



Student Handbook

2026-27



IMPORTANT LEGAL NOTICES

INTENT OF HANDBOOK

This handbook is intended to be used by students, parents, and staff as a guide to the rules, procedures, and general information about the Papillion La Vista Community Schools district. Students and their parents must become familiar with the handbook, and parents should use it as a resource and assist their children in following the rules contained in it. The use of the word “parents” refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents, legal guardians, and adults acting in loco parentis.

Although the information in this handbook is detailed and specific on many topics, it is not intended to be all-encompassing or to cover every situation and circumstance that may arise during a school day or school year. This handbook does not create a “contract” with parents, students, or staff, and the administration may make decisions and rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based on applicable school district policies, and state and federal statutes and regulations.

NON-DISCRIMINATION

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

Students: Director of Student Services, 420 South Washington Street, Papillion, NE 68046 (402) 537-6200 (studentservices@plcschools.org).

Employees and Others: Assistant Superintendent of Human Resources, 420 South Washington Street, Papillion, NE 68046 (402) 537-6206 (AskHR@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 ocr.kansascity@ed.gov.

BOARD OF EDUCATION POLICIES AND 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

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.

Table of Contents

IMPORTANT LEGAL NOTICES	1
INTENT OF HANDBOOK	1
BOARD OF EDUCATION POLICIES AND HANDBOOKS	1
A TRADITION OF EXCELLENCE	6
PAPILLION LA VISTA SCHOOL SONG AND COLORS	6
PAPILLION LA VISTA COMMUNITY SCHOOLS PURPOSE AND BELIEF STATEMENTS	6
PAPILLION LA VISTA SOUTH MISSION STATEMENT	6
PAPILLION LA VISTA SOUTH BELIEF STATEMENTS	6
BELL SCHEDULES	7
ACADEMIC AFFAIRS	8
TITAN ACADEMIC INTERVENTION PLAN	8
COURSE REGISTRATION	9
SCHOOL ENROLLMENT REQUIREMENTS	9
COURSE REGISTRATION REQUIREMENTS	9
CHOOSING A COURSE	9
COURSE RETAKES	9
GRADING—PHILOSOPHY, SCALE AND WEIGHING	10
GRADING	10
GRADING SCALE	10
ONLINE GRADING	10
GRADE WEIGHTING AND GRADUATION	10
GRADUATION INFORMATION	11
GRADUATION REQUIREMENTS GENERAL	12
PLCS GRADUATION RECOGNITION: LAUDE MODEL SYSTEM	12
PLCS GRADUATION REQUIREMENTS:	13
GRADUATION REQUIREMENTS GENERAL	14
GRADUATION WALK ELIGIBILITY & PARTICIPATION	14
NCAA ELIGIBILITY STANDARDS	14
GUIDANCE SERVICES	14
HOW TO SEE YOUR COUNSELOR	14
COUNSELORS	15
COUNSELING SERVICES	15
CAREER CENTER	15
E-TRANSCRIPT	15
FINANCIAL AID	15
WITHDRAWAL FROM SCHOOL	15
HONORS AND RECOGNITIONS	15
HONOR ROLL	15
NATIONAL HONOR SOCIETY	16
MAINTAINING MEMBERSHIP	16
SCHOLARSHIPS & LETTERS OF REFERENCE	16
ACADEMIC LETTER	16
SCHEDULING PROCEDURES	17
COURSE REGISTRATION AND SCHEDULING	17
SCHEDULE CHANGE PROCEDURE	17

STUDENT RECORDS AND DIRECTORY INFORMATION	18
CHILDREN’S ONLINE PRIVACY AND PROTECTION ACT	18
SCHOOL CITIZENSHIP – ATTENDANCE AND BEHAVIOR	18
ATTENDANCE/ABSENCES	18
TARDINESS TO SCHOOL OR CLASS	19
ABSENCE PROCEDURES AND CONSEQUENCES	20
PRE-ARRANGED ABSENCES	21
END OF SEMESTER CLEARANCE	22
EXCUSE FROM PHYSICAL EDUCATION	22
GOOD STANDING POLICY FOR SCHOOL DANCES	22
LATE START/EARLY RELEASE	22
GENERAL GUIDELINES	22
ELIGIBILITY REQUIREMENTS	22
SCHEDULE ADJUSTMENTS & LOSS OF PRIVILEGE	22
REGAINING PRIVILEGE ELIGIBILITY	22
WITHDRAWAL FROM MANDATORY ATTENDANCE	23
PROHIBITION ON DISCONTINUING ENROLLMENT – ABUSE OR NEGLECT INVESTIGATION	23
BEHAVIORAL RULES	23
THE TITAN WAY	23
ACADEMIC INTEGRITY & DISHONESTY	23
I. DEFINITIONS	23
II. EVOLVING TOOLS & ARTIFICIAL INTELLIGENCE (AI) POLICY	24
III. INVESTIGATIVE PROTOCOL & REASONABLE SUSPICION	24
IV. RESPONSES TO ACADEMIC DISHONESTY	24
V. RESPONSIBILITIES OF THE STUDENT	24
BATHROOMS	25
SCHOOL THREATS	25
BULLYING AND HARASSMENT	25
CYBER-BULLYING	26
CAFETERIA BEHAVIOR	26
CELL PHONES AND PERSONAL ELECTRONIC DEVICES	26
CLASSROOM EXPECTATIONS AND PROCEDURES	26
CLOSED CAMPUS	26
DISPLAY OF AFFECTION	26
DISRUPTIVE ACTIONS	26
STUDENT DRESS AND PERSONAL APPEARANCE	27
FALSE FIRE ALARM	28
FORGERY	28
GAMBLING	28
HAZING	28
INDECENT EXPOSURE/PUBLIC INDECENCY	28
INSUBORDINATION	28
PARKING/STUDENT AUTOMOBILES	28
PEP RALLIES	28
PROFANITY	28
REPEATED VIOLATIONS	29
SCHOOL DANCES	29
SCHOOL PROPERTY	29

SELF-DEFENSE	29
STUDENT CONDUCT	30
THREATS – INTIMIDATIONS	32
TOBACCO/NICOTINE USE AND ELECTRONIC SMOKING/VAPORIZING DEVICES	33
VANDALISM AND THEFT	33
VISITORS	33
CONSEQUENCES OF MISBEHAVIOR	33
DETENTION	33
TUESDAY/WEDNESDAY/THURSDAY SCHOOL	34
SUSPENSION	34
CODE OF CONDUCT	34
ENFORCEMENT OF SCHOOL RULES AND LAW	40
DESIGNATION OF LAW ENFORCEMENT UNITS	40
REPORTING TO LAW ENFORCEMENT	40
SCHOOL RESOURCE OFFICER	41
SEARCH AND SEIZURE	41
STUDENT TECHNOLOGY USE	42
STUDENT SERVICES AND PROCEDURES	43
BULLETINS AND ANNOUNCEMENTS	43
DISTRICT COMPLAINT PROCEDURE	43
HEALTH SERVICES AND ILLNESS	43
AUTOMATED EXTERNAL DEFIBRILLATOR	46
ANIMALS AT SCHOOL	46
LATE START	46
LOCKERS	46
LOSS OF BOOK	46
LOST AND FOUND	46
MEDIA CENTER/LIBRARY SERVICES	46
POSTERS/FLYERS	46
SCHOOL MEALS PROGRAM	47
STUDENT FEES	48
FEE WAIVER PROCEDURE	49
STUDENT IDENTIFICATION CARDS	50
STUDENT SAFETY – EMERGENCIES	50
STUDY HALL PROGRAMS	50
STUDENT SURVEYS	51
TELEPHONES	51
TITLE I – PARENT NOTICE	51
TITLE IX	51
DATING VIOLENCE	51
PREGNANT AND PARENTING STUDENTS	51
WITHDRAWAL FROM SCHOOL	51
USE OF SCHOOL FACILITIES BY OUTSIDE ORGANIZATIONS	51
VALUABLES	52
SCHOOL ACTIVITIES	52

A TRADITION OF EXCELLENCE

PAPILLION LA VISTA SCHOOL SONG AND COLORS

School Song ~ Hail to the Titans

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

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

School Colors ~ Royal, Silver and Black

PAPILLION LA VISTA COMMUNITY SCHOOLS PURPOSE AND BELIEF STATEMENTS

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

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

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

PAPILLION LA VISTA SOUTH MISSION STATEMENT

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

PAPILLION LA VISTA SOUTH BELIEF STATEMENTS

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



Papillion La Vista South High School

BELL SCHEDULES

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

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

PEP RALLY SCHEDULE				
Period 1	8:00-8:40			
Period 2	8:45-9:25			
Period 3	9:30-10:10			
PEP RALLY	10:15-11:00			
Period 4	11:05-11:45			
Period 5	11:50-1:40			
1 st Lunch	Lunch: 11:45-12:16	Titan Time: 12:19-12:45	Class: 12:48-1:40	
2 nd Lunch	Titan Time: 11:50-12:15	Lunch: 12:15-12:45	Class: 12:48-1:40	
3 rd Lunch	Class: 11:50-12:42		Lunch: 12:42-1:13	Titan Time: 1:16-1:40
4 th Lunch	Class: 11:50-12:42		Titan Time: 12:45-1:10	Lunch: 1:10-1:40
Period 6	1:45-2:30			
Period 7	2:35-3:20			
NOTES: 45 minute periods with 5 minute passing periods / 5th Period 52 minutes with 3 minute passing periods.				

PLEDGE AND BRIEF SCHOOL ANNOUNCEMENTS AT THE BEGINNING OF 3RD HOUR EACH DAY

ACADEMIC AFFAIRS

TITAN ACADEMIC INTERVENTION PLAN

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

I. Academic

Level 1: Daily Work and Homework

Daily work and homework is assigned to make sure that students are completing their work and learning the material. Teachers will give students reminders on any work that is missing before assigning a zero. All missing work needs to be made up as soon as possible. If referred to the office for missing work, students may receive one of the following:

- Academic Study Time (Detention)
- Wednesday night school from 3:30-5:30 pm
- Success study hall instead of a general study hall
- Academic intervention time on a school staff development day

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

Efforts will be made each week to inform students that they are on the credit checklist through their Titan Time and via email notification. If referred, the administrator / counselor will look at possible interventions to support the student. In addition, Titan Time advisors are encouraged to work with students experiencing academic difficulties to seek assistance from teachers, counselors or administrators. Students failing two or more courses may be at risk for losing early release or late start time.

II. Incentive

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

- Library pass privileges
- Securely hall pass privileges
- Late/early release candidacy
- Regular study hall
- Tutoring opportunities
- School leadership opportunities
- Office and teacher aide opportunities
- Academic and citizenship recognition
- School sponsored activities and/or dances

III. Character

While the academic and incentive programs focus on the progress students have in the actual classroom, the third piece to the program looks at the ways in which we, as educators, help students meet their individual needs. All 9th - 11th grade students will be assigned to a Titan Time advisor. Attendance to Titan Time is mandatory for grades 9-11. Students will meet for Titan Time daily to discuss current issues related to the development of youth who are safe and healthy, and capable of growing into productive citizens in relationship to family, friends, community, and a changing world.

Positive Impact of the Intervention Plan

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

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

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

COURSE REGISTRATION

SCHOOL ENROLLMENT REQUIREMENTS

ENROLLMENT REQUIREMENTS

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

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

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

Nebraska law requires all students entering kindergarten or beginning grade (pre-K, K, or 1st) have a physical examination prior to the start of the school year, but not more than 6 months prior to the start of the school year. A physical examination is also required of students coming from out-of-state. In addition, children entering school for the first time (Pre-K, K, or 1st) or transferring from out-of-state must obtain a vision evaluation from their physician or a licensed optometrist within 6 months prior to entry.

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

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

COURSE REGISTRATION REQUIREMENTS

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

9th Grade – 7 periods

10th Grade – 7 periods

11th Grade – At least 6 periods

12th Grade – At least 5 periods (all 5 must be credit earning courses, all 5 must be graded for student to earn honors such as laude recognition or honor roll)

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

CHOOSING A COURSE

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

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

COURSE RETAKES

Courses required for graduation that are failed (including, but not limited to, P.E., Biology, U.S. History, English 9, English 10, and American Government) must be retaken. The primary purpose of the summer school program is credit recovery, and students who fail a course must schedule an appointment with their school counselor to discuss their recovery options. Online learning through Edmentum is available strictly for credit recovery and may not be used for academic advancement. First-time credit opportunities during summer school are highly limited and restricted exclusively to Physical Education (P.E.), Personal Finance, and Computer Science. Enrollment spots for these first-time credit courses are limited, and student need is factored into final placement selections. Furthermore, summer school P.E. is intended to be taken only once and cannot be used to fulfill all three credits required for graduation. To secure a seat in any summer program, students must strictly adhere to all registration procedures and deadlines established by the counseling department. Any student behavior issues during summer school will result in dismissal from the credit opportunity.

GRADING—PHILOSOPHY, SCALE AND WEIGHING

GRADING

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

Students are expected to complete all daily work and homework. Students must complete late work. “Late” marks will be used for late work, encouraging students to complete work with a reasonable penalty. Students will be given opportunities to succeed, but must complete work in a timely fashion.

GRADING SCALE

A+	97 - 100
A	93 - 96
A-	90 - 92
B+	87 - 89
B	83 - 86
B-	80 - 82
C+	77 - 79
C	73 - 76
C-	70 - 72
D+	67 - 69
D	63 - 66
D-	60 - 62
F	0 - 59

ONLINE GRADING

Students and parents at Papillion La Vista South High School can check their grades on-line 24 hours a day, 7 days a week. In the fall, parents are mailed a user password that they will then enter on the following district website:

<https://family.nebis.org/Default.aspx?sdist=ply> or by visiting the PLCS app. If a student or parent needs this password after the mailing, it can be obtained by calling the District Technology Office at 402-537-6292 or emailing the PLCS Tech Helpdesk at helpdesk@plcschools.org.

GRADE WEIGHTING AND 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.

The cumulative GPA of a student at the end of the first seven semesters of high school will be used to determine graduation honors. In order to be eligible for graduation recognition, a student must complete a minimum of five, mark point-earning, courses each semester while enrolled in high school.

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

- Audit Courses
- Office aide
- Independent Study
- Study Hall
- Learning Center Courses

- Un-accredited Online Courses
- Pass/No Pass Courses

Examples:

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

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

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

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

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

GPA Calculation Examples:

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

GRADUATION INFORMATION

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

The following procedures are established for senior graduation procedures:

1. Recognition:
 - a. Students graduating summa cum laude ("with highest honor"), magna cum laude ("with great honor") or cum laude ("with honor") will wear specially-colored cords (gold, silver, and black) based upon their level of distinction.
 - b. Members of the National Honor Society will wear a white braid.
 - c. NSAA State Championship Medals
 - d. Academy Recognition Medals

- e. Military family cords and / or enlistment stole
- f. Senior Honor Address: There will be one or two honor addresses given during the graduation ceremony. The staff graduation panel will select the student(s) who will speak at graduation. Remarks are limited to 3-4 minutes and only allowed for those who have been selected through the senior honor address process. Failure to follow the approved script may result in consequences.
2. A senior class sponsor led committee will select the announcements and class motto.
3. Students will be alphabetized according to last name.
4. Graduation apparel is limited to appropriate caps, gowns, and honorary decoration provided by the school. All other apparel is impermissible.

GRADUATION REQUIREMENTS GENERAL

No senior will be allowed to participate in graduation exercises if he/she has not completed all graduation requirements. All alternative credits (IDEAL, Night School, Metro, etc) must be confirmed as completed prior to graduation in order to count toward the 45/46-credit requirement. There will be no exception to this rule. All seniors should be sure they will graduate before buying graduation announcements or any monogrammed items. Any monogrammed items ordered MUST be paid for. Cap and gown may be ordered but MUST be canceled at least one week prior to graduation to receive a full refund.

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

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

PLCS GRADUATION RECOGNITION: LAUDE MODEL SYSTEM

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. We believe this makes 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.

Eligibility to earn this recognition is **two-fold**:

1. A student must *complete a minimum of five, mark point-earning courses each semester while enrolled in high school. *complete = passing the class & earning credit

AND

2. A student must achieve a specific cumulative GPA at the end of the first seven semesters of high school in order to be honored at graduation.

Laude Model Designations:

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 AND have passed a minimum of five, mark-point earning courses each semester enrolled in high school.

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 AND have passed a minimum of five, mark-point earning courses each semester enrolled in high school.

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 AND have passed a minimum of five, mark-point earning courses each semester enrolled in high school.

Appeals:

Parents may appeal the requirements to earn graduation honors to the building principal if unique circumstances exist (e.g. serious illness preventing full-time enrollment in school). The principal will make the final determination in these circumstances; and, rarely will appeals be granted.

PLCS 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.
 - Class of 2027 will each remain on graduation plan requiring 45 credits.
- Students in Grades 9-11 should enroll in a minimum of six (6) credit classes each semester.
- Students in Grade 12 should enroll in a minimum of five (5) credit classes each semester.
 - **It is not uncommon for students to carry more credits when interests and aptitudes 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 for Class of 2027:

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
Computer Science	1	1 semester of Computer Science (or its equivalent—see below)
Additional Credits	14	14 semesters are required, which may include Electives and/or credits beyond the minimum requirements in English, Math, Social Studies, Science and Physical Education
Total Credits	45	

Minimum Graduation Requirements for Class of 2028 & Beyond:

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
Computer Science	1	1 semester of Computer Science (or its equivalent—see below)
Additional Credits	15	15 semesters are required, which may include Electives and/or credits beyond the minimum requirements in English, Math, Social Studies, Science and Physical Education
Total Credits	46	

- Typically, 9th grade students take English 9, Biology, a math course, US History, and Introduction to Physical Education.
- Typically, 10th grade students take English 10, Chemistry, World Civilizations, and a math course.
- Typically, 11th grade students take English 11, Physics or another additional science course, and a math course. It is highly recommended that 11th grade students also take American Government & their remaining social studies credit.
- Typically, 12th grade students take a minimum of 5 classes, including 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 four years of science and math.

In the High School Course Registration Guides, 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.

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GRADUATION WALK ELIGIBILITY & PARTICIPATION

Eligibility:

The Graduation Walk is a tradition for graduating seniors enrolled during their senior year in Papillion La Vista Community Schools.

Who may participate as a visiting graduate:

- Current PLHS and PLSHS seniors only
- Current year mid-term graduates from PLHS and PLSHS

Non-PLCS graduates and alumni from prior years are not eligible to participate

NCAA ELIGIBILITY STANDARDS

Students contemplating participation in college level athletics should keep in mind important NCAA and NAIA academic requirements. Please consult the NCAA Eligibility Center website (www.eligibilitycenter.org) or the NAIA Eligibility Center website (www.PlayNAIA.org) for information. A good, quick link to consult is: https://s3.amazonaws.com/fs.ncaa.org/Docs/eligibility_center/Student_Resources/Registration_Checklist.pdf. Please take note of the following information and consult with Athletic Director Bubba Penas or Counselor Sara Powell as you consider competing at the next level.

GUIDANCE SERVICES

HOW TO SEE YOUR COUNSELOR

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

COUNSELORS

9th Grade - Ms. Saggau

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

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

Last Name O-Z (10th through 12th grades)—Mrs. Starks

Postsecondary Transition/Testing/Academies—Ms. Mead

COUNSELING SERVICES

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

CAREER CENTER

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

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

E-TRANSCRIPT

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

FINANCIAL AID

After selecting a college or technical school, students should contact the Director of Financial Aid at that institution for financial assistance. The district hosts a financial aid informational meeting each year, this night often coincides with a parent teacher conference night.

RESIDENCY, OPTION ENROLLMENT AND SPECIAL ATTEND PERMITS

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

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

All Option enrollment applications, for the next school year, must be filed with Student Services by March 15. Class size, staffing, grade-level capacity, building capacity, and enrollment management strategies established by the school administration and/or Board of Education, all are considered when approving or denying applications.

Any student whose parents or guardians move within the school district but away from the attendance area assigned to their child's school may continue to attend that school for the remainder of the school year. However, parents must immediately notify their child's school secretary of the change in address. An In-District Transfer form must be filed with Student Services by February 1st to request permission to continue to attend that school the following year if that school is not closed. Decisions about approval of In-District Transfers will be made based on [Board Policy 5001](#).

WITHDRAWAL FROM SCHOOL

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

HONORS AND RECOGNITIONS

HONOR ROLL

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

NATIONAL HONOR SOCIETY

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

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

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

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

Active participation in school and/or community activities

Evidence of community service during high school (9-12 grade)

10 hours of philanthropic community service during the six months preceding application due date

Five recommendations from certified staff members (given to candidates at time of application)

Leadership and Character Essays

MAINTAINING MEMBERSHIP

Please Note: Selection and induction are only the first steps. Once officially inducted, members must consistently meet all operational, behavioral, and service criteria set forth by the chapter sponsors in order to maintain their membership in good standing throughout the remainder of their high school career and to receive special recognition at graduation.

SCHOLARSHIPS & LETTERS OF REFERENCE

Seniors are eligible for scholarships, but it is the responsibility of the student to make applications and take the necessary steps to secure them. Information is available through a weekly Senior Bulletin and in the Career Education Center. Honors Night is a program intended to recognize those seniors who have been awarded scholarships that can be applied directly toward the cost of post-secondary tuition and expenses. Students MUST contact the Graduate Services secretary to be included in Honors Night and for further information. If the deadline for scholarship admission is not met, students will not be included in the ceremony.

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

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

ACADEMIC LETTER

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

ELIGIBILITY

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

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

PREREQUISITES

As mentioned, students need to achieve a cumulative weighted GPA of 4.0 or higher for an academic school year to earn an academic letter. Students also need to successfully complete (pass) at least 5 graded, mark-point classes for each semester they are enrolled.

SCHEDULING PROCEDURES

COURSE REGISTRATION AND SCHEDULING

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

SCHEDULE CHANGE PROCEDURE

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

Important Note on Teacher Requests: Please be aware that requesting a schedule change based on a preference for a specific teacher is **not permitted**, and the counseling center and administration cannot accommodate these requests. Schedules are generated systematically to ensure balanced class sizes, optimal resource distribution, and equity across the entire student body.

Start of School Year Fall Check-In and Days 1-5 of 1st Semester	● Fall Check-In Days: Changes will be allowed on these two days. We will be available for walk-ins and appointments. ● First 5 Days: Students are allowed to make changes to 1st and 2nd Semester courses. If a student wants a change for 2nd Semester, they need to do it at this time. Students are allowed to make elective changes in person or via email. Any change with core classes will need to be made via appointment and with parent/guardian. ● Any schedule change is subject to seat availability. ● For a course being dropped, no grade will appear on the student's transcript. ● Can be denied if the counselor or administrator determines that the schedule change is not in the student's best interests. Students enrolled in AP courses, for example, will be highly encouraged to remain in the course. ● Changes will not be considered based on the student's personal preference (for example--teacher preference) or that of the student's parent/guardian.
Mid-Semester	● Only changes will be drops and study halls added as a result of an administration-initiated request. Students may receive a withdrawal or failing grade based on the circumstance of the situation.
Start of 2nd Semester First 2 Days of 2nd Semester	● Only change is to drop an elective to a SH. Change from Honors/AP to on-level will only occur if a student received an F or D and a meeting must be had with parent/guardian, student, counselor, teacher input, and administrator if necessary. 9th-11th Grade students may not completely drop a core class. 12th graders will be highly discouraged to drop a core class and may be denied this request.

Fee Waiver----Fee waivers may be available for students with economic need. Families should contact the school social worker for assistance in this area.

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

STUDENT RECORDS AND 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.plschools.org.

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

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

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

SCHOOL CITIZENSHIP – ATTENDANCE AND BEHAVIOR

ATTENDANCE/ABSENCES

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

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

Attendance Officer

The building principal is identified as the attendance officer in each building. They may work collaboratively with the assistant principals, 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., on the day of the absence, 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. 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 Absences – Physical or Mental Illness Absences shall be excused by a parent, guardian, or educational decision maker, as defined in section 79-530, of the child for physical or mental illness and as documented by a credentialed health professional, provided the documentation supports such absence. In the instance of chronic illness, documentation shall be reviewed each semester.

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

Involvement of County Attorney

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

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

TARDINESS TO SCHOOL OR CLASS

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

ABSENCE PROCEDURES AND CONSEQUENCES

Checking In/Out Through the Attendance Office

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

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

Unexcused Absences / Elopement

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

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

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

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

Tardiness

Students are encouraged to arrive promptly to school to ensure a good start for the day. Chronic tardiness can be disruptive to the student learning process. Prompt and regular attendance can be one important factor in a student's success or failure in school. Parents / guardians are able to **excuse a first hour tardy up to 5 times during a semester.**

Tardiness to Class

Tardies EACH semester per class will result in the following:

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

Make-Up Work

Generally, students are permitted one day of additional time to make-up their work for each day they are absent. In other words, if you miss 2 days, you get 2 additional days after you to get that work completed. If you were gone on a Monday and Tuesday, your work would be due on Friday when you enter class. **Making up school work due to an absence is the responsibility of the student.** Upon returning to school following an absence, students will meet with his/her teachers to determine what material has been missed and to agree upon a schedule for completing missing work and exams. Teachers may make adjustments to this depending on student circumstances and the time left available in a quarter or semester. It should be reiterated that absence from school can have detrimental effects upon a student's academic progress. In a student's absence, class activities proceed, and a student misses important instruction/activities/assessments. If an

absence can be avoided, it is in the student's best interests to do so. In cases of prearranged absence, it is important that a student make-up as much class work in advance as possible. Assigned study time on school staff days will be utilized to assist students in making up work.

For assessments, if you are absent on test day, you are expected to take it the day you return. For more than one day absent with an assessment, make-up tests should be scheduled within the same number of days the student was absent (e.g., if a student is absent for three days, they have three days to schedule the make-up test).

PRE-ARRANGED ABSENCES

Applies to absences that fall under the following categories (Vacations, Club/Select Sports, Non-School Activities, etc.) While the school recognizes that families occasionally schedule vacations or students participate in high-level club/select sports tournaments outside of school-sanctioned events, these planned absences require a high level of **student ownership**.

To ensure academic continuity, students missing school for pre-arranged vacations or non-school athletic/extracurricular events must adhere to the following protocol:

- **Proactive Notification: Teachers should never be surprised by a planned absence.** Students must verbally notify each of their teachers and have a parent/guardian contact the attendance office prior to the departure date.
- **Establishing Hard Deadlines:** Because each student's academic situation and itinerary can be unique, the standard "one day for each day missed" rule does not automatically apply. Instead, students must collaborate with their teachers prior to being gone to establish a clear agreement on all due dates. This communication should address:
 - **Project Deadlines:** If a major project, paper, or long-term assignment is due during the window of the absence, students should establish whether it must be submitted digitally via Google Classroom on the original due date, turned in early, or turned in at a teachers assigned time upon return.
 - **Assessment Taking:** For any quizzes or exams missed during the absence, a firm date and time for the make-up assessment should be scheduled with the teacher *before* the student departs.
- **Accountability:** It is the student's responsibility to initiate this communication and lock in these specific project and assessment deadlines before they leave. Failure to proactively communicate with teachers, check Google Classroom, or honor the mutually agreed-upon deadlines may result in academic penalties or a loss of credit for the missed work.

Make-Up Work During Suspension

Students serving a suspension will be provided the opportunity to make up all missed assignments and tests, though the student must assume the responsibility for requesting and completing this work. Academic credit will be awarded for all completed make-up work, provided it is turned in within two school days of the student's return to class. To ensure the student is not penalized academically regarding attendance mandates, classes missed due to an official suspension will be waived in regard to truancy policies or the 20-day attendance limit. However, while serving an out-of-school suspension, students are strictly prohibited from being on school grounds, attending campus events, or participating in any school activities (both home and away), unless prior approval is explicitly granted by the building administration.

School Activities – Participation And Attendance

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

- **Academic Accountability for School Activities:** Students who miss class time due to school-sanctioned activities or athletics are strictly responsible for managing their academics proactively. **Being absent for a school activity does not grant an automatic extension for homework, assessments, or projects.** Students must communicate with their teachers before leaving for their activity to turn in any work due that day and to schedule a time for any missed exams or quizzes. Work that is not submitted according to the teacher's established deadlines may be subject to standard late work or academic penalties.

Senior Skip Day

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

State Tournaments

During state tournaments/competitions, students (non-participants) are expected to attend classes as usual. A student attending state competitions will have the absences count toward the 20-day absence policy.

END OF SEMESTER CLEARANCE

Students who are not in attendance for the final week and/or during the final exam schedule must be properly cleared by the designated principal or the student may be assigned a zero for the final of the classes missed.

EXCUSE FROM PHYSICAL EDUCATION

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

GOOD STANDING POLICY FOR SCHOOL DANCES

In order to purchase a ticket to homecoming or prom, a student must be in good standing. What is good standing? The student must be passing at least four classes, be absent (excluding doctor's notes excused absences and school activities) less than 12% of the school days at the time of the dance, pay all fees / fines, and have fewer than the posted number of total tardies for the semester in which the dance occurs. With homecoming being early in the school year, the previous school year will be consulted to support the decision on attendance if a student is over 12%.

LATE START/EARLY RELEASE

Junior and Senior students who are in good standing at the school may be granted a late start or early release. These privileges are earned and can be revoked as necessary. Students with a late start cannot enter the building prior to 10 minutes before their first class. Early release students must leave within 10 minutes of their last class. Failure to do so may result in loss of late start/early release privileges. If students are unable to arrange rides, they should sign up for a study hall during 1st or 7th hours. If a student is struggling academically, their early release time may be reassigned to additional academic time.

GENERAL GUIDELINES

Late Start and Early Release are administrative privileges, not student rights. Participation is strictly contingent upon maintaining the academic and attendance standards outlined below. The administration reserves the right to modify, adjust, or revoke these privileges at any time due to academic, attendance, or behavioral concerns.

ELIGIBILITY REQUIREMENTS

To keep a Late Start or Early Release schedule, students must consistently meet two baseline criteria throughout the school year:

- **Attendance Standard:** Students must maintain an absence rate of **12% or less** across all scheduled classes.
- **Academic Standard:** Students must be passing their courses, failing **no more than one (1) class** at any given time.

Policy Checkpoints: Student data will be formally reviewed by administration five times a year on **Days 50, 75, 100, 125, and 150** of the school year.

SCHEDULE ADJUSTMENTS & LOSS OF PRIVILEGE

If a student falls below the required standards at any of the designated checkpoints (exceeding a 12% absence rate or failing two or more classes), their privilege will be temporarily revoked and replaced with supervised academic time:

- **Single Privilege Students:** The Late Start or Early Release hour will be removed, and the student will be assigned to a mandatory **one-hour Study Hall**.
- **Double Privilege Students:** Double Early Release will be reduced to a Single Early Release. One hour of the privilege will be replaced with a **one-hour Study Hall**.

REGAINING PRIVILEGE ELIGIBILITY

Students who lose their Late Start or Early Release privileges will have their records re-evaluated at the next scheduled checkpoint (Days 75, 100, 125, or 150). To successfully reinstate the privilege, the student must meet both of the following requirements:

1. **Academic Recovery:** Be failing **one (1) or fewer** classes.
2. **Attendance Recovery:** Bring their absence rate down to **12% or less**.

WITHDRAWAL FROM MANDATORY ATTENDANCE

Discontinuing Enrollment- 16 and 17 Year Old Students

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request that demonstrates that the student meets the district's legal criteria allowing for disenrollment to the superintendent's designee to coordinate the process using the applicable district form. The person designated by the Superintendent to coordinate this process is Missy Stolley, Director of Student Services. Ms. Stolley can be reached at 402-537-6200. The district will follow the procedures outlined from the Nebraska Department of Education in considering requests to disenroll.

Only children disenrolling to attend a non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent, or the superintendent's designee may confirm the validity of the submission with the State Department of Education.

PROHIBITION ON DISCONTINUING ENROLLMENT – ABUSE OR NEGLECT INVESTIGATION

Upon notice from the Department of Health and Human Services, the District shall not facilitate the transfer or disenrollment of a student whose parent, guardian, or educational decision-maker is subject to an active investigation by the Department for fourteen days or until further notice from the Department, whichever occurs first.

BEHAVIORAL RULES

THE TITAN WAY

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

ACADEMIC INTEGRITY & DISHONESTY

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:

I. DEFINITIONS

- **Academic Dishonesty:** Academic dishonesty includes cheating and plagiarism.
- **Cheating:** The use of dishonest methods to gain a personal advantage on academic work product. This includes, but is not limited to, copying another student's academic work product on individualized assignments and assessments, utilizing technology to obtain or share answers on assignments and/or assessments, and obtaining unauthorized assessment copies.
- **Plagiarism:** The use of written or spoken text and passing it off as a person's own academic work product, using a created production (including computer-generated or artificial intelligence-created product) without crediting, or committing literary theft. Examples include turning in a paper retrieved from the internet or artificial intelligence, or including information from an encyclopedia, book, textbook, website, database, etc., without citation. A student's academic work product is considered plagiarized if parts of the assignment are taken from another source without giving credit.
- **Academic Work Product:** Student educational work that is presented to the teacher as a final submission and includes assignments and assessments.
- **Assignments:** Projects, papers, and daily homework that are submitted as academic work product.
- **Assessments:** Quizzes, tests, and other evaluative methods that are academic work product and used by teachers to determine grades other than assignments.
- **Reasonable Suspicion:** A teacher reasonably suspecting that a student has engaged in academic dishonesty. Reasonable suspicion is not a conclusive determination but serves as a basis for further administrative and instructional review.

II. EVOLVING TOOLS & ARTIFICIAL INTELLIGENCE (AI) POLICY

Teachers will clearly communicate to students the parameters of assignments/assessments using the following **"Traffic Light" Framework** to indicate whether the use of artificial intelligence is permissible. Otherwise, the academic work product is strictly expected to be the student's independent and original work.

- **Red Light (No AI):** The assignment/assessment must be completed entirely by the student without any AI assistance. Use of AI in this tier constitutes immediate academic dishonesty.
- **Yellow Light (Conditional AI):** Students may use AI tools for specific, limited tasks (e.g., brainstorming topics, editing assistance, or tracking data). Students must formally cite the AI tool used and explain how it assisted them.
- **Green Light (Full AI Integration):** The assignment encourages or requires the use of AI to generate products, analyze content, or co-create work. The student's grade will focus on how they critique, prompt, and refine the AI output.

III. INVESTIGATIVE PROTOCOL & REASONABLE SUSPICION

Reasonable suspicion that a student has engaged in academic dishonesty or unauthorized use of AI can be established through factors including, but not limited to:

1. **Work Product Similarities:** Unjustified similarities between a student's academic work product compared with another student's work.
2. **The "Vocal Shift" / Inconsistency:** A noticeable, uncharacteristic shift in vocabulary, syntax, or complexity between a student's prior academic work product and the work product currently presented (unattributable to reasonable educational growth).
3. **Digital Screening:** Flags or indicators generated by a school-approved plagiarism or AI screening tool.
4. **Version History Tracking:** A review of a document's digital edit history (e.g., Google Docs Version History) showing large, complex blocks of text generated or pasted instantly into a file.
5. **The Administrative Interview:** The teacher or administrator may conduct a brief conversation asking the student to define complex vocabulary words used in their paper or explain the logic behind a specific solution. An inability to explain one's own submitted work serves as actionable evidence of academic dishonesty.

IV. RESPONSES TO ACADEMIC DISHONESTY

If a teacher has reasonable suspicion that a student has engaged in academic dishonesty, the following progressive procedures will be employed:

1. **Student Conference:** The teacher shall confer with the student to clarify the origins of the suspected academic work product, obtaining evidence of student work product preparation as necessary. This may include a brief verbal review where the student is asked to explain the logic, vocabulary, or solutions presented in their submitted work.
2. **Notification:** If reasonable suspicion of academic dishonesty persists, the teacher shall notify the student's parent/guardian, the academic department chair, and the grade-level administrator.
3. **Determination & Progressive Consequences:** Based on investigation and review of the evidence, as well as in consultation with the grade-level administrator, if the teacher determines that it is *more likely than not* that the student engaged in academic dishonesty, the following disciplinary matrix applies:
 - **First Occurrence:** The student will be given the opportunity to rewrite and/or retake the assignment/assessment under staff supervision for up to a **40% reduction** in the overall point value. The infraction will be documented in the student's disciplinary record.
 - **Second Occurrence:** Following the same investigative procedure, if it is determined that a second instance of academic dishonesty occurred, the student will be given the opportunity to rewrite and/or retake the work under staff supervision to earn no greater than **60%** of the original point value (representing a **40% cap / 60% reduction**).
 - **Subsequent Occurrences:** Any subsequent occurrences of academic dishonesty will result in a non-negotiable **"0%" grade** for the assignment/assessment at issue, with no opportunity for credit recovery.

V. RESPONSIBILITIES OF THE STUDENT

Eliminating cheating and plagiarism is the responsibility of all members of the school community. Students will actively avoid situations which might contribute to cheating and/or plagiarism, refrain from using group work or AI tools unless explicitly indicated as acceptable by the teacher, report to teachers when unethical academic behavior is witnessed, and accurately document all borrowed resources and technical tools when producing academic work product.

BATHROOMS

Students are expected to use the restroom during passing periods. If a student needs to use the restroom during class time, they must request an electronic pass from their teacher and leave their cell phone in the classroom. Restroom visits during class should not exceed five minutes.

Students are expected to use the nearest assigned restroom and should not congregate in restrooms at any time. Sharing a bathroom stall is strictly prohibited and may result in disciplinary consequences, including possible suspension, due to safety, privacy, and conduct concerns.

Violation of these expectations may be considered suspicious behavior and could result in an administrative search of personal belongings and/or additional consequences. Students who misuse restroom privileges may be placed on a daily pass limit or have electronic pass access restricted.

SCHOOL THREATS

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

BULLYING AND HARASSMENT

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

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

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

General Statement

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

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

Definition of Harassment

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

Definition of Bullying

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

Reporting Procedures

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

Disciplinary Actions

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

CYBER-BULLYING

Cyberbullying includes, but is not limited to, the misuse of technology to harass, tease, intimidate, threaten, or terrorize another person. This may involve sending or posting inappropriate or harmful messages, text messages, digital images, or content through email, websites, blogs, social media, or AI-generated tools and platforms.

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

CAFETERIA BEHAVIOR

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

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

CELL PHONES AND PERSONAL ELECTRONIC DEVICES

- General Prohibition: Students are prohibited from using personal electronic devices at school, except as approved by the building administration.
- Prohibited Use: Devices are not allowed during class, which includes study halls, Titan Time (advisory), hallways, and restrooms during class time. Using devices for unauthorized recording, bypassing the nurse's office, cheating, or cyberbullying is prohibited.
- Classroom Expectations: Devices should be stored in a backpack or a teacher-designated area. All electronic devices, including earbuds and smartwatches, are included in this policy.
- Consequences: Failure to follow these rules is considered insubordination and will result in disciplinary action. Consequences for repeated violations include device confiscation, parent pick-up, or a full prohibition of device use on school grounds.

CLASSROOM EXPECTATIONS AND PROCEDURES

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

CLOSED CAMPUS

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

DISPLAY OF AFFECTION

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

DISRUPTIVE ACTIONS

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

STUDENT DRESS AND PERSONAL APPEARANCE

General Regulations - The District prohibits student attire or appearance that:

- Causes or is likely to cause a material and substantial disruption to the District's programs and activities.
- Promotes, depicts, or refers to violence, drugs, alcohol, vulgarity, obscenity, illegal activity, hate speech, bullying speech, or harassing speech.
- Includes words, gestures, or images that contain or imply sexual content or innuendo.
- Otherwise undermines the District's mission to inculcate the habits, manners, and values fundamental to civility, community, and the educational environment.

The District reserves the right to request immediate attire changes from students. The District will require students to adhere to uniform standards and/or wear district approved or issued uniforms in order to participate in activities.

Altering a student's appearance or removing or altering a student's attire without consent from their parent/guardian/caregiver is not allowed. Additionally, students' hair should not be permanently or temporarily altered by school personnel.

- **Cultural and Religious Attire:** Students are allowed to wear religious attire, adornments, and other attire associated with race, national origin or religion, or tribal regalia. Additionally, students are permitted to wear natural and protective hairstyles including but are not limited to braids, locks, twists, tight coils or curls, cornrows, Bantu knots, afros, weaves, wigs, or head wraps.

Any person who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any public or private location where the person is otherwise authorized to be on school grounds or at any school function.

- **Health and Safety Considerations:** Students may be required to wear protective clothing or equipment or otherwise modify their attire or secure their hair to ensure the safety of themselves and others. In such cases, a good faith effort to reasonably accommodate students will be made to ensure safety without compromising religious beliefs, grooming practices, or requiring students to permanently alter their appearance. The least restrictive means appropriate to address the identified health or safety concern shall be used.
- **Health and Safety Accommodation Process:** If a health and safety standard accommodation is necessary, the District will:
 1. Engage in a good-faith effort to reasonably accommodate the student.
 2. Notify the student's parent or guardian of such an attempt to accommodate the student's appearance or any attire, tribal regalia, hairstyles, adornment, or other characteristic associated with race, national origin, or religion.
 3. Attempt to obtain consent from a student's parent or guardian prior to altering a student's appearance or removing or altering a student's attire, tribal regalia, hairstyle, adornment, or other characteristic associated with race, national origin, or religion.
- **Recordkeeping:** The District will record efforts made to accommodate a student's appearance, attire, hairstyle, adornment, or other characteristics associated with race, religion, sex, disability, or national origin. Each record must include: the student's name; federally identified demographic characteristics; date of the occurrence; the health and safety standard relating to the accommodation; the nature of the accommodation requested; staff involved; communication with parents/guardians/caregivers, and; the outcome of the effort.
- **Enforcement:** Violations of this policy shall be addressed in a manner consistent with the board's policies regarding student discipline.

Dress Code/Accessories at School Activities

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

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

Violation of the above shall be reported to the administration.

- **1st Offense:** Students will be referred to the administration and directed to change their clothing or discontinue behaviors which violate policies. The infraction will be documented.
- **2nd Offense:** Prohibition from attendance at all school activities (including dances) for two weeks.
- **3rd Offense:** Prohibition from attendance at school activities (including dances) for the remainder of the school year.
- If a student refuses to comply with administrative directives, it shall be considered insubordination, and consequences shall be applied pursuant to relevant student handbook rules.

FALSE FIRE ALARM

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

FORGERY

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

GAMBLING

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

HAZING

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

INDECENT EXPOSURE/PUBLIC INDECENCY

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

INSUBORDINATION

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

PARKING/STUDENT AUTOMOBILES

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

1. Students who drive and park on school property are required to purchase and clearly display a valid parking permit. Vehicles without a permit may receive a \$10 ticket and will be charged the appropriate parking permit fee. Vehicles that block school activities may be subject to towing at the owner's expense or may have a wheel lock placed on them.
2. Students must park in designated parking areas. The student parking lot is west and southwest of the building. Vehicles improperly parked or parked in visitor stalls may be towed at the owner's expense or a wheel lock placed on the vehicle. Students are not to park in the faculty (east) parking lot.
3. Driving from the school grounds or going to the parking lot during school hours is not permitted without office clearance.
4. Students may be suspended and/or be prohibited from bringing a vehicle on campus if they speed/drive carelessly on the school grounds or have inappropriate language/depictions displayed on the vehicle.
5. Students are not allowed to loiter in the parking lot. Upon arrival at school, students are expected to enter the building and upon leaving the school, students are expected to leave the parking lot in a safe and expeditious manner.
6. Student Parking Permits cost \$40 and replacements cost \$5.00. The permit is purchased from the book store.
7. To ensure safety and allow access to law enforcement/emergency vehicles, students are not permitted to park in areas identified as off-limits for student parking (areas painted red or yellow).
8. Papillion La Vista Community Schools is not responsible for theft or damage. The District reserves the right to check / search cars with suspicion of illegal activities or school rule violations.

PEP RALLIES

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

PROFANITY

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

REPEATED VIOLATIONS

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

SCHOOL DANCES

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

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

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

Specific dance guidelines are as follows:

1. All tickets must be purchased in advance. Tickets will not be sold at the dance.
 - a. Tickets will only be sold to PLSHS students that are in good standing. Again, good standing means that the student is passing four classes, all fines / fees are paid, absent less than 12% of school days, and no more than the posted number of tardies for that dance.
2. The administration shall determine the starting time, duration, and door closing times for dances and announce those prior to the dance.
3. Students who participate in the dance will need to present their ticket and may be asked for their school or photo ID. Students without tickets will not be allowed into the dance.
4. Students who participate in the dance will be required to participate in an alcohol detection screening prior to entering the dance.
5. Students may not leave and re-enter the dance.
6. Any dancing depicting lewd, lascivious acts or involving violent physical contact presenting a danger to the dance environment (i.e. moshing) is prohibited.
7. All dancers must remain on the ground. No lifting or carrying of dancers (i.e. crowd surfing) will be permitted.
8. If a student is under suspension, they are not allowed to attend. The ticket they purchased will be refunded.
9. A coat/purse check may be available for students who want a place to keep personal items. This is a courtesy only and PLSHS is not responsible for lost or stolen items.
 - a. Hats are not allowed and should be left at home or placed in the coat check.
 - b. Tasteful and appropriate attire is required.
10. If a student is bringing an out of school guest, they must follow appropriate procedures.
 - a. Guests are only allowed for Homecoming, Winter Formal (if held), and Prom.
 - b. Only one guest is allowed per student.
 - c. Guests must be, at youngest, a 9th grader, or at oldest, 20 years old.
 - d. Tickets must be purchased in advance and will not be sold at the door.
 - e. A guest registration must be completed in advance of the dance. After submitting this, the student will be allowed to purchase tickets.
 - f. Guests must arrive with their PLSHS date and present tickets and show ID upon entering.
 - g. Guests follow the same guidelines as PLSHS students. They must be in good standing with attendance and grades.
11. Participation at school dances is a privilege. Any violation of the above-stated rules may result in removal from the dance.

SCHOOL PROPERTY

School property includes any property building or space which is owned by the district or adjacent to school property including streets, roads or property connected to school property. With regard to our unique location, Walnut Creek is an adjacent property and NRD serves as a satellite classroom. In our desire to respect this property and partnership, the school’s policies and rules will apply to this property during and around school hours and activities. Students are not allowed to enter these areas before school and/or during the school day, on days when school is in session, without teacher accompaniment.

SELF-DEFENSE

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

STUDENT CONDUCT

Law Violations

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

Explosives, Firearms, Weapons

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 if available through law enforcement.

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.

THREATS – INTIMIDATIONS

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

THREAT ASSESSMENT: Papillion La Vista Community Schools uses a collaborative, multi-tiered, and multi-agency threat assessment process to identify, analyze, and prevent threats to school safety. This district-wide process is designed to address both internal and external threats and is activated whenever a threat or potential threat is reported by a student, staff member, or an outside individual. Trained school personnel work with appropriate community partners, including law enforcement, as needed, to assess concerns, determine appropriate interventions, and help maintain a safe and supportive learning environment for all students and staff.

TOBACCO/NICOTINE USE AND ELECTRONIC SMOKING/VAPORIZING DEVICES

The policy of Papillion-La Vista Community Schools prohibits students from the use, possession, distribution, and/or sale of nicotine products on or adjacent to school property (including while inside a vehicle), in a school bus or van, or while participating in school-related/sponsored activities.

Prohibited Items & Paraphernalia: Lighters, matches, smoking paraphernalia, cigarette/cigar packages, chew/snuff tins, and electronic/vaporizing devices are strictly prohibited under this policy. These items will be confiscated immediately, and disciplinary action will be taken.

Look-Alike Products: This policy strictly applies to all "look-alike" products, regardless of their chemical content. Possession or use of nicotine-free vaporizers (vapes), caffeine lip pouches, or any other substance designed to mimic tobacco or nicotine delivery systems will receive school consequences. The school environment must remain free of behaviors that simulate or encourage substance use, and arguments regarding the absence of nicotine in a device or pouch will not excuse a violation of this policy.

Definition of Smoking

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

VANDALISM AND THEFT

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

VISITORS

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

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

CONSEQUENCES OF MISBEHAVIOR

DETENTION

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

Students should fully understand that any teacher in the building has the authority to correct misconduct at any time. Therefore, it is conceivable that a teacher might assign a detention to a student who is not in any of his/her classes. Failure to serve detentions by the assigned date will result in a referral to an administrator. **Students are given two school days to get any assigned detentions served.** For example, detentions assigned on Monday would need to be served by the end of the day on Wednesday. Students who fail to serve a detention for an administrator will serve a more severe consequence.

TUESDAY/WEDNESDAY/THURSDAY SCHOOL

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

SUSPENSION

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

In-School Suspension (ISS)

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

Students who are assigned to in-school suspension are expected to strictly comply with the rules (which includes no phones or ear buds allowed) for the in-school suspension room. Repeated failure to follow the rules (**or walking out of ISS**) will result in the student being suspended out-of-school. **Walking out of ISS will result in an additional day of suspension and all days suspended for that offense will be counted as an out-of-school suspension.** During the students' time in ISS they are expected to complete a restorative module that is based on learning from their infraction in addition to their work assigned by teachers. .

Out-of-School Suspension (OSS)

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

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

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

CODE OF CONDUCT

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 accidents, 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 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/newcomers; 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:
- 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.
 - 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.
 - 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.
 - 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.
 - 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.
 - 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:
- 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.
 - Witnesses may be present only when giving information at the hearing.
 - Anyone may be excluded by the hearing examiner if they disrupt an orderly hearing.
 - 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.
 - 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.
 - The hearing examiner is not bound by rules of evidence or other courtroom procedure.
 - 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.
 - The testimony shall be under oath; the hearing examiner shall administer the oath.
 - The persons listed in (g), above, shall have the right to question any witness giving information at the hearing.
 - Any person giving testimony is given the same immunity from liability as a person testifying in a court case.
 - The proceeding shall be recorded at District expense.
 - 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
- 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.
 - 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.
 - 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).
 - Upon receipt of the written notice, the Superintendent's determination shall take effect.
- C. The Record and the Appeal
- 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 time the long-term suspension, expulsion, or mandatory reassignment takes effect.

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.

ENFORCEMENT OF SCHOOL RULES AND LAW

DESIGNATION OF LAW ENFORCEMENT UNITS

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

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

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

REPORTING TO LAW ENFORCEMENT

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

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

5. It is a violation of state law that interferes with school purposes.
6. The report is required or requested by law enforcement or the county attorney.

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

SCHOOL RESOURCE OFFICER

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

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

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

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

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.

STUDENT TECHNOLOGY USE

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

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

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

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

- A. The District will comply with license agreements and/or policy statements contained in software packages used by the District. Questions about compliance with license agreements or use of a software package will be resolved, with the assistance of or through, direct negotiations between the Director of Information Technology and the software publisher or copyright holder.
- B. The District will provide licensing for products considered essential to district use. This includes but is not limited to a Productivity Suite, a student information system, Email, and Finance System.
- C. The District will filter internet sites required by the Children's Internet Protection Act and other deemed to be inappropriate.
- D. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.

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

- A. The download or use of illegal copies of copyrighted material.
- B. The use of offensive material. This includes displaying or transmission of sexually explicit images, messages or cartoons; racial slurs or acts of terrorism, assault or threats.
- C. Use for the purpose of solicitation or proselytization for commercial, religious, political personal or any other non-student-related activity.
- D. Unauthorized use of District computers/devices in an attempt to gain access to inappropriate or unsanctioned material.
- E. Inappropriate use of Email. The district provides email for all staff and students. Email will not be used to transmit offensive or damaging material. Use of private email accounts by students is forbidden.
- F. Indirect access to network services. Including using personally owned network equipment or computer equipment in an attempt to bypass the network filter.

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

STUDENT SERVICES AND PROCEDURES

BULLETINS AND ANNOUNCEMENTS

Notices of club meetings, athletic and social events, general information for the day, and specific instructions are emailed to students daily. Students responsible for putting notices in this daily bulletin must have their notices approved in the main office the day preceding the notice.

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.

DISTRICT COMPLAINT PROCEDURE **(including complaints re. Title IX or discrimination/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.

HEALTH SERVICES AND ILLNESS

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

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

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

When to Stay Home

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

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. Contact the school nurse if your child requires a medical or religious waiver.

Medications at School

Whenever possible, the parent/guardian should arrange medication schedules to eliminate the need for giving medication during school hours. Parents/guardians who wish to have their child receive medication from school personnel must comply with school district procedures.

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parent/guardian authorization to consult with the student's licensed healthcare provider regarding any medication prescribed by such licensed healthcare provider.

1. Prescription medication will be given with written permission from both the parent/guardian and the licensed healthcare provider. A current pharmacy label will be accepted as written permission from the licensed healthcare provider. Prescription medication must be brought to school in the prescription-labeled container, including the student's name, licensed healthcare provider's name, and directions for administering the medication. Please send only a one-month supply of medication to ensure proper storage and administration. Changes in the type, dosage or frequency of medication will require a new medication administration permit.
2. Non-prescription medication may be given with written permission from a parent/guardian with specific instructions for administration. Non-prescription medication must be brought to school in the manufacturer's container with the dosage label intact. Any dosage outside the recommendation on the manufacturer's label will require a written order from the licensed healthcare provider.
3. Per Nebraska Department of Health and Human Services guidelines, all medications must be transported to and from school by a responsible adult.
4. Unclaimed medications will be disposed of per district protocol at year-end or upon student withdrawal.

Student health information will be shared with appropriate staff as needed. Medication permit forms are available at the school health office or on the district website under health services or visit www.plcschools.org/healthservices. See Board Policy [5604 \(Medication Administration\)](#) for additional requirements regarding medications at school.

Communicable Diseases

The district follows the guidelines from the Nebraska Department of Health and Human Services and the Sarpy County Health Department. 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. 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

What is a concussion?

A concussion is a brain injury caused by a bump, blow or jolt to the head. A concussion can also occur from a fall or a blow to the body that causes the head and brain to move rapidly back and forth. A concussion, which may or may not result in loss of consciousness, disrupts normal brain functions. Even what seems to be a mild bump or blow can be serious (dhhs.ne.gov/pages/concussion).

What are the signs and symptoms of a concussion?

A concussion can impact various aspects of a person's well-being, including physical abilities, cognitive functions such as thinking and memory, emotional stability, mood, and sleep patterns. See [Signs and Symptoms of Concussion](#) for more information, including what to watch for according to your child's age (McAvoy, 2024, p.7).

PHYSICAL	COGNITIVE	EMOTIONAL	SLEEP / ENERGY
Headache/Pressure/Dizziness	Feel in a “fog”	Irritability	Fatigue
Nausea / Vomiting	Feel “slowed down”	Personality change	Excess sleep
Blurred vision / Sensitivity to light / Seeing “stars”/ Vacant stare / Glassy eyed	Difficulty remembering	Sadness	Trouble falling asleep
Numbness / Tingling/Neck pain	Difficulty concentrating / Distracted	Nervousness / Anxiety	Drowsiness
Ringing in ears/Sensitivity to noise	Slowed speech	Lack of motivation	Sleeping less than usual
Poor Balance / Disorientation	Easily confused	Inappropriate emotions / Feeling more “emotional”	

What are the risks of sustaining a concussion?

According to the [REAP guidelines](#) from the Nebraska Department of Education (NDE) and the Brain Alliance, the primary concern with concussions in children and teens is the heightened risk of further brain injury during recovery. A second impact, even minor, can lead to severe complications, including permanent brain damage or, in rare cases, death. To support recovery, students must be removed from high-risk physical activities, such as sports and active play, until medically cleared. Additionally, cognitive and social demands should be reasonably reduced and gradually reintroduced over approximately four weeks to allow the brain adequate rest and recovery.

What actions should a student and parent/guardian take in response to sustaining a concussion?

Inform the school and notify your coaches. Schools will follow protocol established by the Nebraska Concussion Awareness Act, Nebraska Department of Education and the Nebraska Department of Health & Human Services.

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. Parents/guardians will be notified that screenings will take place. 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 participate in a school health screening must submit a written statement to the school principal in advance of the screening.

- For hearing, vision, and/or dental screenings: The statement must (1) confirm that the child has undergone the required screening within the past six months, and (2) be signed by a qualified healthcare examiner, such as a physician, physician assistant, or advanced practice registered nurse–nurse practitioner. A statement submitted under this section is valid for the school year in which it is submitted; a new statement must be submitted each time such screening is required by these regulations.
- For height and weight measurement: the statement must object to such screening, be signed and dated by the parent or guardian, and be submitted before the screening is conducted. A statement submitted under this section is valid for the school year in which it is submitted; a new statement must be submitted each time such screening is required by these regulations.

AUTOMATED EXTERNAL DEFIBRILLATOR

Schools are equipped with an automated external defibrillator (AED). In the event of a cardiac arrest, an AED may be administered by designated staff certified in CPR/AED.

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.

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.

LOCKERS

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

LOSS OF BOOK

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

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

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

LOST AND FOUND

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

MEDIA CENTER/LIBRARY SERVICES

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

POSTERS/FLYERS

Posters and flyers may **NOT** be taped to school walls or lockers. Instead, all such materials must be shared digitally with the activities office for approval to be displayed on school televisions. There is one designated location in the building for physical flyers; these must be approved by the activities office and have a maximum posting duration of one calendar month before re-approval is required.

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.

STUDENT FEES

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

Specific lists of fees to be included in the student handbook can be found in Board of Education Policy 3307 found at the following link: <https://www.plcschools.org/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 IDENTIFICATION CARDS

Students will receive an electronic identification card shortly after the beginning of the school year. A picture will appear on the card. Student ID cards can be found in the PLCS app.

STUDENT SAFETY – EMERGENCIES

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

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

STUDY HALL PROGRAMS

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

Study Hall

Location: Cafeteria or specific assigned classroom

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

The Titan Study Hall Rules:

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

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

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

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

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

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

Laptops may be used but students are not allowed to use phones.

Success Study Hall

Location: Designated area

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

Success Study Hall Rules:

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

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

Set goals and make an effort to improve yourself.

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

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

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

STUDENT SURVEYS

The Protection of Pupil Rights Amendment (PPRA) affords 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.

TELEPHONES

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

TITLE I – PARENT NOTICE

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

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.

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.

USE OF SCHOOL FACILITIES BY OUTSIDE ORGANIZATIONS

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

VALUABLES

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

SCHOOL ACTIVITIES

ACTIVITIES AND 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, parental consent, etc., may be found in the Activities & Athletic Handbook.