendent or superintendent's designee determines that it is appropriate to consider the extension of an exclusion beyond five days, such consideration shall be made according to the procedures set forth below.
  - a. The superintendent or the superintendent's designee shall notify the student's parent(s) or guardian(s) that the principal has proposed the extension of the exclusion. If the initial notice is oral, the superintendent shall confirm it in writing.
  - b. The student's parent(s) or guardian(s) may submit an oral request for a hearing on the proposed extension of the exclusion within two school days of receiving the initial notice. If the initial request for a hearing is oral, they shall confirm the request in writing.
  - c. If the parent(s) or guardian(s) do not request a hearing within two school days of receiving oral or written notice, the proposed extension of the exclusion shall automatically go into effect.

- d. If the parent(s) or guardian(s) request a hearing, the superintendent shall appoint a hearing examiner upon receiving a request for a hearing. The hearing examiner may be any person who did not bring charges against the student, is not to be a witness at the hearing, and has no involvement in the charge.
- e. The hearing examiner shall promptly give written notice of the time, date and place of the hearing. The hearing will be held within five school days after the school district receives the initial oral or written request; provided, the hearing may be held more than five school days after receipt of the request upon a showing of good cause. No hearing will be held on less than two (2) school days' notice unless otherwise agreed to by the student's parent(s) or guardian(s) and school officials.
- f. If a hearing is requested, the principal may determine in his or her sole discretion that the student shall remain excluded from school until the hearing officer makes a recommendation to the superintendent.
- g. Prior to the hearing, the student and his/her parent(s) or guardian(s) shall have the right to examine and have school officials explain the student's records and any affidavits that will be used by school officials at the hearing.
- h. The hearing may be attended by the hearing examiner, the principal (or designee), the student, and the student's parents or guardian(s). The student may be represented at this hearing by a representative of the family's choice.
- i. The student and his/her parent(s) or guardian(s) may ask any person with knowledge of the events leading up to the sanction or with general knowledge of the student's character to testify on behalf of the student. If school personnel or other students are requested to testify by the student's parent(s) or guardian(s), the hearing officer shall endeavor to help obtain the presence of such witnesses at the hearing.
- j. The student and his/her parent(s) or guardian(s) have the right to request in advance of the hearing the issues which the administration will propose in support of the extension, and the general nature of the testimony of any administrative or expert witnesses.
- k. The student and witnesses may be excluded at the discretion of the hearing examiner in accordance with state statutes. The student may speak in his/her own defense and may be questioned on such testimony, but may choose not to testify.
- l. The principal or his or her designee shall present evidence supporting the recommended extension of the exclusion. Witnesses will give testimony under oath of affirmation, and may be questioned.
- m. The hearing examiner shall prepare a report of his or her findings and recommendations and forward the report to the superintendent.

- n. The superintendent will review the hearing examiner's report and determine whether to extend the exclusion. He or she shall have the decision delivered or sent by registered or certified mail to the student, student's parent(s), or guardian(s). If the superintendent decides to extend the exclusion, the extension will take effect immediately.
- C. Long-Term Suspension, Expulsion and Mandatory Reassignment
1. The following behavior constitutes grounds for these types of exclusions when it occurs on school grounds, in a vehicle contracted for school purposes, or at a school event or otherwise as set forth in paragraph g, below:
    1. Use of violence, force, coercion, threat, intimidation or similar conduct in a manner that constitutes a substantial interference with school purposes.
    2. Willfully causing or attempting to cause substantial damage to private or school property, stealing, or attempting to steal private or school property of substantial value, or repeated damage or theft involving private or school property of small value.
    3. Causing or attempting to cause physical injury to any person. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person, shall not constitute a violation of this subdivision.
    4. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
    5. Engaging in the unlawful possession, purchase or attempted purchase, selling, dispensing or use of a controlled substance or look-a-like, or alcoholic liquor, or being under the influence of a controlled substance or alcoholic liquor.
    6. Public indecency, as defined by law, except that this subdivision shall apply only to students at least 12 years of age but less than 19 years of age.
    7. Sexually assaulting or attempting to sexually assault any person or if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault of any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this paragraph, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in Nebraska Revised Statutes Sections 28-319 and 28-320 as such statutes now provide or may hereafter from time to time be amended.
    8. Engaging in any other activity forbidden by the state law which activity constitutes danger to other students or interferes with school purposes.
    9. A repeated violation of any rules validly established pursuant to law if such violations constitute a substantial interference with school purposes.
    10. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon, including knives, fireworks, throwing stars, brass knuckles, stun guns, B.B. guns and pellet guns.
    11. Engaging in bullying as defined in state statute.
    12. Engaging in prohibited use of electronic devices. Students shall not use electronic devices for recording and/or transmitting (video, audio, photos) without direct approval and consent of the person(s) being recorded, other than recordings

of persons participating in school activities that are open to the public or unless the recording is a required accommodation in the student's IEP or 504 plan.

13. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, or tobacco imitation substances or packaging, regardless of form, including cigarettes, chewing tobacco, and any other forms of tobacco or imitation, such as electronic cigarettes, vapor pens, etc.

2. Mandatory expulsion for firearms, explosives, or weapons and suspension or expulsion for intentionally causing an injury to employee, volunteer, or student.

- a. The following behavior constitutes grounds for mandatory expulsion:

1. Knowingly possessing, handling, transmitting, using, intimidating with, or threatening to use any object or material that is ordinarily or generally considered a firearm or explosive, including guns, firearms and pipe bombs.
2. Using or threatening to use knives and/or chemical substances (including but not limited to: mace, pepper guns, and bleach), and any other object that could be used to injure another person.

- b. The expulsion of a student for the knowing and intentional possession, use or transmission of a firearm as defined in 18 U.S.C. 921, shall be for a period of one year.

- c. The expulsion of a student for the knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, as outlined in C-1-c above shall be for a period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester. If the expulsion takes place during the second semester, the expulsion shall remain in effect for summer school and may remain in effect for the first semester of the following year.

- d. Any expulsion that remains in effect during the first semester of the following school year shall be automatically scheduled for review by the hearing examiner before the beginning of the school year with notice to the student and the student's parent(s)/guardian(s).

3. Suspension and mandatory expulsion for knives and chemicals.

- . 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.

- a. 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.

- . 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.

- a. Within 2 school days, written notice must be sent by registered or certified mail by the principal to the student and the student's parent(s)/guardian(s) informing them of their rights. A copy will be forwarded to the Superintendent on the same date.

- b. 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:

- . The Superintendent must appoint a hearing examiner.
- a. 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.
- b. 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:
  1. It may be held either before the Board or a committee of the Board consisting of not less than three members.
  2. 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.
  3. 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.
  4. 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.
  5. When the Board deliberates, it may reopen the hearing to receive additional evidence subject to the right of all parties to be present.
  6. The Board may alter the Superintendent's recommendations, but may never impose more severe sanctions.
  7. 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).
  8. 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.

**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).

### **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.

### **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](mailto:trent.steele@plcschools.org)). The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report. Such a report may be made at any time (including during non-business hours).

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

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

2.2. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

2.3. **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district’s education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase “document filed by a complainant” means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant’s physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including Procedure 5208 and 34 C.F.R. § 106.45(b)(1)(iii).

2.4. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

2.5. **Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

2.6. **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

2.6.1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;

2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity;

2.6.3. **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by a person—

2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and

2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:

2.6.4.2.1. The length of the relationship.

2.6.4.2.2. The type of relationship.

2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.

2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a)(8), which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

2.6.6. **Stalking**, as defined in 34 U.S.C. § 12291(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

2.6.6.1. fear for his or her safety or the safety of others; or

2.6.6.2. suffer substantial emotional distress.

2.7. **Supportive measures** mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

### **3. Discrimination Not Involving Sexual Harassment.**

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

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

- 3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;
- 3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;
- 3.2.3. Deny any person any such aid, benefit, or service;
- 3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;
- 3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;
- 3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;
- 3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

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

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

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

6. **Certain Different Treatment on the Basis of Sex Permitted.** Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

7. **Retaliation Prohibited.** Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

7.1. **Specific Circumstances.**

7.1.1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.

7.1.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

8. **Notification of Policy.** The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission

and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

9. **Publication of Policy.** The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

10. **Application Outside the United States.** The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

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

### **WITHDRAWAL FROM MANDATORY ATTENDANCE**

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

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

### **STUDENT FEES**

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

Specific lists of fees to be included in the student handbook can be found in Board of Education Procedure 3307 found at the following

link: <https://www.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 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.

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

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

### **VISITORS**

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

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

### **TITLE I – PARENT NOTICE**

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



**PAPILLION LA VISTA  
COMMUNITY SCHOOLS**

*Be known for greatness*

**PAPILLION LA VISTA COMMUNITY SCHOOLS  
DISTRICT COMPLAINT FORM**

*DIRECTIONS: Please describe all details of the issue(s) for which you are filing this complaint. Add additional pages if you require more space.*

**Describe the facts of what occurred to you or your student using names and places.**

**What was the impact of the incident?**

**Were there circumstances that influenced the situation or witnesses to what occurred? If yes, please be specific and provide names and addresses of witnesses if known.**

**What action do you think should be taken by the school district in response to your concern?**

**NAME OF PERSON FILING COMPLAINT:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE NUMBER TO USE TO CONTACT PERSON FILING COMPLAINT:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

*Disciplinary action taken by the district in response to this complaint may not be something that can be freely shared with you if it involves a confidential employment action or student rights protections.*



# **PLCS COVID-19 Update**

## **Mask Requirement**

August 27, 2021

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

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

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

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

# 2021 Fall Season Athletic & Activity COVID-19 Guidelines

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