



Student Handbook

2024-25

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 (tsteele@paplv.org)

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

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

CHILD FIND NOTICE

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

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

FORWARD

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

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

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

TABLE OF CONTENTS

	Page
Vision and Mission Statement	1
Positive Behavior Intervention and Support (PBIS)	2
Bell Schedules/Titan Time	3
Part I - Student Services	
Guidance Department: Student Support Center	4
How to See Your Counselor	4
Withdrawal & Transfer	4
Services Offered	4
Part II - Other Services	
Bus Information	5
Lost & Found	5
Make-Up Work/Web Access	5
Make-Up Work During Suspension	5
Media Center	6
Phones	6
School Insurance Coverage	6
Tardiness to School or Class	6
Part III - Student Regulations	
Cafeteria Behavior	7
Care and Use of School Property	7
Cell Phones/Texting	7
Cheating/Plagiarism	8
Classroom Expectations and Procedures	8
Closed Campus Policy	8
Detention	8
Dismissal From Class	8
Display of Affection	8
Disruptive Actions	9
Dress and Personal Appearance	9
Fighting	9
Fire Alarm	10
Freedom of Expression	10
Gang Related Activity	10
Hazing	10
Inappropriate Language and Gestures	10
Indecent Exposure/Public Indecency	10
Insubordination	10
Nuisance Items	11
Profanity	11
Repeated Violations	11
Restrooms	11
Self-Defense	11
Selling Merchandise on Campus	11
Social Media/Internet	11
Use of the Overpass	12
Part IV - Other Information	
Athletic/Locker Room Locks	13
Bicycles/Skateboards	13
Books	13
Deliveries to School	13
Grading	13
Grading On-Line Access	14
Grading: Report Cards and Academic Progress	14
Homework	14

Honor Roll	15
Junior Honor Society: Qualification Considerations	15
Lockers	15
Passes for Leaving School	15
Passes From Instructional Setting	16
Procedures for Inclement Weather	16
Student Valuables	16
Supervision: Before/After School	16
Tornado and Fire Protection Plans	16
Visitors	16

Part V - Activities

Philosophy	17
Goals of Programs	17
School Responsibilities	17
Student Responsibilities	17
Student Athlete Insurance	17
Physicals and Parent Consent	17
Attendance to Participate in School Activities	18
Weight Room and Building Use	18
Activities	18

Part VI – Papillion La Vista Community Schools District Policies

Non-Discrimination Statement	19
Child Find Notice	19
Forward	20
School Meals Program	20
Activities and Athletics	22
Board of Education Policies and Handbooks	22
Parent Involvement in Educational Practices	22
Enrollment Requirements	23
Student Records and Directory Information	23
Children’s Online Privacy and Protection Act	23
Student Surveys	24
Health Services and Illness	26
Animals at School	30
Graduation	34
Academic Honesty	38
Attendance and Absences	38
Tardiness to School and/or Class	41
Student Conduct	41
Tobacco Use and Electronic Smoking/Vaporizing Devices	46
District Complaint Procedure (including complaints of discrimination or harassment)	47
Bullying and Harassment	53
Student Technology Use	54
Cell Phones and Personal Electronic Devices	56
Detention	56
Student Dress	56
Search and Seizure	56
Audio and Video Recording	57
Designation of Law Enforcement Units	58
Code of Conduct and Due Process	59
Emergency Exclusion	69
School Resource Officer	71
Reporting to Law Enforcement	72
Dating Violence	72
Title IX	72
Withdrawal from Mandatory Attendance	80
Pregnant and Parenting Students	80
Withdrawal from School	80

Student Fees	81
Student Safety - Emergencies	84
Use of School Facilities by Outside Organizations	84
Visitors	85
Title I - Parent Notice	85
Residency, Option Enrollment & In-District Transfer	85
Late Start	85



Papillion Middle School Vision and Mission

Vision:

Papillion Middle School is a community of learners striving for greatness.

Mission:

Papillion Middle School will foster a learning community where every student is empowered to achieve academic excellence, value all people, and become responsible citizens by committing to greatness through Titan PRIDE.

Core Values:

- **Positivity** - Encouraging growth and celebrating success.
- **Respect** - Everyone is valued and seen for who they are as individuals in our school.
- **Integrity** - Doing the right thing, even when no one is watching.
- **Determination** - Getting better never stops.
- **Excellence** - Working together to be our best.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORT (PBIS)

One of the goals at Papillion Middle School is to encourage and improve academic success in all children by creating safe and positive learning environments. In an effort to support this goal, we have implemented a framework of Positive Behavior Intervention and Support (PBIS).

What is PBIS? PBIS is a behavior based and research validated process that increases the capacity of schools, families, and communities to develop preventive, proactive, positive environments. The process focuses on building school-wide, classroom and individual systems of support general enough to assist all students, but focused enough to provide students at-risk individual supports. You can learn more about PBIS at www.npbis.org.

Expected behaviors are defined, taught, and randomly reinforced; desired behaviors increase and unwanted behaviors diminish.

Throughout the year we will focus on school-wide systems of support by defining, teaching, and reinforcing expected behaviors. As a Papillion Middle School community, we created a matrix of behavior expectations for the common areas of our building (e.g., cafeteria, hallways, activities, arrival/dismissal). Our system of values/expectations falls under the acronym P.R.I.D.E-Positivity, Respect, Integrity, Determination and Excellence.

We will be periodically releasing PBIS information through “The PMS Post”, our weekly email to parents. You can use this information to engage in conversations with your child, help your child problem solve, and use the word choices at home so your child can see that the expected behaviors cross all areas of our lives.

Before School		Hallways		Technology		Cafeteria						
EXPECTATIONS	POSITIVITY	<ul style="list-style-type: none"> Have positive interactions with students and staff Say good morning 	EXPECTATIONS	POSITIVITY	<ul style="list-style-type: none"> Use an inside voice to say kind things 	EXPECTATIONS	POSITIVITY	<ul style="list-style-type: none"> Include others 				
	RESPECT	<ul style="list-style-type: none"> Keep hands and feet to self Listen and follow directions 		RESPECT	<ul style="list-style-type: none"> Keep hands and feet to self Walk quietly and stay to the right Respect school property and the space of others 		RESPECT	<ul style="list-style-type: none"> Earbuds will be kept away during passing period 	RESPECT	<ul style="list-style-type: none"> Keep hands and feet to self Sit at a table and wait until you are dismissed Walk to the cafeteria and walk back to class 		
	INTEGRITY	<ul style="list-style-type: none"> Be accountable for yourself and your materials 		INTEGRITY	<ul style="list-style-type: none"> Treat others the way you want to be treated Pick up after yourself or others 		INTEGRITY	<ul style="list-style-type: none"> Pictures or video should only be taken with the consent of others 	INTEGRITY	<ul style="list-style-type: none"> Clean up after yourself and help others Only take items you have paid for 		
	DETERMINATION	<ul style="list-style-type: none"> Have a pass to see a teacher 		DETERMINATION	<ul style="list-style-type: none"> Get to class on time Have permission to be in the hallway 		DETERMINATION	<ul style="list-style-type: none"> Follow expectations for school computers and devices 	DETERMINATION	<ul style="list-style-type: none"> Use an inside voice 		
	EXCELLENCE	<ul style="list-style-type: none"> Sit where you can be successful 		EXCELLENCE	<ul style="list-style-type: none"> Help others Take responsibility for your actions 		EXCELLENCE	<ul style="list-style-type: none"> Accept that technology use is at the discretion of the teacher 	EXCELLENCE	<ul style="list-style-type: none"> Say “please” and “thank you” 		
Restrooms		Assemblies & Events		Offices		After School						
EXPECTATIONS	POSITIVITY	<ul style="list-style-type: none"> Flush the toilet. Wash your hands. Throw away trash in the trashcan. 	EXPECTATIONS	POSITIVITY	<ul style="list-style-type: none"> Display good sportsmanship and cheer for our team 	EXPECTATIONS	POSITIVITY	<ul style="list-style-type: none"> Approach the situation with a positive attitude 				
	RESPECT	<ul style="list-style-type: none"> Keep hands and feet to self Be respectful of people's privacy and the property 		RESPECT	<ul style="list-style-type: none"> Keep hands and feet to self Be respectful of participants and opponents 		RESPECT	<ul style="list-style-type: none"> Keep hands and feet to self Introduce yourself and state your purpose 	RESPECT	<ul style="list-style-type: none"> Keep hands and feet to self Interact with others respectfully 		
	INTEGRITY	<ul style="list-style-type: none"> Report a problem in the restroom to a staff member immediately 		INTEGRITY	<ul style="list-style-type: none"> Give a performer or speaker your full attention Turn off electronic devices when applicable 		INTEGRITY	<ul style="list-style-type: none"> Be mindful of other people's space 	INTEGRITY	<ul style="list-style-type: none"> Be mindful of other people's space 	INTEGRITY	<ul style="list-style-type: none"> Take pride in our school and keep it clean Follow technology expectations
	DETERMINATION	<ul style="list-style-type: none"> Get in, get out, get back to class 		DETERMINATION	<ul style="list-style-type: none"> Participate appropriately 		DETERMINATION	<ul style="list-style-type: none"> Wait patiently and quietly without interruption 	DETERMINATION	<ul style="list-style-type: none"> Wait patiently and quietly without interruption 	DETERMINATION	<ul style="list-style-type: none"> Make sure you have your materials and get to where you are going
	EXCELLENCE	<ul style="list-style-type: none"> Take pride in our school and help to keep restrooms safe and clean 		EXCELLENCE	<ul style="list-style-type: none"> Be supportive Sit where you can be successful 		EXCELLENCE	<ul style="list-style-type: none"> Reflect on direction and feedback 	EXCELLENCE	<ul style="list-style-type: none"> Remember that you represent PMS off campus and conduct yourself accordingly 	EXCELLENCE	<ul style="list-style-type: none"> Remember that you represent PMS off campus and conduct yourself accordingly

Papillion Middle School

8th Grade Bell Schedule

8:00 - 8:26	Titan Time
8:29 - 9:12	1st Period
9:15 - 9:58	2nd Period
10:01 - 10:44	3rd Period
10:47 - 12:06	4th Period (lunch)
12:09 - 12:52	5th Period
12:55 - 1:38	6th Period
1:41 - 2:24	7th Period
2:27 - 3:10	8th Period
1st Lunch	(10:47 - 11:17)
Class	11:20 - 12:06
2nd Lunch	(11:17 - 11:47)
Class	10:47 - 11:17 & 11:50 - 12:06

7th Grade Bell Schedule

8:00 - 8:26	Titan Time
8:29 - 9:12	1st Period
9:15 - 9:58	2nd Period
10:01 - 10:44	3rd Period
10:47 - 11:30	4th Period
11:33 - 12:52	5th Period (lunch)
12:55 - 1:38	6th Period
1:41 - 2:24	7th Period
2:27 - 3:10	8th Period
3rd Lunch	(11:52 - 12:22)
Class	11:33 - 11:52 & 12:25 - 12:52
4th Lunch	(12:22 - 12:52)
Class	11:33 - 12:19

Pledge of allegiance recited during Titan Time

HOMEROOM: TITAN TIME

Each student is assigned a homeroom. The homeroom period is scheduled each day. Attendance is required. The homeroom period will be used to make announcements and to facilitate school improvement initiatives. All notices of club meetings, athletic and social events, general information for the day, and special instructions will be mentioned in the daily bulletin which is read each day. Students responsible for putting notices in the daily bulletin must have their notices approved by the principal and filed with the Front Office before 2:00 p.m. the day preceding the bulletin. All posters must advertise school sponsored events and must be approved and initiated by an administrator.

PART I STUDENT SERVICES

GUIDANCE DEPARTMENT: STUDENT SUPPORT 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.

Counselors:

Shannon Tolstedt – 7th Grade

Meghan Vilter – 8th Grade

THINGS TO REMEMBER ABOUT THE STUDENT SUPPORT CENTER:

- Counselors will try to assist you with any type of problem.
- Counseling is on a voluntary basis.
- You do not need to be referred by anyone.
- The Student Support Center is 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, to prevent from being counted absent.

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 you will be in attendance. Have each teacher sign the sheet and then 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 school work with their child. Other services are:

1. Group guidance
2. Individual student counseling
3. Testing (group and individual)
4. Referral services (school and local agencies)
5. Student records
6. Academic counseling
7. Educational planning
8. New student orientation

PART II OTHER SERVICES

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. Keep seated at all times while the bus is in motion.
3. Keep arms and head inside windows.
4. Cross the roadway directly in front of the bus. Wait for the driver's signal before crossing.
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.
8. The bus driver has the right to assign students to certain seats, if necessary, to maintain good conduct.
9. Smoking, drinking, or eating are prohibited on the bus.
10. 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.
11. Fighting on the bus will not be tolerated.
12. Destruction or vandalism of buses will result in payment of damages and/or loss of bus privileges until payment has been made.
13. Buses cannot unload or load at any place other than the designated bus stops.
14. Students are not to leave school grounds once they arrive in the morning and are not to leave school grounds while waiting for the bus in the afternoon.
15. 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.

LOST AND FOUND

All lost and found articles will be taken to the commons area. Materials not claimed by the end of each semester will be given to charity. All items are cleared from the lockers on the final day of school.

MAKE-UP WORK / WEB ACCESS

Make-up work for each class is the responsibility of the student. Make-up work can be obtained from the classroom teacher, through Google Classroom, or by accessing the Papillion Middle School web page at:

www.plcschools.org/PapillionMiddleSchool.

Students should be encouraged to make up their work in advance when they know they will be absent. If the work is made up after an absence, understand that all work is to be in within two days for one day absent. A student normally has two days to make up work for a one-day absence and one additional day for each subsequent day absent. P.E. instructors will expect students to make up fitness activities for days missed.

MAKE-UP WORK DURING SUSPENSION

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 unless approved by an administrator.

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 after school activities except for those that require participation for a grade.

MEDIA CENTER

The Media Center is a vital component of the school's total educational system and provides materials for study and research as well as for pleasure and personal interest.

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.

PHONES

The office telephone is for school business and may be used, with permission, by students only in cases of emergency. No student will be called to the office to accept an in-coming call. Telephone messages will be delivered to a student only in the case of an emergency. If a student needs to stay after school for a teacher, he/she may use the office phones. A student may use the phone to have a book or instrument delivered from home. There is a 2-minute limit for use of the telephone. Students need to report to the nurse's office if feeling ill before calling parents.

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.

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 you and others as well.

At Papillion Middle School we expect students to be courteous and to respect the rights of others. A friendly, relaxed, respectful atmosphere will exist if you remember 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.

CAFETERIA BEHAVIOR

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

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

CARE AND USE OF SCHOOL PROPERTY

This is YOUR school. The impressions visitors form are determined by what they see. Trash containers are located in the halls --- please use them. **DO NOT LITTER!** If we consider ourselves a "top flight" 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 or graffitiing/tagging school property will 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.

CELL PHONES/TEXTING

Cellphone and similar device use are not permitted during instructional time unless otherwise allowed by a staff member. Earbuds are not to be used/worn in the hallways or classrooms without permission of the teacher. Phones are to be stored in the backpacks or classroom caddies during classes. Cell phones/Electronic devices being used without permission may be confiscated and given to the student's grade-level principal, to be returned at the end of the school day. Subsequent violations may result in an administrative referral, which may result in students being required to turn in their device upon arrival at school, detention or suspension. No person is permitted to make surreptitious recordings on school grounds unless authorized by the administration. Students generally are not permitted to record classroom instruction or members of the school community during the school day without the express consent of a staff

member or as required by the student's education plan. Video recordings are not to take place in the bathroom or locker rooms.

CHEATING/PLAGIARISM

Students should not use other students' work in the completion of their own assignments. Cheating on exams or assignments will be dealt with by the individual teachers and may result in disciplinary action or referral to an administrator.

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

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

CLASSROOM EXPECTATIONS AND PROCEDURES

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

CLOSED CAMPUS POLICY

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.

DETENTION

Detention period is a time when the student is assigned to stay after school, come in before school, during lunch or stay at 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.

DISMISSAL FROM CLASS

If a teacher finds it necessary to refer a student to an administrator 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 confer with an administrator.

DISPLAY OF AFFECTION

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

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, unauthorized meetings during school hours, unauthorized use of school facilities, or walk outs.

DRESS AND PERSONAL APPEARANCE

Students have the right to be treated equitably. Dress code enforcement will not create disparities, reinforce or increase marginalization of any group.

Although a student's personal appearance is basically a concern of the student and his/her parents, the administration of a school has the responsibility to ensure that a student's personal appearance is not distracting to the learning environment. Generally, students should avoid anything that is distracting or disruptive to the learning environment.

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

1. Students must wear:
 - a. Top (shirt, blouse, sweater, sweatshirt, tank, etc.);
 - b. Bottom (pants, shorts, skirt, dress, etc.); and
 - c. Footwear
2. Students may not wear attire that intentionally shows private parts, presents or promotes a health or safety hazard, and/or would contribute to a hostile or intimidating school environment.
3. Hoods and hats shall be removed upon entry into the school building and remain off at all times while inside the building. Limited headwear keeps our school safe by assisting school officials in identifying students.
4. Students are prohibited from carrying blankets with them.
5. Backpacks and/or book bags are allowed to be carried at Papillion Middle School. However, a teacher may exercise discretion about the possession of backpacks/book bags in his/her classroom. Students should become familiar with each teacher's classroom rules and expectations.
6. Sunglasses/coats/jackets are not to be worn in classrooms, unless with prior administrative approval.
7. Shoes will be worn at all times.
8. 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.
9. Students wearing shorts and skirts that are deemed inappropriate by the school administration will be sent home to change. Students will not be allowed to wear shorts/pants that are pulled down below the waistline.
10. To improve personal appearance, halter-tops, see-through clothing, tops that expose the midriff, back or under garments will not be permitted. Violation of this policy will result in the student being sent home to change.

Repeated violations of the basic guidelines may result in disciplinary action.

FIGHTING

It should be understood that when a fight occurs, the possibility of injury or damage to other persons or property exists. For students' protection and the protection of our 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, expulsion, 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.

FIRE ALARM

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

1st offense - Three to five day suspension

2nd offense - Long term suspension or expulsion

FREEDOM OF EXPRESSION

The Board 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.

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.

HAZING

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

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, gender identity, race, religious preference, disability, 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.

INDECENT EXPOSURE/PUBLIC INDECENCY

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

INSUBORDINATION

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

NUISANCE ITEMS

Those items that become a distraction to the learning environment, including but not limited to electronic games, cellphones, music devices, iPods, laser pens, fidgets, etc., will be confiscated and disciplinary action may be taken. Cellphones, iPods, technology devices, etc. can only be used with staff permission. Earbuds/headphones are not to be worn in the hallways or in class unless permitted by staff.

PROFANITY

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

REPEATED VIOLATIONS

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

RESTROOMS

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

SELF-DEFENSE

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

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.

SOCIAL MEDIA/INTERNET

Students are prohibited from using computers and/or Internet sites (e.g. Instagram, TikTok, Facebook, etc.), internet chat rooms, or instant messaging (e.g. Instagram, Snapchat, etc.), to harass or threaten any student or staff member. If a student violates this requirement and the violation results in a disruption of the educational process, inhibits a student's right to learn or a teacher's ability to perform his/her duties, or requires staff time to resolve issues that were created, the offending student may face disciplinary actions up to and including suspension or expulsion. Students should be advised that disruption of the educational process may subject them to disciplinary actions, even if the student originally accessed the computer or Internet site while off-campus or after school hours.

USE OF THE OVERPASS

Any time school is in session, including before and after school or school activities are being held, students are required to use the overpass. Students should always use the overpass to cross 84th Street unless they cross at a regular controlled street crossing. Students should use the overpass even when school is not in session for their own safety. Throwing objects from the overpass is prohibited.

PART IV OTHER INFORMATION

ATHLETIC/LOCKER ROOM 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. Lost locks cost the individual the amount of the replacement 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 is not responsible for lost or stolen items.

BICYCLES/SKATEBOARDS

Skateboards, bicycles and in-line skates are not to be ridden on school property. 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 these items.

BOOKS

Your textbooks represent a large investment by the taxpayers. Please take care of them. If your book is lost, stolen, or damaged, you are accountable.

A student losing a book during the year may purchase another book. The front office will issue a receipt for the replacement book. Money will be refunded whenever the book, properly numbered, and the receipt with the same number are presented to the front office. 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. The book will be the responsibility of the student. The student will be responsible for keeping books 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. Keep your books in good condition.

DELIVERIES TO THE SCHOOL

To minimize disruptions in the classroom, food dropped off at the front office will not be delivered to students. Students should stop by the office on their way to lunch if they are expecting a food delivery. 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. Singing telegrams and other related activities will not be allowed while school is in session.

GRADING

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

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

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

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

GRADING: ON-LINE ACCESS

Parents will have access to their student's daily attendance, grade book information, progress reports, and student schedule. Each family has an account to access this data on their students. To access the data, you will go to the Papillion La Vista Community Schools Website: www.plcschools.org. The link to on-line grades is under the "For Parents" section. At this web site, you will log in with your username and password. First time users will be receiving username and password information by mail before the end of 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, you can call the Technology Center at the district office at 402-537-9998. In addition, in the event you misplace your username 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.

GRADING: 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.

HOMEWORK

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 struggling to regularly complete homework may be assigned academic support opportunities.

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.

MAKING ARRANGEMENTS TO OBTAIN HOMEWORK - HOMEWORK HOTLINE

Parents or students may obtain the next day's homework assignments by accessing the Papillion Middle School web page at <http://www.plcschools.org/PapillionMiddleSchool>. 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 allowed 2 days for the first day of absence and one day for each additional day of absence.

HONOR ROLL

Gold Honor Roll students must earn a cumulative Grade Point Average (GPA) of 4.0 and a minimum mark of A-. 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 and a minimum mark of B-. 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. To be eligible for Honor Society, 7th grade students must be enrolled in five core classes and 8th graders four core classes.

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, school books, 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 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. DECORATING OF LOCKERS NEEDS TO BE APPROVED BY A STAFF MEMBER.

PASSES FOR LEAVING SCHOOL

All requests to leave the building while school is in session, including the lunch period, must be cleared through the principal's office. Students needing to leave during the day need to be called out by a guardian or approved adult. Leaving school without permission is classified as truancy. Students must checkout with front office personnel before leaving the building.

PASSES FROM INSTRUCTIONAL SETTING

Any student wishing to leave an instructional setting should obtain a pass from the staff member they are assigned to. Students are to utilize digital passes through their chromebooks.

PROCEDURE FOR INCLEMENT WEATHER

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

1. The decision to call off school will be made by the District Office. Radio and TV stations will be notified. Closings will also be updated on District and schools web pages and social media
2. Automatic phone calls/texts to homes will be sent via Blackboard.

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

STUDENT VALUABLES

Students are not to bring large amounts of money or other valuables to school, and if they wear glasses or watches they need 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 school is not responsible for lost or stolen items.

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.

SUPERVISION: BEFORE/AFTER SCHOOL

Staff will be on hand to supervise students from 7:15am to 3:30pm. Students need to be off school grounds prior to 7:15am and after 3:30pm unless participating in a school activity.

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.

VISITORS

All exterior doors at Papillion Middle School are locked during school hours. The main entrance is located at the north doors of the building. Visitors will need to ring the intercom for access to the office. With an unusual number of students in each classroom, during the school day, it is difficult to issue student visitor passes to classrooms. Parents are always welcome but must first report to the office. The only visitors who are permitted are former students and prospective students. Students from other Papillion LaVista Community Schools are not considered visitors and will not be allowed. Visits are limited to 1 day. If there is any justifiable reason for a visitor to come to school, please contact the principal for consultation at least 24 hours in advance.

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 Papillion Middle School students should have the opportunity for meaningful participation in extracurricular activities, both inter-school programs and intra-school programs. For Papillion 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 the parents' 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 (7th grade) or sports physical (8th grade) shall be obtained before a student may participate in any phase of the interscholastic program in Papillion Middle School.

Physicals must be dated after May 1 for incoming 7th grade students planning to participate in a sport. If your 7th grade student is not participating in sports, physicals must be dated no more than 6 months prior to the first day of school.

8th Graders planning to participate in a sport must have a sports physical completed after May 1 and must clearly state clearance for sports/physical activity, a well check alone will not suffice.

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

Art Club
Basketball
Computer Club
Cross County
Drama Club
Football
Game Club
Intramural Sports
HAL
Jazz Band
LEO Club
Math Club
National Junior Honor Society
Reflections
Robotics
STEM
Student Council
Titans UNITE
Track
Volleyball
Weight Training
Wrestling
Yearbook

Activities are subject to change based on the number of participants, staff supervision, and the needs and interests of the students.

District-Wide Information for Student Handbooks Grades 7-8

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.

CHILD FIND NOTICE

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

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

FORWARD

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

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

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

SCHOOL MEALS PROGRAM

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

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

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

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

Parents may deposit lunch money directly into their student's lunch account via our online system. For detailed instructions on enrolling in the online system, visit the District website in the Parents, School Meals, Online Lunch Accounts section or go directly to the student meals family portal at linqconnect.com. Cash or checks are also taken for deposit into the meal account in the morning before school starts or at the cashier station while purchasing lunch. Students may also pay cash for meals but are encouraged to draw from their meal account money to speed up lunch lines. Parents can check account balances at any time on the district app or by checking online at linqconnect.com.

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

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

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

U.S.D.A. Nondiscrimination Statement

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

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal

Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

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

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

This institution is an equal opportunity provider.

ACTIVITIES & ATHLETICS

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

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

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, and student participation in surveys. Board policy provides specific information regarding these concerns. Parents who have questions about any specific issues should contact their child's teacher or principal.

ENROLLMENT REQUIREMENTS

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

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

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

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

In addition, children entering school for the first time (Pre-K, K, or 1st) or transferring from out-of-state must obtain a vision evaluation from their physician or a licensed optometrist within 6 months prior to entry.

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

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

STUDENT RECORDS & DIRECTORY INFORMATION

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

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

CHILDREN'S ONLINE PRIVACY AND PROTECTION ACT

The Papillion La Vista Community Schools utilizes a variety of software applications and web-based tools operated by third party vendors to support student learning. These instructional supports are vetted by district staff to ensure they are compatible with the

goals of the Papillion La Vista Community Schools. The Papillion La Vista Community Schools supports teaching and learning by allowing staff and students to access applications, websites, and online services operated by third parties. These include Microsoft Office 365, Google Apps for Education, Pearson web-based products, Houghton Mifflin web-based products and numerous other educational tools. A representative list of many of these learning resources can be found at www.plcschools.org.

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)
 - a. Political affiliations or beliefs of the student or student's parent;
 - b. Mental or psychological problems of the student or student's family;
 - c. Sex behavior or attitudes;
 - d. Illegal, anti-social, self-incriminating, or demeaning behavior;
 - e. Critical appraisals of others with whom respondents have close family relationships;
 - f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - g. Religious practices, affiliations, or beliefs of the student or parents; or
 - h. Income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of:

- a. Any other protected information survey, regardless of funding;
 - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 - c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. Inspect, upon request and before administration or use;
- a. Protected information surveys of students;
 - b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - c. Instructional material used as part of the educational curriculum.

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

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

1. Administration of any protected information survey not funded in whole or in part by ED.
2. Any non-emergency, invasive physical examination or screening as described above.
3. Collection of Personal Information from Students for Marketing:
 - a. The term “personal information” means individually identifiable information including:
 - i. student’s and parent(s)’ first and last name;
 - ii. home or other physical address;
 - iii. telephone number; and/or
 - iv. social security number.
 - b. No school official or staff member shall administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or for selling that information.

- c. This policy does not apply to the collection, disclosure or use of personal information for the exclusive purpose of providing educational services to students, such as the following:
 - i. post-secondary education recruitment;
 - ii. military recruitment;
 - iii. test and assessments to provide cognitive, evaluative, diagnostic or achievement information about students; and/or,
 - iv. digital resources to support student learning which include, but are not limited to, cloud-based applications and programs,
 - v. student recognition programs.

Parents who believe their rights have been violated under this Policy and Procedure may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, DC 20202-5090

HEALTH SERVICES & ILLNESS

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

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

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

When to Stay Home

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

Immunization Requirements

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

Please be sure your student's immunizations comply with the Nebraska requirements. By law, students who do not present proof of immunization must be excluded from school until such proof has been presented.

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

- A statement signed by a physician, a physician assistant, or an advanced practice registered nurse practicing under and in accordance with his or her respective certification act, stating that, in the health care provider's opinion, the immunizations required would be injurious to the health and well-being of the student or any member of the student's family or household **OR**
- An affidavit signed by a legally authorized representative of the student, stating that the immunization conflicts with the tenets and practice of a recognized religious denomination of which the student is an adherent or member or that immunization conflicts with the personal and sincerely followed religious beliefs of the student.

Medications at School

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

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

1. All **prescription medication** brought to school must be in the original prescription container, properly labeled, including the student's name, physician's name, and complete directions on administration of the medicine. Prescription medication will be given with written permission from both the parent and the licensed physician. Please note that a current prescription label from the pharmacy will be accepted as the written permission from the physician.

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

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

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

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

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

Communicable Diseases

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

- Chicken Pox - Exclude until all lesions are crusted/dry and student is without fever.
- Colds - May return if no fever.
- Pink Eye (Conjunctivitis) - May return when eye is normal in appearance or with written physician approval.
- Fifth's Disease – Exclude until fever and malaise are gone. May return when no longer contagious (once the rash appears).

- Pertussis (whooping cough) – Exclude until written physician approval. Exclude inadequately immunized close contacts. Antibiotic treatment is necessary. Report any possible pertussis illness to the school as soon as suspected case.
- Impetigo - Exclude until lesions are treated, acute symptoms resolved or with written physician approval.
- Lice (head or body) - Students with live lice will be sent home for treatment. May return to school after treatment. (Provide school with verification of appropriate treatment method – box or bottle of treatment used)
- Ringworm - If affected areas cannot be covered with clothing/dressing during school, student will be excluded until treatment started.
- Strep infections – Exclude until fever free (without the use of fever reducing medication) and under treatment for 24 hours.
- Staph infections (MRSA and other) – Students with confirmed staph infections must keep the lesions covered at school. Proper hygiene, hand washing and avoidance of sharing personal items is necessary.
- Influenza – Exclude for duration of illness and fever free (without the use of fever reducing medication).
- COVID-19 – Guidance from the Sarpy County Health Department will be followed.

Concussions

Please notify your school health office if your student has a concussion. The student may return with information from a licensed medical provider. That information should include any recommended accommodations/limitations for the school to consider regarding resumption of classroom/learning activities, and/or physical activities (PE, etc.). Return to Learn and Return to Play protocols have been established. Please refer to [Board Policy 6207](#) or contact your school health office if you have questions.

Student Allergies

Due to the increasing number of students with allergies to certain foods, animals, or other materials, please do not bring homemade foods or family pets into classrooms. Principals have the authority to restrict foods or pets from school campus. See below for specific procedures regarding animals at school.

Health Screening

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

ANIMALS AT SCHOOL

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

I. Use of Animals for Instructional Purposes

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

II. Service Animals

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

Service Animal. A “service animal” is a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Work or tasks *do not* include the crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship. The work or tasks performed by a service animal must be directly related to the handler’s disability or necessary to mitigate a disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. *See also*, Miniature Horses below.

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

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

Request. A person who wants to be accompanied by his/her service animal must submit a written request form to a principal or superintendent. The request form is attached to this policy. These requests must be renewed each school year or whenever a different service animal will be used. When a request to be accompanied by a service animal is submitted by, or on behalf of, a student who has an Individualized Education Program (IEP) and/or a Section 504 Plan, then the request shall be promptly referred to the student’s respective IEP Team and/or 504 Team for its consideration and/or input.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

III. Therapy Animals

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- (1) A handler does not have control of the therapy animal;
- (2) The therapy animal is not housebroken;

- (3) The therapy animal presents a direct and immediate threat to others in the school; or
- (4) The therapy animal is requested to attend on a date when other animals are scheduled or authorized to be in the building.
- (5) The animal's presence otherwise interferes with the educational process.

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

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

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

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

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.

In order to be eligible for graduation recognition, a student must complete a minimum of five, mark point-earning, courses each semester while enrolled in high school.

Graduation Requirements

- Starting with the graduating class of 2028, students must earn a minimum of 46 semester credits to graduate from Papillion La Vista Community Schools.
 - Classes of 2025, 2026, and 2027 will each remain on graduation plan requiring 45 credits.
- Students in Grades 9-11 must enroll in a minimum of six (6) credit classes each semester.
- Students in Grade 12 must enroll in a minimum of five (5) credit classes each semester.
 - It is not uncommon for students to carry more credits when interests and abilities indicate that such a program will be beneficial.
- Students & families are required to account for completing—or opting out of—the FAFSA as per State of NE statute 79-729.

Minimum Graduation Requirements:

Department	Credits	Required Courses
English	8	2 semesters each of English 9, English 10 and English 11 or AP Language & Composition
Math	6	2 semesters of Algebra 1
Science	6	Two semesters must be life science (e.g. Biology) and two semesters must be physical science concepts (e.g. Chemistry, Physics).
Social Studies	6	2 semesters each of U.S. History and World Civilizations; 1 semester of American Government, and 1 additional social studies elective credit

Physical Education	3	1 semester of Introduction to Physical Education
Personal Finance	1	1 semester of Personal Finance (or Financial Literacy)
Additional Credits	16	16 semesters are required, which may include Electives and/or credits beyond the minimum requirements in English, Math, Social Studies, Science and Physical Education *Class of 2027 and Beyond: 45 graduation credits required. Personal Finance and Computer Science (or their equivalents) are required as 2 of the 16 elective credits. **Class of 2028 and Beyond: 46 graduation credits required. Personal Finance is a distinct requirement. Computer Science is required as 1 of 16 additional elective credits.
Total Credits	46	Class of 2028 & Beyond

- All 9th grade students are expected to take English 9, Biology, a math course, US History, and Introduction to Physical Education.
- All 10th grade students are expected to take English 10, Chemistry, World Civilizations, and a math course.
- All 11th grade students are expected to take English 11, Physics, American Government, and a math course.
- All 12th grade students are expected to take English 12 and any other courses needed to meet graduation requirements.
- It is **highly recommended** that students with 2-year or 4-year college aspirations take a fourth year of science and math.

In this Registration Guide, some courses will include “**Prerequisites.**” A “prerequisite” is defined as a course that a student must pass before enrolling in the next level of the course.

**NEW Graduation Requirements for Class of 2028 & Beyond:

- As determined by Papillion La Vista Community Schools School Board of Education, 46 graduation credits are required.
 - Personal Finance (or Financial Literacy) is a distinct requirement.

- Computer Science (or its equivalent) is required as 1 of 16 additional elective credits.

***NEW Graduation Requirements for Class of 2027 & Beyond: Personal Finance and Computer Science**

- As mandated by State of Nebraska Statute 79-3003 & recent NDE changes to course coding & Statute guidelines, the Class of 2027 & beyond will need Personal Finance and Computer Science (or their equivalents) to graduate.
 - Personal Finance and Computer Science (or their equivalents) will count as 2 of 16 elective courses.
 - Personal Finance will NOT slot as a social studies elective course.
 - Class of 2027 (and beyond) will need 6 semesters of core social studies courses.
 - The following PLCS courses will meet the Personal Finance requirement:
 - Personal Finance
 - Online Personal Finance
 - The following MCC course will meet the Personal Finance requirement:
 - MCC College Jumpstart – Financial Literacy
 - The following PLCS courses will meet the Computer Science requirement:
 - General Computer Science (NEW Course)
 - Digital Design
 - Informational Technology 1
 - Informational Technology 2
 - Project Lead the Way Computer Science Principles (will replace Essentials)
 - Media Studies 1
 - Media Studies 2
 - Media Production 1
 - Media Production 2
 - Graphic Arts 1
 - Graphic Arts 2
 - Exploring the Clinical Lab
 - STEM Introduction to Design, Engineering, and Architecture
 - STEM Civil Engineering and Architecture
 - STEM Engineering and Architecture Development

- STEM Capstone
- The following MCC courses will meet the Computer Science requirement:
 - MCC College Jump Start -- IT, Computer Programming
 - MCC Information Technology Internship
 - MCC 3-D Animation and Games
 - MCC Architecture Technology
 - MCC Civil Engineering Technology
 - MCC IT-Data Center Operations

ACADEMIC HONESTY

It is an educational objective of the school to develop each student's ability to formulate and express original thought on projects, papers, and assessments. In an educational era in which collaborative thinking and expanding technological tools such as artificial intelligence are embraced, it is important to educate students about boundaries of academic honesty and to develop ethical work habits. The expectation that students perform at the highest levels of academic honesty is a foundation upon which the academic integrity of the school's educational program rests. Academic dishonesty is therefore considered a violation of school rules.

To prepare students for a society in which collaborative problem solving and legitimate use of technology-based tools is expected, teachers may require students to prepare collaborative, group-based projects and research projects utilizing technological tools (including artificial intelligence). Teachers will clearly communicate to students the parameters of such assignments/assessments, including whether group academic work product submission or the use of artificial intelligence is permissible. Otherwise, academic work product is expected to be the student's independent and original work.

ATTENDANCE/ABSENCES

Attendance records make up a part of every student's permanent record. Frequent absences from classroom learning experiences disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost and is difficult to regain even during post-absence make-up sessions and/or homework.

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

Attendance Officer

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

Reporting Absence

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

Absences from School - Definitions:

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

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

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

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

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

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

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

Excessive Absence/Notifications

- The principal or designee shall contact the parents/guardians of any student who has missed 5, 9, and 15 days of school or the hourly equivalent and inform parents/guardians of the possible negative impact that further absences from school may have on the student’s academic success.
- At any point, the principal and/or designee may request one or more meetings with the parent/guardian for the purpose of addressing barriers to attendance. A Collaborative Plan will be developed to reduce barriers and improve attendance. If the parent/guardian refuses to participate in such meetings, the principal shall place documentation of such refusal in the child’s attendance record. The collaborative plan shall consider, but not be limited to:
 - 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 re-enrollment in Papillion La Vista Community Schools consistent with the procedures set forth above.

TARDINESS TO SCHOOL OR CLASS

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

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

No student may possess, handle, or transmit any weapon while on school grounds, in a school vehicle, or at any school activity or event off school grounds except as permitted by this policy. ***Definition of Weapon.*** The term "weapon" means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.

Parent(s)/guardian(s) of students found to possess a weapon or dangerous object on school property shall be notified of the incident. The student will be subject to disciplinary action, which may include suspension or expulsion and/or referral to law enforcement.

Firearms

No person may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy. Students, who have knowingly and intentionally possessed, used or transported a firearm to school, a school-sponsored activity, or event, shall be expelled for not less than twelve months. The Superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For the purpose of this portion of the policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Firearms under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display firearms or other dangerous objects for educational purposes. Such a display shall also be exempt from

this policy. It shall be the responsibility of the Superintendent to develop administrative regulations regarding this policy.

Fighting and Other Disturbances

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

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

Drug Use

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

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

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

Student Conduct:

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

Evaluation and Treatment:

Information regarding drug/alcohol evaluations, education, counseling, and treatment

programs are available to all students and parent(s)/guardian(s) through the school counselors and principals.

Curriculum:

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

Disciplinary Actions:

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

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

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

Notice Concerning Designation of Law Enforcement Units:

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

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

The District designates its building principals collectively as the District's "law enforcement unit." Each building principal is a law enforcement unit officer who is (1) authorized to refer possible violations of any local, state, or federal law to Papillion

Police Department, La Vista Police Department, Bellevue Police Department, Omaha Police Department, Nebraska State Patrol, and Sarpy County Sheriff's Department; and (2) charged with maintaining the physical security and safety of the District.

Drug Searches by Canine Units:

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

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

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

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

Responsibility of Student/Parent to Self-Report

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

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

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

Definitions:

Student:

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

Possession:

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

Distribution:

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

Use/Consumption:

Reasonable suspicion exists to believe that the student has taken drugs/alcohol. This

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

Alcohol:

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

Drug:

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

Look-alikes:

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

Drug Paraphernalia:

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

Purchase/Attempted Purchase:

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

Sale/Attempted Sale:

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

TOBACCO/NICOTINE USE & ELECTRONICSMOKING/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/harassment or Title IX)

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 also refer to Board Policy 5208 (“Title IX”), which supplements this policy.

Procedure 2102(A) Complaints Involving Discrimination or Harassment on the Basis of Protected Status

STATEMENT OF NON-DISCRIMINATION

The Papillion La Vista Community Schools does not discriminate on the basis of race, color, national origin, sex, disability, religion, age or other protected status as enumerated in Board Policy 1001, in its programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Dr. Trent Steele, Director of 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) 537-6204 (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 with the 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 email ocr.kansascity@ed.gov.

PURPOSE

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 unwelcome conduct that is based on an individual's protected status and that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the school district's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

- The degree to which the conduct affected the complainant's ability to access the school district's education program or activity;
- The type, frequency, and duration of the conduct;
- The parties' ages, roles within the school district's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct; and
- The location of the conduct and the context in which the conduct occurred.

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.
- c) All other District employees who receive a report of discrimination or harassment should immediately report the matter to a building administrator.
- d) 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 individual reporting the issue will be encouraged to place their report in writing on a District Complaint Form. A copy of the District Complaint Form can be found listed directly after Procedure 2102 .
- ii. Any individual who is implicated by the complaint will be provided notice of the complaint and the facts surrounding the allegation, along with a copy of this policy.
- iii. The assistant superintendent of human resources or their designee shall investigate the matter with reasonable promptness. The investigation shall include obtaining relevant information from the complainant and respondent, as well as anyone who witnessed the alleged discrimination or harassment. During the pendency of the investigation, the parties involved will be offered supportive measures as appropriate.
- iv. 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.

b) Complaint Against Student. If the respondent is a student, the administrator shall address the complaint according to the following procedures:

- i. The individual reporting the issue will be encouraged to place their report in writing on a District Complaint Form. A copy of the District Complaint Form can be found listed directly after Procedure 2102.
- ii. The administrator shall notify the Non-Discrimination Coordinator of the complaint.
- iii. Any individual who is implicated by the complaint will be provided notice of the complaint and the facts surrounding the allegation, along with a copy of this policy.
- iv. The administrator shall investigate the matter with reasonable promptness. 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.

- v. 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. During the pendency of the investigation, the parties involved will be offered supportive measures as appropriate.

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. This level of appeal will be final.

Procedure 2102(B) 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.
 - b. Encourage the complainant to complete a District Complaint Form. A copy of the District Complaint Form can be found listed directly after Procedure 2102.
 - c. Determine the action or solution which the complainant seeks.
 - d. Obtain all relevant details and information regarding the complaint.
 - e. Respond to the complainant and share their decision with the parties.

4. Appeals. If either the complainant or respondent is not satisfied with the administrator's decision, the following procedure shall be followed:
 - a. Level 1 Appeal
 - i. The complainant or respondent may appeal the decision in writing within 10 working days from receipt of the decision to the assistant superintendent of human resources or their designee. If the assistant superintendent of human resources was the original decision-maker, the appeal will be made to another designated District assistant superintendent or their designee.
 - ii. The assistant superintendent or their designee will investigate as they deem appropriate.

- iii. Upon completion of the investigation, the assistant superintendent or their designee will inform the complainant and respondent of their decision.
- b. Level 2 Appeal. If the complainant or respondent is unsatisfied after a Level 1 Appeal, they may file an appeal in writing with the Superintendent within ten (10) working days after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal within ten (10) working days after receiving the appeal. This level of appeal will be final.

Procedure 2102(C)—General Provisions Governing Procedures 2102(A) and 2102(B)

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, bullying or any other forms of harassment. The Superintendent shall develop and administer procedures for implementation of this policy and those prescribed steps to be taken for preventing and reporting incidents of bullying or harassment in school. School staff will implement programs and instruction designed to prevent all forms of bullying and harassment by and against students. This policy shall be reviewed by the Board annually.

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

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

General Statement:

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

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

Definition of Harassment:

Harassment is defined as behavior which is: severe, pervasive, or persistent; creates a hostile environment at school; is sufficiently serious that it interferes with or limits a student's ability to participate in or benefit from school services, activities, or opportunities; and is based on a student's race, color, national origin, sex, disability, or

religion. Bullying and harassment based on protected class is unique and may require additional investigation. The appropriate district staff member or coordinator will promptly investigate harassment complaints that violate the district's anti-discrimination policies pursuant to the district's complaint policies.

Definition of Bullying:

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

Reporting Procedures:

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

Disciplinary Actions:

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

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.

CELL PHONES AND PERSONAL ELECTRONIC DEVICES

Cell phones and personal electronic devices are prevalent throughout society, and are commonly furnished by parents/guardians to their students for purposes of communication and safety. However, it is an objective of the district to prevent such devices from causing disruption to the learning environment at school. The district encourages each parent/guardian to monitor their student's online activities and to partner with the school to encourage safe, constructive use of technology.

Each secondary school building has established rules in the building section of its student handbook regarding the use of cell phones and personal electronic devices, particularly under what circumstances, if any, such devices can be utilized by students during the school day. Please consult your building handbook for more information.

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

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.

STUDENT DRESS

Students have the right to be treated equitably. Dress code enforcement will not create disparities, reinforce or increase marginalization of any group.

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.

AUDIO AND VIDEO RECORDING

Students, staff, parents/guardians, and patrons should assume that any class or activity in the school may be recorded by the school district for legitimate educational purposes. There is no reasonable expectation of privacy within classrooms, common areas of the school building or on school grounds outside of the building. Recordings permitted pursuant to this policy may only be used for authorized purposes and may not be republished without additional, written consent from a school administrator. For purposes of this policy “recording” includes still photographs, video, audio, and other similar data captured in any medium.

Secret Recordings

No person is permitted to make surreptitious recordings on school grounds.

Recordings Made By Parents/Guardians and Patrons

Parents/guardians and patrons may make recordings of school activities in a non-disruptive manner including things like athletic contests to the extent permitted by law unless otherwise lawfully restricted by the administration. Parents/guardians or patrons may not make recordings if they are volunteering or visiting school during the school day without permission of the administration or supervising staff member and subject to this policy, such as recording their child’s classroom activities or recess. Parents may not record meetings with administrators or staff, including meetings related to a student’s IEP, IFSP or 504 plan. Violation of this policy will result in immediate termination of any meeting that is being recorded and may be grounds for exclusion from school property, loss of volunteer privileges, or other restrictions deemed appropriate by the administration.

Recordings Made By Staff

Staff members may make recordings of classroom instruction, student behavior or performance, and school activities without prior administrative approval only for legitimate educational purposes. Staff members may not make secret recordings while on duty, even if those recordings do not violate state or federal criminal or privacy laws.

Recordings Made by the District

The Papillion La Vista Community Schools Board of Education authorizes the use of video recording devices for monitoring interior and exterior public areas, as well as in district owned or contracted student transportation vehicles, for the purposes of ensuring the health, welfare and safety of staff, students and visitors, safeguarding district

facilities and equipment and maintaining student discipline and an appropriate educational and work environment. The devices shall not be placed or operational in locations in which individuals have a high expectation of privacy, such as restrooms and locker rooms.

Procedure 5706–District Video Recording

- A. **Placement.** Video recording devices are authorized to be placed in public areas in school facilities and on school grounds, as well as in district owned or contracted student transportation vehicles. The video recording devices shall not be placed in locations in which individuals have a high expectation of privacy, such as restrooms and locker rooms.
- B. **Notice.** Notice that video recording cameras are being utilized shall be given through appropriate mechanisms, such as by posting signs in the building entry and other locations and by including a notice in the student-parent and staff handbooks.
- C. **Use of Video Recordings.** Video records may be used as a basis for student or employee disciplinary action and for making reports to law enforcement.
- D. **Interference with the Video Recording System.** Students or staff who vandalize, damage, disable, render inoperable, or otherwise interfere with video recording equipment or recordings, or use the video recording system in a manner that is not consistent with the purposes set forth in this procedure, shall be subject to appropriate disciplinary action (up to and including expulsion for a student and termination for a staff member) and referral to appropriate law enforcement authorities.

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 DISCIPLINARY DUE PROCESS

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

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

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

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

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

Any disciplinary action taken by staff must be consistent with the requirements of other applicable laws, including but not limited to the IDEA, Section 504 and Title IX.

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 or in [Board of Education Procedure 5301A](#) (found at 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 C(1) of “Conditions and Procedures.” All students are expected to comply with established regulations and are subject to discipline, suspensions and expulsions according to [Board of Education Policy 5301](#) (found at www.plcschools.org).

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
 - a. The following behavior constitutes grounds for this type of exclusion:

- i. Conduct set forth in Section C1, below under Long-Term Suspension, Expulsion and Mandatory Reassignment.
 - ii. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, that occur on or off school grounds, if such conduct interferes with school purposes or there is a connection between such conduct and school.
- B. The following procedure is required for short-term suspension:
 - a. The principal must make an investigation.
 - b. The principal may suspend the student after the principal determines that it is necessary to help the student, to prevent interference with school purposes, or to further school purposes.
 - c. Prior to such suspension, the student must be given oral or written notice of the charges, an explanation of the evidence against the student, and an opportunity to present the student's version.
 - d. Within 24 hours of such additional time as is reasonably necessary following suspension, not to exceed an additional 48 hours, the principal must:
 - i. Send a written statement to the student, the student's parent(s)/guardian(s), describing the student's conduct or rule violations.
 - ii. Set forth the reasons for the action taken in the written statement.
 - iii. Make a reasonable effort to confer with parent(s)/guardian(s) before or at the time the student returns to school, and shall document such effort in writing.
 - iv. 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.
- C. Pre-Kindergarten through Second Grade Students
 - a. Notwithstanding any other provision of this policy, an elementary school shall not out-of-school suspend a student in pre-kindergarten through second grade unless the student brings a deadly weapon as defined in section 28-109 on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event. As an alternative to suspension, the school district may take any action authorized by law, including those provided in section 79-258.
- D. Long-Term Suspension, Expulsion and Mandatory Reassignment
 - a. 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, below:
 - i. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;

- ii. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
- iii. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
- iv. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
- v. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (see also [Board Policy 5302](#) on weapons and firearms);
- vi. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (note: the term “under the influence” for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);
- vii. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
- viii. Engaging in bullying as defined in section 79-2,137 and in these policies;
- ix. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
- x. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or

- xi. A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:
1. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
 2. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
 3. Violating school bus rules as set by the school district or district staff;
 4. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation or electronic cigarettes, vapor pens, etc.;
 5. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
 6. Possession of pornography;
 7. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
 8. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;

9. Bullying which shall include cyberbullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send email to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
 10. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
 11. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
 12. Using any object to simulate possession of a weapon;
 13. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and
 14. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.
 15. Violation of the school's surreptitious recording policy.
- E. 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:
 - i. 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.
 - ii. 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).
- F. The following procedure is required for long-term suspension, expulsion, and mandatory reassignment listed in Section C.
- a. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. 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 discipline.
 - b. Within 2 school days of the decision to long-term suspend, expel, or mandatorily reassign,, written notice must be sent by registered or certified mail by the principal to the student and the student's parent(s)/guardian(s) informing them of their rights. A copy will be forwarded to the Superintendent on the same date.
 - c. This notice shall include the following:
 - i. Rule allegedly violated and a summary of the evidence.
 - ii. Penalty, which the principal has recommended.
 - iii. A statement that, before long-term suspension, expulsion, or mandatory reassignment can be invoked, the student has a right to a hearing, upon request, and that if the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension pursuant to district guidelines which shall not require the student to attend the school district's alternative programs for expelled students in order to complete classwork.
 - iv. Notice of the student's rights to a hearing upon request.
 - v. The District's hearing and appeal procedures.
 - vi. A statement concerning the right to examine the student's academic and disciplinary records and any affidavits to be used at a hearing.
 - vii. A statement concerning the right to know the identity of witnesses who will appear at a hearing, and the substance of their testimony.

- viii. A form on which the student and the student's parent(s)/guardian(s) may request a hearing.
- G. 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.
- H. The following preliminary procedure must be followed if a hearing is requested within 5 school days of the receipt of notice:
- a. The Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's parent or guardian may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's parent or guardian must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.
 - b. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's parent or guardian of the time and place for the hearing.
 - c. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's parent or guardian, except with the consent of all the parties.
 - d. The principal or legal counsel for the school, the student, and the student's parent, guardian, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.

- e. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
- f. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

Formal Hearings:

- A. The following rules apply when a hearing is conducted:
 - a. 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.
 - b. Witnesses may be present only when giving information at the hearing.
 - c. Anyone may be excluded by the hearing examiner if they disrupt an orderly hearing.
 - d. 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.
 - e. 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.
 - f. The hearing examiner is not bound by rules of evidence or other courtroom procedure.
 - g. 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.
 - h. The testimony shall be under oath; the hearing examiner shall administer the oath.
 - i. The persons listed in (g), above, shall have the right to question any witness giving information at the hearing.
 - j. Any person giving testimony is given the same immunity from liability as a person testifying in a court case.
 - k. The proceeding shall be recorded at District expense.
 - l. 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
 - a. 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.

- b. 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.
- c. 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).
- d. Upon receipt of the written notice, the Superintendent's determination shall take effect.

C. The Record and the Appeal

- a. 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.
- b. 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.
- c. 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

- a. The following rules will apply when there is a hearing in front of the School Board:
 - i. It may be held either before the Board or a committee of the Board consisting of not less than three members.
 - ii. 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.
 - iii. 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.
 - iv. 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.
 - v. When the Board deliberates, it may reopen the hearing to receive additional evidence subject to the right of all parties to be present.
 - vi. The Board may alter the Superintendent's recommendations but may never impose more severe sanctions.
 - vii. 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).
 - viii. 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 either provide an alternative school, class or educational program for expelled students. Should the parent(s)/guardian(s) refuse to participate in the alternative education, the District has no further obligation.

Suspension and Expulsion of Students with Disabilities

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

Refer to procedure 6301

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

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

EMERGENCY EXCLUSION

A. Basis and Initial Issuance

1. A student may be subject to emergency exclusion for the following reason(s):
 - a. Dangerous communicable disease.
 - b. Creating a danger to self or others.
 - c. Conduct that is so extremely disruptive as to make removal necessary to preserve 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 A-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 Policy 5301. The written notice to the student and the student's parent(s)/guardian(s) shall include a description of the hearing procedures provided by law.

B. Extension of Exclusion

1. 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. The notice shall include notice of a recommended hearing examiner and an alternate hearing examiner for consideration by the parent(s) or guardian(s) if a hearing is requested.
 - b. The student's parent(s) or guardian(s) may submit a request for a hearing on the proposed extension of the exclusion within one school day of receiving the notice of the proposed extension.
 - c. If the parent(s) or guardian(s) do not request a hearing within one school day of receiving oral or written notice, the proposed extension of the exclusion shall automatically go into effect.
 - d. The parent(s) or guardian(s) shall notify the superintendent within one school day of receiving notice of the recommended extension and proposed hearing examiner and alternate hearing examiner if the alternate hearing examiner is preferred.
 - e. The hearing examiner shall promptly give written notice of the time, date and place of the hearing. The hearing will be held within ten school days after the initial date of exclusion; 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 and school officials.
 - f. If a hearing is requested, the principal may determine in their sole discretion that the student shall remain excluded from school until the hearing officer makes a recommendation to the superintendent.
 - g. Prior to the hearing, the student and their parent(s) or guardian(s) shall have the right to examine and have school officials explain the student's records and any affidavits that will be used by school officials at the hearing.
 - h. The hearing may be attended by the hearing examiner, the principal (or designee), the student, and the student's parents or guardian(s). The student may be represented at this hearing by a representative of the family's choice.
 - i. The student and their parent(s) or guardian(s) may ask any person with knowledge of the events leading up to the sanction or with general knowledge of the student's character to testify on behalf of the student. If school personnel or other students are requested to testify

- by the student's parent(s) or guardian(s), the hearing officer shall endeavor to help obtain the presence of such witnesses at the hearing.
- j. The student and their parent(s) or guardian(s) have the right to request in advance of the hearing the issues which the administration will propose in support of the extension, and the general nature of the testimony of any administrative or expert witnesses.
 - k. The student and witnesses may be excluded at the discretion of the hearing examiner in accordance with state statutes. The student may speak in their own defense and may be questioned on such testimony but may choose not to testify. The school district shall make available to testify at the hearing any employee who is a witness to the matter upon request from the parent(s) or guardian(s).
 - l. The principal or their designee shall present evidence supporting the recommended extension of the exclusion. Witnesses will give testimony under oath of affirmation and may be questioned.
 - m. The hearing examiner shall prepare a report of their findings and recommendations and forward the report to the superintendent.
 - n. The superintendent will review the hearing examiner's report and determine whether to extend the exclusion. They shall have the decision delivered or sent by registered or certified mail to the student, student's parent(s), or guardian(s). If the superintendent decides to extend the exclusion, the extension will take effect immediately.

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.

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.

DATING VIOLENCE

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle or at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district's student discipline policies.

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law.

A copy of this policy shall be included in the student handbook.

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

Nondiscrimination. The school district does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates including in admission and employment. Inquiries about Title IX may be referred to the school district's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The school district's Title IX Coordinator may be contacted at Title IX Coordinator, Dr. Trent Steele, Director of Secondary Human Resources and Student Services, 420 South Washington Street, Papillion, NE 68046 (402) 537-6214. The school district's nondiscrimination policy and grievance procedures are included this policy, or can be accessed at: <https://www.plcschools.org/> To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please contact the Title IX Coordinator.

Publication Notice. The school district will include the following notice on its website and in each handbook, catalog, announcement, bulletin, application form, and other places as required by law:

The school district prohibits sex discrimination in any education program or activity that it operates and individuals may report concerns or questions to the Title IX Coordinator. The school district's Title IX policy, notice, and other information may be accessed at the following link: <https://www.plcschools.org/>

Retaliation Prohibited. Retaliation, including peer retaliation, is prohibited in the school district's education program or activity. If the school district has information about conduct that reasonably may constitute retaliation under Title IX, it may be required to treat it as an allegation of sex discrimination. Upon receiving a complaint alleging retaliation, the school district will initiate its grievance procedures or informal resolution process.

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

Complainant means an employee, a student, or a parent, guardian, or other individual with the legal right to act on behalf of a complainant who is alleged to have been subjected to conduct that could constitute sex discrimination, including sex-based harassment; or any other person who may have been subjected to sex discrimination when that person was participating or attempting to participate in the school district's education program or activity.

Complaint means an oral or written request to the school district that objectively can be understood as a request for the school district to investigate and make a determination about alleged sex discrimination under Title IX.

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. School 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.

Respondent means a person who is alleged to have violated the school district's prohibition on sex discrimination. When a sex discrimination complaint alleges that the school district's policy or practice discriminates on the basis of sex, the school district is not considered a respondent.

Sex-based harassment prohibited by this part is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex that is:

Quid pro quo harassment. An employee, agent, or other person authorized by the school district to provide an aid, benefit, or service under the school district's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;

Hostile environment harassment. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the school district's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

- The degree to which the conduct affected the complainant's ability to access the school district's education program or activity;
- The type, frequency, and duration of the conduct;
- The parties' ages, roles within the school district's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
- The location of the conduct and the context in which the conduct occurred; and
- Other sex-based harassment in the school district's education program or activity.

Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;

Sex Offenses, Forcible—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

- **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Sex Offenses, Non-forcible—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

- **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
- **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent

Dating violence meaning violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length and type of relationship and the frequency of interaction between the persons involved in the relationship;

Domestic violence meaning felony or misdemeanor crimes committed by a person who:

- Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the school district, or a person similarly situated to a spouse of the victim;
- Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
- Shares a child in common with the victim; or
- Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction

Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others or suffer substantial emotional distress.

Response to Sex-based Harassment.

All Employees. All school district employees must notify the Title IX Coordinator when the employee has information about conduct that reasonably may constitute sex discrimination, including sex-based harassment under Title IX.

Title IX Coordinator. The school district will designate and authorize at least one employee as the school district’s “Title IX Coordinator,” to coordinate the school district’s efforts to comply with its responsibilities under Title IX and this policy. The superintendent or Title IX Coordinator is authorized to delegate specific duties to one or more designees.

For conduct that could constitute sex-based harassment, the Title IX Coordinator must take the following actions:

- Offer and coordinate supportive measures for the complainant and for the respondent;
- Notify the complainant or the individual who reported the conduct of the grievance procedures and, if appropriate, the informal resolution process.
- Take other appropriate steps to avoid the recurrence of sex discrimination and restore or maintain equal access to the school district's programs and activities.

Supportive Measures. The school district will provide supportive measures, as appropriate, in cases involving sex-based harassment. These measures may include but are not limited to: counseling; extending deadlines; increased supervision; no-contact directives; leaves of absence; changes in class, work, or activities, regardless of whether there is a comparable alternative; and training and education programs related to sex-based harassment. Supportive measures may be continued, modified, or discontinued at the conclusion of any grievance process. Supportive measures will not be disclosed to anyone other than the person to whom they apply and others, including school officials, who need to know the supportive measures to implement them.

Requests to Modify Supportive Measures. A complainant or respondent may request modification or reversal of the school district's decision to provide, deny, change, or terminate supportive measures applicable to them. Requests must be made to the Title IX Coordinator in writing, and an impartial individual will review the request.

Students with Disabilities. If the complainant or respondent is a student with a disability, the Title IX Coordinator will consult with one or more members of the student's IEP or Section 504 team to determine compliance with those laws while implementing supportive measures and all other requirements of this policy and Title IX.

Emergency Removal. The school district is authorized to remove a respondent from the school district's education program or activity on an emergency basis, provided that the school district undertakes an individualized safety and risk analysis; determines that an imminent and serious threat to the health or safety of a complainant or other persons arising from the allegations of sex discrimination justifies removal; and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.

Administrative Leave. The school district is authorized to place an employee respondent on administrative leave from employment responsibilities during the pendency of the school district's grievance procedures.

Informal Resolution. The school district may offer an informal resolution process unless the complaint includes allegations that an employee engaged in sex-based

harassment of a student or informal resolution would be contrary to law. Prior to initiating informal resolution, the parties will be provided with notice of the allegations. Participation in informal resolution is voluntary, and any informal resolution will include consent from the complainant and respondent, the ability to withdraw from the process, and the right to resume the grievance process. If an agreement is reached, it precludes the parties from initiating or resuming the grievance process.

The informal resolution facilitator will not be the same person as the investigator or the decisionmaker in the school district's grievance procedures. Potential terms that may be included in an informal resolution agreement include but are not limited to restrictions on contact, restrictions on participation in programs or activities, and disciplinary sanctions.

If informal resolution is offered, the school district will maintain all evidence gathered, communications about the informal resolution process, and the agreement reached. This information will be disclosed to outside individuals only as permitted by law and if required to implement the requirements of the agreement or Title IX. If no agreement is reached, only relevant and permissible evidence received during the informal resolution process will be considered during the grievance process.

Grievance Procedures to Resolve Complaints of Sex Discrimination. Any person designated as Title IX Coordinator, investigator, or decision maker will not have a conflict of interest or bias for or against any party, generally or specifically. The decisionmaker may be the same person as the Title IX Coordinator or investigator.

Complaint. Complaints of sex-based harassment may only be made by a complainant; a parent, guardian, or other individual with the legal right to act on behalf of a complainant; or the Title IX Coordinator. Complaints of sex discrimination (excluding complaints of sex-based harassment) may be made by any person who was participating or attempting to participate in the school district's education program or activity at the time of the alleged sex discrimination.

Complaint by Coordinator. In the absence of a complaint made by any other individual, the Title IX Coordinator will determine whether to initiate a complaint of sex discrimination. The Title IX Coordinator must consider, at a minimum, the following factors:

- The complainant's request not to proceed with the initiation of a complaint;
- The complainant's reasonable safety concerns regarding the initiation of a complaint;
- The risk that additional acts of sex discrimination would occur if a complaint is not initiated;
- The severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a respondent from

campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;

- The age and relationship of the parties, including whether the respondent is an employee of the school district;
- The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;
- The availability of evidence to assist a decisionmaker in determining whether sex discrimination occurred; and
- Whether the school district could end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedures.

If the Title IX Coordinator initiates a complaint, they will notify the complainant prior to doing so and address reasonable concerns about the complainant's safety or the safety of others, including by providing supportive measures.

Consolidation of Complaints. The school district may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one complainant or more than one respondent is involved, references in this section to a party, complainant, or respondent include the plural, as applicable.

Complaint Investigation. Complaints alleging violations of this policy will be investigated using the procedures outlined in Board Policy 2102. Any appeals will follow the appeal process outlined in Board Policy 2102.

Relevant and Permissible Evidence. When investigating complaints made under this policy using the processes outlined in Board Policy 2102, the school district will consider relevant and permissible evidence. Relevant evidence is evidence related to the allegations of sex discrimination under investigation as part of the grievance procedure. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred.

Generally relevant evidence is permissible, but does not include:

- Evidence that is protected under a privilege as recognized by Federal or State law;
- A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional in connection with the provision of treatment to the party or witness unless the school district obtains that party's or witness's voluntary, written consent for use in this grievance procedures; and

- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless that evidence is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude a determination that sex-based harassment occurred.

Dismissal of a Complaint. A complaint of sex discrimination may be dismissed for any of the following reasons:

- The school district is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in the school district's education program or activity and is not employed by the school district;
- The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the school district determines that without the complainant's withdrawn allegations, the remaining alleged conduct would not constitute sex discrimination even if proven;
- The school district determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint under this paragraph, the school district must make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, the school district will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district must also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.

The school district will notify the complainant that a dismissal may be appealed and provide the complainant with an opportunity to appeal the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district must also notify the respondent that the dismissal may be appealed on the bases set out in this policy. Upon the dismissal of a complaint, at a minimum, the school district will:

- Offer supportive measures to the complainant, and offer supportive measures to the respondent if the respondent has been notified of the complaint;
- Require its Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity.

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

Recordkeeping. The school district will maintain the following documents for a period of at least seven years:

- For each complaint of sex discrimination, records documenting the informal resolution process or grievance procedures and the outcome.
- Records documenting the actions the school district took to meet its obligations under Title IX for any allegation of sex discrimination.
- All materials used to provide training as required by this policy. The school district will make these training materials available upon request for inspection by members of the public.

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.

PREGNANT AND PARENTING STUDENTS

The District will not discriminate in its education program or activity against any student based on the student's current, potential, or past pregnancy. Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs. Please see Board Policy 5608 for additional information.

WITHDRAWAL FROM SCHOOL

To withdraw a student, the school district requires a formal student records request from the student's new school district. If a formal request for student records is not received and the child is absent from school, law enforcement or the Department of Health and Human Services will be contacted per state law.

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/our-district/board-of-education/board-policies/policy-detail-page/~board/3000-business-and-non-instructional-operations/post/3307-student-fees>

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.

RESIDENCY, OPTION ENROLLMENT & IN-DISTRICT TRANSFER

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

The Papillion La Vista Community Schools shall participate in the Option Enrollment Program to establish residency for tuition-free attendance. The Superintendent will develop administrative procedures to be followed for all Enrollment Option and In-District Transfer applications received by the District. Please see [Board Policy 5004](#) for information regarding In-District Transfers and Option Enrollment. Applications for the option enrollment and the In-District Transfer Program are available at the District's administration office and on the District website.

LATE START

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

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

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