



# **Elementary Student Handbook 2024-25**

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## **Notice of 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 who 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.

## **Board of Education Policies & Handbooks**

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

## **Questions?**

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

# Academics & Curriculum

## 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. Students and parents/guardians are advised of the following:

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, the academic work product is expected to be the student's independent and original work.

## Assessments & Reporting

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

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

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

## Curriculum

The district provides a comprehensive educational program, and our program is continually monitored and regularly revised. PLCS curriculum is aligned and developed based on the Nebraska State Standards. Major revisions are conducted approximately every seven years with the release of new standards. For detailed information about curriculum, please check the district website at [www.plcschools.org](http://www.plcschools.org).

Art: Our goal is to develop an appreciation for beauty and to reinforce artistic skills in various areas.

Objectives and activities which introduce art into other curriculum areas are developed at each grade level through art education. Art provides growth of visual awareness, increased imaginative ability and critical thinking skills.

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

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

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

High Ability Learner Program (HAL): The HAL Program is committed to developing the unique strengths of gifted and talented students. Students are encouraged to attain the highest level of achievement possible in their unique talent area and to enhance their social responsibility and adjustment. Primary emphasis has been in regular class/program enhancement by helping teachers to recognize and accommodate individual strengths.

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

Language Arts/Reading: Students are involved daily in the reading workshop with large and small group lessons and individual reading opportunities using a variety of materials. Phonemic awareness, phonics, word study, fluency and comprehension are all a focus during reading instruction.

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

Library: School libraries are available in each building, providing a well-balanced selection of print and digital materials. School librarians provide materials, services, and programs to provide opportunities for the student to reinforce, extend, and test learning initiated in the classrooms.

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

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

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

Social Studies: The social studies program provides a basis for students to become informed, knowledgeable, and responsible citizens in a changing world. Throughout the elementary program students will develop an

appreciation of social heritage, a perspective for evaluating world issues and an understanding of the democratic process. Economics, geography, history, and civics are integrated in the studies at each grade level.

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

### **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.

### **Student Supports**

Papillion La Vista Community Schools provides multi-tiered supports for students in addition to general classroom instruction. Such supports may include the following:

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

# Code of Conduct

## **Attendance/Absences**

Attendance records are included in students' permanent records. 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.

The principal or designee shall notify the parent/guardian of any student who has missed 5, 9, and 15 days of school or the hourly equivalent to inform parents of the possible negative impact that further absences from school may have on the student's academic success.

At any point, the principal and/or 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.

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.

See [Board Policy 5101 \(Attendance\)](#) for additional information regarding attendance practices.

## **Attendance - Reporting & Safety**

Parents/guardians should contact the school prior to 8:30 A.M. each day their child is absent. If no call/contact is received, the school will contact the parent/guardian and the student's emergency contacts. For the safety of your child, law enforcement may be contacted to complete a well check. Principals may request verification from medical providers when absences are due to medical issues/conditions.

## **Attendance - 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.

## **Bullying & Harassment**

It is the policy of this District to provide a learning environment free from discriminatory insult, intimidation, sexual harassment, bullying or any other forms of harassment. 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.

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.

Harassment is defined as any intentionally harmful, demeaning, or disparaging acts, words, symbolic representations, or behaviors used by a student or students against others that is disruptive of the educational process. This includes, but is not limited to, bullying, verbal, physical, visual, or graphic actions such as name-calling, taunting, mocking, slandering, humiliating, defaming, teasing, pestering, and making derogatory remarks, demeaning jokes, disparaging drawings or notes. Harassment is defined as behavior which is severe,



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

Additional information can be found in [Board Policy 5203 \(Bullying and Harassment\)](#) and [Board Policy 5208 \(Title IX\)](#).

### **Student Conduct**

It is the expectation of 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.

Additional procedures regarding the student code of conduct is located in [Board Policy 5301 \(Student Conduct, Vandalism and Disruption\)](#).

### **Nuisance Items**

Students may not bring personal items to school unless the item serves a school purpose as identified by the classroom teacher or school administrator. Personal items may not cause distraction or disruption to the school environment or school purposes. The school will not accept responsibility for lost, broken or stolen personal items. Teachers and/or principals may prohibit or seize any personal item on school property. A parent/guardian may be required to pick up items seized, and disciplinary action may be taken as a result.

### **Nuisance Items - Electronic Devices**

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

Electronic devices should be kept at home unless a parent/guardian determines the device is essential for their child's safety. Upon entering the school campus, all electronic devices must be turned off and secured in backpacks throughout the entire school day. Electronic devices include but are not limited to cell phones, smart watches, smart devices, e-readers, portable audio players, earbuds, etc. Failure to do so will result in treating the electronic device as a nuisance item. The school is not responsible for lost, broken or stolen electronic devices. A parent/guardian may be required to pick up items seized, and disciplinary action may be taken as a result.

### **Prohibited Drug Use In Schools**

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. See [Board Policy 5205 \(Prohibited Drug Use in Schools\)](#) for additional information.

### **Student Clothing/Dress**

Children should dress appropriately for school and weather conditions. Students will typically go outside for recess except when wind chills are below 10 degrees, when lightning is in the area, or when it is raining. Clothing that disrupts the learning environment is not permitted. Some, but not all, examples may include drug/tobacco/alcohol advertisements, offensive/profane language, derogatory remarks, offensive messages about others/groups, gang messages, etc. Costumes are not permitted without prior approval from the building administrator. Clothing such as tank tops, shorts, leggings, compression shorts, etc., may be prohibited if they do not appropriately cover the student. Building principals determine what is inappropriate or disruptive. Students wearing such items will be required to change. Families are encouraged to label coats, hats, boots, gloves, etc.

**Student Technology Use**

Technology, including the use of the campus computer system, network and other district technology, is intended to enhance the learning experience and to 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. Unauthorized or inappropriate use of technology, including cyberbullying, will not be tolerated. Consequences for engaging in technology misconduct may include, but are not limited to, the loss of computer privileges, confiscation of electronic devices, detention, suspension, or expulsion from school. Law enforcement may also be contacted.

For additional procedures, see [Policy 5207 \(Student Technology Use\)](#).

**Tobacco/Nicotine Use & Electronic Smoking/Vaping Devices**

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

Additional information regarding District procedures can be found in [Board Policy 5205 \(Prohibited Drug Use in the Schools\)](#).

**Weapons**

The use or intended use of a weapon or any article capable of causing injury when used in an aggressive or belligerent manner is prohibited. Violation of this policy will result in suspension and/or expulsion and will be referred to the proper law authorities. See [Board Policy 5302 \(Weapons\)](#) for administrative procedures.

# Enrollment

## Enrollment Requirements

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

- Certified copy of the child's birth certificate
- Proof of address/residency
- Proof of immunizations meeting the State of Nebraska requirements
- Proof of physical exam and vision evaluation within 6 months prior to entry are also required for students entering school at beginning grades (usually Kindergarten), at 7th grade, and for students coming from another state/country.

School officials may also require information regarding previous academic information (transcripts, etc.) to determine proper placement.

See [Board Policy 5001 \(Admission and Enrollment\)](#) for additional enrollment procedures.

## Enrollment - Kindergarten Entry

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

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

## Enrollment Discontinuation - Kindergarten

A student who is enrolled in school and has not reached 6 years of age by January 1 of the current school year may be withdrawn early from school voluntarily by the parent. An application for such a withdrawal must be submitted to the Superintendent on an established form. See [Board Policy 5102 \(Attendance - Discontinuation of Enrollment\)](#) for further information.

## Enrollment - Residency

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 or residency, please contact Student Services at (402) 537-6214 or visit the website at [www.plcschools.org](http://www.plcschools.org). If your child's residence changes at any point, the parent/guardian must immediately notify their child's school of the change in address.

## Enrollment - Option Enrollment

The Papillion La Vista Community Schools participates in Nebraska's Option Enrollment Program to establish residency for tuition-free attendance. Acceptance or rejection of option enrollment applications are based upon capacity limits and other enrollment standards detailed in [Board Policy 5004 \(Option Enrollment and In-District Transfer Program\)](#). Option enrollment applications are available on the District website and are due by March 15<sup>th</sup> of the preceding school year.

## Enrollment - In-District Transfer

In-District Transfer applies to residents of the District who wish to attend a school outside of their designated attendance zone. Transportation is not provided. Class size, staffing, grade-level capacity, building capacity, and enrollment management strategies are all considered when approving or denying In-District Transfer

applications. In-district transfer applications are available on the District website and are due by February 1st of the preceding school year.

### **Student Fees**

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 extracurricular except as expressly permitted in [Board Policy 3307 \(Student Fees\)](#). 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. Some fees 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. See [Board Policy 3307 \(Student Fees\)](#) for procedures related to student fees.

### **Student Records & Directory Information**

Procedures regarding compiling, maintaining, releasing, and accessing student records and directory information are located in [Board Policy 5501 \(Student Records\)](#) and [Board Policy 1201 \(Directory Information\)](#) and [Board Policy 1202 \(Records Retention\)](#). The procedures shall follow the Family Educational Rights and Privacy Act (FERPA), the Protection of Pupil Rights Amendment (PPRA), and Nebraska Law and Regulations.

### **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.

# Health

## Communicable Diseases

The school district follows guidelines set for by the Nebraska Department of Health and Human Services and the Sarpy County Health Department. Call your student's health office if you have any questions.

- Chicken Pox: Exclude until all lesions are crusted/dry and the student is without fever.
- Colds: May return if no fever
- Conjunctivitis (Pink Eye): Exclude symptomatic cases. Urge medical care. May return when the eye is normal in appearance or with documentation from the physician that child is no longer infectious.
- COVID-19: Guidance from the Sarpy County Health Department will be followed.
- Hand Foot, and Mouth: Exclude cases during acute phase and until fever-free for 24 hours without the use of fever-reducing medication.
- Fifths Disease: Exclude until fever and malaise are gone. May return when no longer contagious (once the rash appears).
- Impetigo: Exclude until lesions are treated, acute symptoms resolved, or with written physician approval.
- Influenza: Exclude for duration of illness and fever free (without the use of fever reducing medication).
- 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).
- Pertussis (whooping cough): Exclude until written physician approval. Exclude inadequately immunized close contacts. Report any possible pertussis illness to the school as soon as a case is suspected.
- Ringworm: If affected areas cannot be covered with clothing/dressing during school, the student will be excluded until treatment starts.
- Strep infections: Exclude until fever free (without the use of fever reducing medication) and under treatment for 24 hours.
- Staph infections (MRSA): Students with confirmed staph infections must keep the lesions covered at school. Proper hygiene, hand washing and avoidance of sharing personal items is necessary.

## Concussions

Please notify your school health office if your student has a concussion. The student may return with information from a licensed medical provider. The information provided should include any recommended limitations or accommodations. The school's Concussion Management Team will consider this information to develop Return to Learn protocol, which may include informal or formal accommodations, modifications of curriculum, and/or monitoring by health or academic staff. Please refer to [Board Policy 6207 \(Concussions\)](#) or contact your school's nurse if you have questions.

## Health Screenings

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 qualified healthcare examiner, stating the child has undergone a physical inspection assessing the required areas within the past 6 months.

## Health Services & Student Illness

The health services program includes registered nurses and trained health paraprofessionals who are supervised by registered nurses. Each school building has designated personnel 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 parent/guardian or persons designated as emergency contacts. Serious or life-threatening injuries/illnesses will be sent by rescue squad to the hospital and a parent/guardian or emergency contact 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 \(School Health and Welfare\)](#).

### **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 medical provider. 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.

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 visit [www.plcschools.org/healthservices](http://www.plcschools.org/healthservices).

### **Student Allergies**

Due to the increasing number of students with allergies to certain foods, animals, or other materials, homemade foods or family pets must not be brought into schools. Principals have the authority to restrict foods or pets from school campus.

### **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 or acetaminophen). If your student has an unexplainable rash or pink eye, keep your student at home. Please 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.

# Rights & Responsibilities

## **District Complaint Procedure**

*(including complaints of discrimination or harassment)*

The District's 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 in [Board Policy 2102 \(Complaint Procedure\)](#). 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.

## **Title I Information – Parent Notice**

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

## **Title IX**

*(including sexual discrimination/sexual harassment complaint process)*

It is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. See [Board Policy 5208 \(Title IX\)](#) for additional information and [Policy 2102 \(Complaint Procedure\)](#) for detailed reporting procedures.

# Safety & Security

## **Bicycle Rules**

Bicycles must be always maintained in a safe operating condition. Students must walk their bicycles through crosswalks and must walk bicycles to bike racks when they reach the school grounds. Bicycles must be parked in a uniform manner using the bicycle racks provided. If the bicycle racks are full, stand the bicycles upright in a line. Bicycles may not be ridden on school grounds from 8:00 a.m. to 5:00 p.m. on school days. Students should ride their bicycles in single file on the right side of the street. Motorized bikes and scooters are prohibited on school grounds. Violation of the above rules may result in the child not being permitted to ride a bicycle to school.

## **Bus & Transportation Safety**

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

## **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.

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 for their child are encouraged to contact the principal at their child's school building.

## **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.

## **Emergency Exclusion**



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.

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 it is appropriate to consider an extension to the exclusion beyond five days, such consideration shall be made according to the procedures set forth in [Board Policy 5202 \(Emergency Exclusion\)](#).

### **Safety Plans & Emergency Communication**

Each building has plans and procedures for responding to emergency incidents such as severe weather, fire, building evacuation, intruders, school bus safety, etc. Each building reviews its safety plans annually. Plans are also reviewed annually by the school district and area law enforcement.

In the event of a safety incident at school, an automated communication system (phone call, text, email, app notifier, social media, etc.) will be used to communicate information to parents/guardians. Please contact the building secretary if your contact information changes.

### **Search and Seizure**

The School District exercises exclusive control over all school property including vehicles, buildings, and grounds. This includes student lockers, desks, and other property owned by the school, as well as any items placed on school property by students. School property is subject to search by school officials at any time. The school retains the right to search lockers, 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. A parent/guardian 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.

# School Operations

## 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 [Board Policy 5605 \(Animals at School\)](#) or as otherwise required by law.

## Before/After School Care - Kids Club

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

## Parents/Guardians Picking Up Before Dismissal

Parents/guardians must come to the school office to sign their child out of school if the child is to be released before dismissal or for appointments (doctor, dentist, etc.).

## School Celebrations, Food/Treats & Invitations

Schools may have up to three classroom parties. Assistance with these celebrations varies at each building (parent volunteers, PTO, etc.). Restrictions/limits regarding food may be in place at the principal's discretion. No homemade food is allowed.

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

## School Closing or Late Start

The School District will use our automated calling system to notify all parents of school cancellations/changes. This information will also be posted on social media (Facebook, Twitter, and the District website) and shared with local media (television/radio).

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.

## School Hours

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

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

## School Meals Program

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

School District app or on our District Website at [www.plcschools.org](http://www.plcschools.org).

School breakfast is available at some elementary schools. Breakfast is planned to meet one fourth of the Recommended Dietary Allowances for key nutrients and includes grains, protein, juice, fruit, and milk. Our grab and go style breakfasts are planned for your convenience and offered just before school, starting at approximately 7:45 a.m. Breakfast menus are located on the District app and website.

Each student has a meal account which is accessed at the cashier station. Parents may deposit money for school meals directly into their student's account via our online system. For detailed instructions on enrolling in the online system, visit the District website in the Parents, School Meals, Online Meal Accounts section or go directly to the student meals family portal at [linqconnect.com](http://linqconnect.com). Cash or checks are also taken for deposit into the meal account in the morning before school starts or at the cashier station while purchasing lunch. Parents can check account balances at any time on the district app or by checking online at [linqconnect.com](http://linqconnect.com).

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

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

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

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

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

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

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

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

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

(1) Mail:

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

(2) Fax: (202) 690-7442; or

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

This institution is an equal opportunity provider.

**Student Surveys**

The Protection of Pupil Rights Amendment (PPRA) affords parental rights regarding the District's use of surveys, collection and use of information for marketing purposes, and certain physical exams. [Board Policy 5501 \(Student Records\)](#) provides related information and District procedures.

**Use Of School Facilities By Outside Organizations**

Board of Education policy provides for use of District facilities with some limitations, restrictions, and possible fees. All organizations wishing to use school facilities shall be asked to sign a Building Use Contract. The principal shall authorize use of the facility according to District policy and administrative procedures. Please refer to [Board Policy 1501 \(Use of School Facilities by Outside Organizations\)](#) for more information.

**Visitors at School**

For the safety of students and staff, all visitors must report to the office and must wear a designated name tag while visiting school. Parents/guardians are welcome to make arrangements with the school principal in advance to visit school. If approved, a visit should be limited to one instructional period or determined at the principal's discretion. A visit may be restricted by the building principal if it may create a risk or disruption to the educational environment. The building principal has the right to limit and/or restrict visitations during certain periods or activities.

Students are not allowed to bring visitors to school. 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 that building.