



# Elementary Handbook 2014-2015



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## **Child Find Notice**

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

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

## **Notice of Nondiscrimination**

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

Students: Mr. Paul R. Bohn, Director of Student Services, 420 South Washington Street, Papillion, NE 68046 (402) 537-6214 ([pbohn@paplv.org](mailto:pbohn@paplv.org)).

Employees and Others: Dr. Renee Hyde, Assistant Superintendent Human Resources, 420 South Washington Street, Papillion, NE 68046 (402) 537-6206 ([ryhde@paplv.org](mailto:ryhde@paplv.org)).

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

## **Kindergarten Entry**

The principal may admit any child into the kindergarten who has reached the age of five (5) years on or before July 31.

The principal may also admit a child who will reach the age of five years on or after August 1 and on or before October 15 of such school year if the parent or guardian requests such entrance and provides an affidavit stating that:

- A. The child attended kindergarten in another jurisdiction in the current school year; or
- B. The family anticipates relocation to another jurisdiction that would allow admission with the current year; or
- C. The child has demonstrated through a recognized assessment procedure approved by the Board that he or she is capable of carrying the work of kindergarten.

For additional information regarding this assessment procedure, contact Kristy Feden at (402) 514-3242.

## **Registration/Enrolling**

School enrollment/registration requires: 1) A certified copy of the child's birth certificate, 2) Proof of immunizations meeting Nebraska's requirements, and 3) Proof of residence (lease agreement, purchase agreement, current utility bill, etc.). Proof of physical is also required for students entering school at beginning grades and for students coming from another state/country.

## **Physical Examination Requirements**

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

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

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

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

## **Immunization Requirements**

For purposes of compliance with the immunization requirement, the school shall require the presentation of an immunization history containing the name of the vaccine, the month, day and year of administration.

Students 2-5 years of age enrolled in a school-based preschool program are considered to be immunized if they have received:

- 3 doses of Hepatitis B vaccine
- 4 doses of DtaP, DTP, or DT vaccine
- 3 doses of Polio vaccine
- 1 dose of MMR or MMRV vaccine given on or after 12 months of age
- 3 doses of Hib vaccine or 1 dose of Hib vaccine given at or after 15 months of age. Hib not required after child reaches 5 years of age.
- 1 dose of varicella (chickenpox) or MMRV vaccine on or after 12 months of age; written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.
- 4 doses of pneumococcal vaccine of 1 dose of pneumococcal vaccine given on or after 15 months. Pneumococcal not required after child reaches 5 years of age.

***Students enrolling in kindergarten or entering school for the first time*** including all transfer students from outside the State of Nebraska and any foreign students ***are considered immunized if they have received:***

- 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age
- 3 doses DtaP, DTP, DT or Td vaccine with at least one dose given at or after 4<sup>th</sup> birthday.
- 3 doses of Polio vaccine

- 2 doses of MMR or MMRV vaccine given on or after 12 months of age and separated by at least one month
- 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age; written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.

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

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

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

### **Health Services & Student Illness**

The staff of the Papillion-La Vista health services program includes registered nurses and unlicensed health paraprofessionals. Each school building has designated personnel who are responsible for first aid, emergency response, medication administration, and minor illness care.

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

### **When to Stay Home**

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

### **Immunization Requirements**

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

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

### **Medications at School**

The Papillion-La Vista School District encourages parents/guardians to administer medications at home. If, under exceptional circumstances a student is required to take any medication during school hours, only the school nurse or the principal's designee will administer the medication in compliance with the regulations that follow:

1. **Prescription** medication that is brought to school in the prescription container, properly labeled, including the student's name, physician's name, and directions for administering by school personal. Prescription medication will be given with written permission from both the parent and the licensed physician. Please note that a current prescription label from the pharmacy will be accepted as the written permission from the physician.
2. The school district retains the discretion to reject requests for administration of medicine.
3. We suggest you consult your licensed medical physician on the timing of medication. Some prescriptions can be so written to eliminate the need for giving medication during school hours. Please do not request medication to be given before or after hours since staff are not available.
4. **Over the counter** medication will be given with written permission from a parent with specific instructions for administration. Over the counter medications must be brought to school in the original container.
5. Medication may be brought to the school by the student, providing the signed medication administration form is on file in the health office.
6. All medications not picked up will be properly disposed of at the end of the year or when the student is no longer enrolled in the district. This will be done by the RN and one witness.
7. All medications administered at the school will be stored in a locked container and/or refrigerator.
8. Please send only 1 month supply of medication to school to facilitate storage and administration.

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

### **Communicable Diseases**

The Papillion-La Vista School District follows the guidelines from the Nebraska Department of Health. A more detailed listing is available in the health office of each school. Call the health office for your school if you have any questions. Your physician may shorten the duration of any absence by giving written permission to return to school.

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

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

### **Concussions**

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, recess, etc.)

### **Student Allergies**

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

### **Health Screening**

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

### **School Hours**

7:40 A.M.	-	Walking Club Begins
7:55-8:00 A.M.	-	Walking Club Ends/Students Enter Building
8:05 A.M.	-	Tardy Bell Rings
8:10	-	Instruction Begins
3:00	-	Dismissal of Bus Students (if applicable)
3:05	-	Student Dismissal

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

### **Cancellation of School**

The Papillion-La Vista School District will use our automated calling system to notify all parents of school cancellations/changes. This information will also be posted on social media (Facebook,

Twitter, and website) and shared with local media (TV & Radio). Parents are asked to refrain from calling the school for information regarding school closings.

### **Parents/Guardians Picking Up Children Before Dismissal & Appointments**

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

### **Residency, Open/Option Enrollment & Special Attendance Permits**

Using the criteria of safety, educational opportunity, and facility availability, the Superintendent sets attendance boundaries for our schools. For information in regard to these boundaries ask your building principal, contact the Director of Student Services, (402) 537-6214, or visit the website at [www.paplv.org](http://www.paplv.org).

Students' parents must live within the school district. Students may also be enrolled as a ward of the court or as an accepted applicant for Option Enrollment (coming from a district not in Douglas/Sarpy County), or as an accepted applicant for Open Enrollment (coming from a district within the Douglas/Sarpy County Learning Community). For more information on issues of residency, please contact the Director of Student Services at the Central Office (402-537-6214).

Any student whose parents or guardians move from the District during a school year will be allowed to finish the school year in their current school of attendance, but parents must immediately notify their child's school secretary of the change in address and submit an Open Enrollment or Option Enrollment application for the next school year.

All Open Enrollment and Option Enrollment applications, for the next school year, must be filed with the Director of Student Services, by March 15<sup>th</sup>. Approval of Open Enrollment and Option Enrollment applications will be made on the basis of class size and building/program capacity.

Any student whose parents or guardians move within the school district but away from the elementary attendance area assigned to their child's school may continue to attend that school for the remainder of the school year. However, parents must immediately notify their child's school secretary of the change in address. A Special Attendance Permit must be filed with the Director of Student Services by February 15<sup>th</sup>, to request permission to continue to attend that school the following year. Decisions about approval of Special Attendance Permits will be made on the basis of the student's attendance, class size and building/program capacity.

### **Student Safety & Emergency Procedures**

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

### **Safe Inspection of School Property**

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



## **Student Absence & Safety**

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

### **Attendance/Absences**

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

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

### **Attendance Officer**

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

### **Reporting Absence**

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

### **Absences from School - Definitions:**

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

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

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

- Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents)

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

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

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

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

#### Excessive Absence/Notifications

- The principal or his/her designee shall contact the parents of any student who has missed 5 days of school or the hourly equivalent in any given quarter in which school is in session to inquire about the nature of the student’s absences and inform parents of the possible negative impact that further absences from school may have on the student’s academic success.
- A student who has 9 days of absence per year shall have a letter sent to their parent(s)/guardian(s) notifying them of the attendance policy and the student's status.
- A student who is absent 15 or more days per year shall have a letter sent to their parent(s)/guardian(s) notifying them that he/she may be defined as having a record of excessive absence.
- At any point, the principal and/or his/her designee may request one or more meetings with the parent/guardian for the purpose of addressing barriers to attendance. A collaborative plan will be developed to reduce barriers and improve attendance. If the parent/guardian refuses to participate in such meetings, the principal shall place documentation of such refusal in the child’s attendance record. The collaborative plan shall consider, but not be limited to:
  - Illness related to physical or behavioral health of the child
  - Educational counseling
  - Educational evaluation
  - Referral to community agencies for economic reasons
  - Family or individual counseling
  - Assisting the family in working with other community services

#### 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.

## **Early Withdrawal from School**

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

## **School Lunch**

In the Papillion-La Vista School District, we know students need fuel for learning; which is why we are committed to offering nutritious meals to students each day. Your child is invited to join us for lunch where we will provide a meal which meets one third of the Recommended Dietary Allowances for key nutrients and includes an entrée, vegetable, fruit, grain and milk. For your convenience, our menus can be viewed on our District website at [www.paplv.org](http://www.paplv.org) or on the district app.

School breakfast is available at Carriage Hill, G Stanley Hall, Golden Hills, La Vista West, Parkview Heights, Tara Heights and Walnut Creek Elementary Schools. Breakfast is planned to meet one fourth of the Recommended Dietary Allowances for key nutrients and includes grains, protein, juice, fruit and milk. Our grab and go breakfast is planned for your convenience and offered just before school, starting at 7:30 a.m. Breakfast menus are also available on the website and district app.

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

In order to give students the opportunity to make some choices and help reduce food waste, students are allowed to refuse up to two meal components at lunch if they wish.

The District operates a computerized meal account system. Upon enrollment, an account is established for each student. Students access their accounts with a Personal Identification Number (PIN) provided to them by their teacher.

A convenient online deposit system is available to parents, eliminating the worry of sending money to school for meals. Instead, parents can make all deposits online using a debit or credit card. For detailed instructions on enrolling in the online system, visit the District website in the School Lunch, [Online Meal Accounts](#) section or go directly to [mylunchmoney.com](http://mylunchmoney.com). Cash or checks can also be sent to school. Parents can obtain account information and a balance at any time by checking online (if enrolled in online deposits) or by calling the school.

A credit line is extended to students that will allow them to eat several school meals even when there is no money in their account. However, once the credit limit is reached, it cannot be exceeded. If this occurs, the school will provide an alternate meal for lunch including a cheese sandwich.

Families can qualify for free or reduced price meals if they receive SNAP benefits 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 Lunch](#) section of the District website. Paper copies are available at the school or by calling 402-537-6250.

We welcome your feedback. If you have any questions about our programs, please feel free to contact the Food Service Office at (402) 537-6250.

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

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

PLEASE NOTE: As stated above, all protected bases do not apply to all programs. *The first six protected bases of race, color, national origin, age, disability and sex are the six protected bases for applicants and recipients of the Child Nutrition Programs.*

### **Visits to School**

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

Children who are houseguests in a student's home may be allowed to visit the school during lunch if arrangements with the teacher and principal have been made 24 hours ahead of time.

### **Bicycle Rules**

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

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

## **School Celebrations & Gifts**

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

Birthday parties should be held at home. Invitations to birthday parties or other family/social events outside of school should not be distributed at school. Students are discouraged from presenting gifts to District employees.

## **Student Services**

The Papillion-La Vista School District provides many services for students in addition to general classroom instruction. Such services may include the following:

- Alcohol & Drug Education Instruction
- Comprehensive Special Education Program
- Cooperation BEST/School to Career
- D.A.R.E.
- Elementary Counselors
- English Language Learner Program
- Preschool Programs
- High Ability Learner Program
- School Social Workers
- Media Specialists
- Paraprofessional Support
- Physical Education Teachers
- Pre-Kindergarten Round-Up
- Title I Reading Teachers (in designated schools)
- School Nurses
- School Psychologists
- Speech-Language Pathologists
- Literacy Facilitators
- Math Coaches
- Music Teachers
- Art Teachers

## **Curriculum**

In response to our students' needs and in being consistent with our mission and beliefs, we focus on Excellence—One Student at a Time. The Papillion-La Vista School District provides a comprehensive educational program. Our program is continually monitored and regularly revised. All curriculum areas are reviewed annually with new materials and major revisions offered every seven years. For detailed information about curriculum, please check the Papillion-La Vista School District website at [www.paplv.org](http://www.paplv.org).

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

**Computers** - Computers are available for classroom use and in the Media Center. Each grade level has several academic areas which use software programs. Heaviest emphasis is on computer-assisted instruction with opportunities for other computer use.

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

**Field Trips** - Children may be taken on field trips that require transportation. Such trips are made only with the parent's permission. Walking trips within the school area are considered a part of

schoolwork and may be taken without written parental consent. A classroom teacher and usually one or two other adults supervise all field trips.

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

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

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

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

**Media** - Media centers are available in each building, providing a well-balanced selection of materials that are available through a computer information system. Media Specialists provide materials, services and programs in order to provide opportunities for the student to reinforce, extend, and test learning initiated in the classrooms. Specific instruction is provided to all students by the media specialists.

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

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

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

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

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

### **Assessments and Reporting**

Assessment Program - Students in the Papillion-La Vista School District take classroom based assessments, developed by the District's professionals that are aligned to your child's curriculum. These classroom based assessments are used to help measure what students know and are able to do in language arts, math, science, and social studies. Teachers share assessment results with students on an ongoing basis. Student progress is reported to parents through report cards and at conferences in the fall and spring. Students in grade 3 and 5 take a nationally standardized achievement test. The purpose of this achievement test is to compare your child's performance to a national sample of students who took the same test. Typically, Papillion-La Vista students perform well compared to students across the state and the nation. Results of the national achievement test are sent home and should only be considered with other information about your child's performance. Parents are encouraged to examine daily work, review progress reports from school, and participate in parent-teacher-student conferences to get the best picture of their child's performance in school. Students in grades 3-6 are required to take the Nebraska State Accountability Assessments (NeSA) in reading and math. Students in grade 5 also take the NeSA Science Assessment, and students in grade 4 take NeSA Writing.

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

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

### **Parent Involvement in Educational Practices**

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

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

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

### **Expectations of Students**

Students are expected to obey laws, rules, and directions; be courteous to students and employees;

have respect for school and personal property; dress appropriately; and use proper language and manners.

### **Student Clothing**

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

### **Nuisance Items**

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

### **Bus & Transportation Safety**

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

### **Kids Club**

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

### **Harassment**

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

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



- **Students:** Mr. Paul R. Bohn, Director of Student Services, 420 South Washington Street, Papillion, NE 68046 (402) 537-6214 (pbohn@paplv.org).
- **Employees and Others:** Dr. Renee Hyde, Assistant Superintendent Human Resources, 420 South Washington Street, Papillion, NE 68046 (402) 537-6206 (rhyde@paplv.org).

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

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

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

School officials may report any known or suspected violations of federal, state or local laws to law enforcement authorities. Any actions taken by law enforcement personnel are outside of the sanctions imposed by school officials under this policy.

### **Rules of Conduct**

Following Nebraska law, we will inform students and their parents about student conduct rules and conditions under which students may be excluded from school. If a student does not follow the rules of conduct contained in Board Policy (found at [www.paplv.org](http://www.paplv.org)) the teacher or principal may proceed with disciplinary actions.

### **Disciplinary Actions within School**

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

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

For additional information refer to School Board Policy on the District website at [www.paplv.org](http://www.paplv.org).

### **Possible Reasons for School Exclusions**

Elementary students may be excluded from school because of severe discipline problems. Reasons

for suspensions include: use of violence, property damage, physical injury (endangering self or others), repeated violation of school rules and regulations, or any activity forbidden by law. If such behavior occurs with a student we will follow due process and parents will be actively involved in all procedures.

In compliance with Nebraska State Statutes, the Board of Education established the following rules and regulations regarding student conduct and disciplinary procedures. These rules and regulations shall be posted at each school building.

### **Section I**

A student may be excluded from school for a suspension of not more than 5 days for the following reasons:

- Student has a communicable disease.
- Student's conduct presents a clear threat to the physical safety of himself/herself or others.
- Student is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students.

### **Section II**

Students may be suspended for 1 to 19 days and may be classified as short-term or long-term suspension, expulsion or mandatory reassignment for the following misconduct. If a student:

- Uses violence, force, coercion, threats, intimidation, or similar conduct that interferes with school purposes.
- Damages private property on school grounds.
- Damages school property - will require discipline and restitution.
- Steals, or attempts to steal, private or school property of substance, or repeated thefts of small value.
- Causes physical injury to a school student or any employee.
- Threatens or intimidates any student to obtain money.
- Engages in unlawful possession, selling, dispensing or use of a controlled substance (including tobacco) or alcoholic beverage.
- Repeatedly violates any of the rules established for a short-term suspension.
- Possesses, handles, or transports a weapon, including firearm replicas. According to federal law, such activity with a firearm will result in a mandatory one-year expulsion.
- Engages in any other activity forbidden by the laws of the State of Nebraska, which activity constitutes a danger to other students or interferes with school purposes.
- Expulsions shall commonly not exceed the remainder of the semester in which they take effect unless the misconduct occurred within ten days prior to the end of the semester, in which case the expulsion shall remain in effect through the next semester (except for federally mandated one year expulsion for firearms).

The following procedures will be used in a long-term suspension, expulsion, or mandatory transfers: On the date of decision, a written charge and summary of the evidence supporting such charge will be filed with the Superintendent. Within two days of the above decision, parents or guardians will receive by certified mail a written notice informing them of the student's rights, including:

- Rules or standard of conduct allegedly violated.
- A summary of the evidence against the student.
- The student's right to a hearing upon request.
- Hearing procedures and a statement of student's rights to investigate records and know the identity of witnesses.
- A form with which the student, or student's parents or guardians, may request a hearing. A hearing should be requested within five school days of receipt of the notice.

- The Superintendent will appoint a hearing examiner.
- Within two days of appointment, the hearing examiner will give written notice of the hearing's time and place to the principal, the student, and the student's parents or guardians.
- The hearing shall be scheduled within five school days after it is requested.
- If parents or guardians do not respond within five school days, the principal's recommended punishment will go into effect.
- The Board of Education policy will govern the hearing procedures. No school official will establish or enforce rules or standards concerning student conduct which are in conflict with those adopted by the Board of Education.

### **Smoke/Tobacco Free Environment**

The Papillion-La Vista School District supports an environment that protects persons from the hazards associated with primary and second-hand smoke. The use of any tobacco product by any student, staff, and parent or community member will be prohibited on all school grounds, or in any school buildings or school vehicles. This includes electronic/vapor smoking devices. Persons refusing to follow instructions to honor an environment free of smoke and tobacco could face criminal charges. Students in violation will be subject to disciplinary action.

### **Alcohol/Drug Policy-Procedures**

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

When a student's manner and/or conduct at school or a school related/sponsored activity causes school personnel to suspect that a student has been using alcohol/drugs, that student shall be referred immediately to an administrator. If during school hours, the principal may request the school nurse to assist in observation of the student.

Participants of school related/sponsored events who consume alcohol/drugs or look-alikes will be withheld from the event immediately. The student may be dropped from the activity/organization.

If, in the opinion of the administrator, the student has been consuming or is in possession of alcohol/drugs or look-alikes, the parent/guardian will be contacted and the student immediately withheld from classes. Law enforcement may also be contacted.

Any student at school or a school related/sponsored activity found to be under the influence, in possession of and/or distributing alcohol, tobacco (including electronic smoking/vaporizing devices), drugs, drug paraphernalia, or look-alikes will be suspended for up to 19 days or recommended for expulsion. The child's parent/guardian, law enforcement and the school social worker will be notified.

### **Responsibility of Student/Parent When a Student is involved in any of the above Violations**

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

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

Because of the severity of alcohol/drug use by youth, it may be in the best interest of all students to conduct more intensive investigations. These can include locker, book bag, and book and clothing searches. The Superintendent may also recommend the use of law enforcement drug dogs and/or the hiring of undercover police officers to follow up on referrals for possession or distribution of controlled substances by students of the district.

### **Prohibiting Sex Discrimination in Education**

Our school District complies with the regulations that implement Title IX of the Educational Amendments of 1972.

Title IX covers all areas of educational programs and all students, and prohibits sex discrimination in federally assisted education programs. Specifically, Title IX states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving federal financial assistance." Title IX specifically provides that schools shall not, on the basis of sex:

- Deny any person such aid, benefits or service.
- Subject any person to separate or different rules of behavior, sanctions, or other treatment.
- Discriminate against any person in the application of any rules of appearance.

### **Treatment of Students in Programs/Activities**

Students may be grouped by ability in physical education classes and activities if ability is determined by objective standards. These standards must be developed and applied without regard to sex. Students may be separated by sex when physical education classes participate in contact sports.

Portions of elementary and secondary classes that deal exclusively with human sexuality may be conducted separately.

Schools may make requirements based on vocal range or quality that result in a chorus of one, or predominately one sex.

Counseling: Schools may not discriminate against any person on the basis of sex when counseling or guiding students.

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

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

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

The Papillion-La Vista School District does not discriminate on the basis of race, color, creed, national origin, sex, marital status, age, disability or any other legally protected status in admission or access to or treatment or employment in its programs and activities.

Students who have a complaint or grievance should contact their principal. Grievances that are not resolved with the principal should be forwarded to Paul R. Bohn, Director of Student Services as required by Title VI, Title IX, Americans with Disability Act, or Section 504 of Rehabilitation Act of 1973. Mr. Bohn can be reached at 420 S. Washington Street, Papillion, NE 68046, and at phone number (402) 537-6214.

## **Student Records**

The Family Educational Rights and Privacy Act (FERPA) governs the establishment, maintenance, and processing procedures for student records. This Act obliges school districts to develop procedures regarding notification of rights, release of records and student directory information. It is important that this process enhances and supports learning experiences, yet respects the privacy of the student and the family.

## **Notification of Rights**

FERPA affords parents, guardian, or eligible student (18 years or older) the following rights:

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.
  - a. The District's procedure is that the parent, guardian or eligible student should request from the building principal or principal's designee the record(s) they wish to inspect. The principal or principal's designee will make arrangements for access and notify the parent, guardian or eligible student of the time and place where the records may be inspected. Access shall be provided during the regular business hours of the school day.
2. The right to request an amendment of the student's education records that the parent, guardian or eligible student believes is inaccurate or misleading.
  - a. The District's procedure is that the parent, guardian or eligible student may ask the school District to amend a record that they believe is inaccurate or misleading. They should write the school principal clearly identifying the part of the record that they want changed, specifying why it is inaccurate or misleading.
  - b. If the District decides not to amend the record as requested, the District will notify the parent, guardian 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, guardian 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 to school officials with a legitimate educational interest without consent.
  - a. One exception that 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; a person or company with whom the District has contracted to perform a special task; or a parent or student serving on an official committee, or assisting another school official in performing his or her tasks.
  - b. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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, SE  
Washington, DC 20202

### **Release of Records**

As noted in the previous section, no information will be released to any individual or outside agency without the written consent of a parent or guardian, or by the student if 18 years of age or older, unless requested by a school official with legitimate educational interest. Student records, including discipline records, will be released upon request to any school district to which a student transfers, without parent permission required.

State law also allows the release of student immunization records between schools and the child's physician/physician's office without parental permission required. Parents must provide the school with a written notice if they do not want such information released.

There is no charge for release of single copies of records contained in a student's file.

### **Directory Information – Parental Notice**

In accordance with the Family Educational Rights and Privacy Act (FERPA), the Papillion-La Vista School District may release directory information for school related purposes regarding a student's participation in school programs, or athletics, or publicity of any school program, or event (i.e. band/vocal music programs and contests, intra and interschool contests for various departments and athletic programs and contests, etc.). This may include any approved school publications, newsletters, internet websites, or other electronic means of publication. This information will be released for students enrolled in the District without requiring parental permission for such release. This may include the posting of a child's name and picture or personal artwork on District websites, school sponsored social media, school newsletters, or other electronic/print publications such as school activities, athletic programs and rosters. However, we will not release Directory Information to any outside agencies or organizations that are not directly related to the Papillion-La Vista School District without your prior written permission.

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:

- a. Student's name, address, telephone number, gender, picture, and date and place of birth.
- b. Major fields of study, grade level, enrollment status (e.g. full time or part time), dates of enrollment and current school building of enrollment.
- c. Participation in officially recognized activities and sports and publicity of that activity or event.
- d. Weight and height, if a member of an athletic team.
- e. Degrees, honors and awards received.
- f. Previous education agency or institution attended by the student.
- g. Name and relationship of parent(s) or legal guardian(s) and electronic email address.

For more details, Board of Education policy may be found at our website at [www.paplv.org](http://www.paplv.org).

If you are comfortable with the Papillion-La Vista School District releasing your child's Directory Information, you do not need to do anything at this time. If you do not wish to have Directory Information released without your prior written consent, please send a written notice to your child's building principal within 30 calendar days.

## **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.

#### A. Extra-curricular activities and spectator events:

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

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

#### B. Minor personal consumable items:

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

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

C. Materials for course project:

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

D. Clothing:

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

E. Musical Instruments:

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

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

F. Lost or damaged school property:

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

G. Yearbook, class rings and other optional purchases:

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

H. Food:

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

I. Summer school:

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

J. Student files and records:

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

## **PART TWO:**

### **Student Fee Fund**

Fees that are charged to students pursuant to PART ONE, subsections 1., A, shall be deposited into the Student Fee Fund and expended for the purpose for which they were collected from students.



## **PART THREE:**

### **Waiver of Student Fees**

Fees that are charged pursuant to PART ONE, subsection A, C and E shall be waived for students who qualify for participation in the free or reduced-price lunch program under United States Department of Agriculture child nutrition programs. Students shall be asked to have a waiver signed allowing access to the District's free and reduced price lunch information or provide information relative to family income so that such eligibility may be determined. Students wishing to exercise their right to the waiver provision of this policy shall notify the appropriate teacher, their counselor or the appropriate administrator of their eligibility.

### **Elementary Student Fees**

#### **Clothing Requirements**

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

1. Tennis shoes for physical education.
2. Paint shirt.
3. Honor choir shirt.

#### **Personal or Consumable Items and Materials**

Elementary requirements:

1. Pens, pencils, paper, notebook/organizers and book covers.
2. Musical Instruments and stands.

#### **Extracurricular Activity Participation Fees**

Elementary requirements:

1. Competition and travel costs for clubs, activities and special interests.

#### **Transportation**

Charges may be assessed to students for:

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

#### **Photocopying**

Charges may be assessed to students for:

1. The reproduction of student records and transcripts.
2. Personal copying of the student.

#### **Summer School** (if available)

### **Questions?**

Don't hesitate to contact your child's teacher or building principal if you have questions or concerns. The district office may also be helpful. The phone number for the district office is 402-537-6200.