



**2009-2010  
STUDENT HANDBOOK**

**“Working Together for Student Success”**

# MISSION AND BELIEFS FOR THE PAPILLION-LA VISTA SCHOOL DISTRICT

In cooperation with family and community, the mission of the Papillion-La Vista School District is to prepare all students to be productive, responsible citizens in a changing society through superior educational programs in a safe and supportive environment.

## GOVERNING BELIEFS

The governing beliefs of the Papillion-La Vista School District 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 a student-centered environment, which is safe, supportive and nurturing.
- Our school's 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.

**“Successful students set goals, not limits”**

## THE MISSION STATEMENT OF THE IDEAL SCHOOL

The mission of the IDEAL school is to provide a positive, meaningful learning experience for students at risk (who have not been successful in traditional school settings) by offering a safe and supportive atmosphere while providing a challenging and engaging learning environment.

### Goals:

- IDEAL is an alternative educational program that will prepare students for all post-secondary options.
- IDEAL will address the emotional and social challenges that have kept students from succeeding.
- Students at IDEAL will attend school, demonstrate proper behavior at all times, progress academically, and take responsibility for their actions.
- IDEAL will promote relationships with family, community, and district to ensure the success of our students.
- IDEAL students will be held to the Papillion-La Vista School District's academic standards.
- IDEAL staff will provide high quality teaching and administration based on best practices.
- The instructional needs of all students will be met.

**I** individual  
**D** evelopment School for  
**E** ducating  
**A** lternative  
**L** earners

IDEAL School  
“MAKING A DIFFERENCE”

## INTRODUCTION

### WELCOME

An alternative school exists to not only provide credits for you as students, but also to provide a structured setting where you will be able to address social and emotional issues that have kept you from succeeding at school.

We would like to welcome each of you into the 09-10 school year. Hopefully, each of you has identified academic, social and vocational goals to help make this year rewarding and successful.

We encourage you to take your education seriously and to put forth your best effort. You have many opportunities to be successful at the IDEAL School, and we are here to help you achieve your personal goals.

### STAFF

Dr. Doug Radtke  
Principal

Taira Baker  
Social Worker

Nancy Cecil  
Secretary

Kari Armstrong  
Clerical-Para

Bernie Medinger  
Social Studies

Lisa LaViolette  
English, Parenting

Lisa Baker  
Science

Bruce Steinke  
Math

Barb Padilla  
Vocational Teacher

Mary Pachman  
Business, Technology

Andy Isaacson  
SPED Teacher

Linda Perez  
Nurse

Jackie Frevert  
Language Arts

Marty Aurora  
Custodian

**IDEAL School Phone**

**PH: 402-898-0485**

**FAX: 402-898-0486**

**SCHOOL CALENDAR 2009-2010**

August 19	<b><u>First Day of School 8:00—11:02 &amp; 11:58—3:00</u></b>
September 7	Labor Day, No School
September 25	No School, Staff Training
<b>October 16</b>	<b><u>End of 1<sup>st</sup> Quarter</u></b>
October 19	No School, Staff Development
November 25	No School, Staff Development
November 26-27	Fall Break, No School
<b>December 17</b>	<b><u>End of 1st Semester</u></b>
December 18	No School, Staff Development
Dec. 21-Jan. 1	No School/Winter Vacation
January 4	First day of second semester
January 18	No school, Staff Development
February 15	No School, Staff Development
<b>March 12</b>	<b><u>End of 3<sup>rd</sup> Quarter</u></b>
March 15	No School
March 29-April 2	No School-Spring Break
April 5	No School, Staff Development
May T.B.A.*	South High Graduation
May T.B.A.*	Senior High Graduation
May T.B.A.*	IDEAL Graduation Reception
<b>May 28</b>	<b><u>Last Day of School, End of 2nd Semester Dismissal 11:00 PM</u></b>
TBA	Snow make up days

\*T.B.A. = To Be Announced (unknown at date of publication)

## PROGRAM AND CURRICULUM

Our building makes it possible to offer a comprehensive educational program with a number of special features, including the following:

- Portfolio assessment and management to help you keep track of your education and to chart your future, such as employment plans or further education.
- An opportunity to work on specific social skills.
- Weekly student academic progress reports sent to parents.

### **ACADEMIC PROGRESS**

All classes are divided into four 25% sections. Students are required to complete 25% in each class each month; no matter how many days are in that month (August and September will be combined into one month). Students failing to complete 25% in a given class during a month will be required to redo that month's section of work.

### **DISCIPLINE/REFERRALS**

Students displaying inappropriate behavior will be given opportunities to correct their behavior. Students choosing not to correct their behavior will be referred to the building principal. Upon receiving a second referral in a month, a student will be out of school for the remainder of the month. Students removed for disciplinary reasons will be required to attend orientation (including the student/parent orientation). For students who complete orientation, repeat orientation two more times, and still receive two referrals in a month, a recommendation for long-term suspension/expulsion will be made to the Director of Student Services.

Some behaviors are unacceptable in any situation and are immediate referrals without opportunities for self-correction. These behaviors are (but not limited to): threatening behaviors toward staff or students, violation of the district's drug/alcohol policy, vandalism, refusing a request from any staff member, insubordination, and significant disruption of the educational process.

## ATTENDANCE REQUIREMENTS & PROCEDURES

### **ATTENDANCE GUIDELINES**

Attendance is **very** important at the IDEAL School. The staff cannot overemphasize the relationship between good attendance and academic performance.

The IDEAL School is an alternative educational program preparing students toward a career and the working world.

**PLEASE NOTE: IF YOU ARE NOT AT SCHOOL FOR THE DAY OR WILL BE ARRIVING LATE, A PARENT OR GUARDIAN MUST CALL US AT 898-0485.**

### **Compulsory Attendance Law**

"Every person residing in a school district in the state of Nebraska who has legal or actual charge or control of a student...shall cause such student to attend regularly..." (79-201)

### **ABSENCES**

You are considered absent if you are outside of school for fifteen (15) minutes or more after the session starts. This can occur at any time throughout the day. Students arriving late must sign in at the office. A letter will be sent notifying the parents of absences at 9 days and 15 days.

**ONCE YOU ARE IN THE BUILDING, YOU MUST OBTAIN PERMISSION FROM A STAFF MEMBER TO LEAVE THE BUILDING.**

- **Students whose attendance is in jeopardy need to meet with the principal.**
- **Students' attendance requirements are based upon their assigned school day.**

### **TYPES OF ABSENCES**

### **WAIVED ABSENCE– Does not count toward truancy**

- Absences from school for which a signed note is received from a doctor for a medical appointment. The doctor's note must be brought to school **on the same day that the student returns to school.**
- School-sponsored activities

### **UNWAIVED ABSENCE– May count toward possible truancy**

- Parents have called to notify the school that the student will be absent.
- Student is absent with no approved excuse.

### **APPOINTMENTS**

If at all possible, try to schedule your appointments around school and follow the procedure for pre-arranged absences.

### **TARDIES**

You are considered tardy if you arrive at school less than 5 minutes late from the start of the session. Anytime you arrive late, you must sign in at the office.

## **CLASS BELL SCHEDULE**

### **Morning Session:**

7:58	-	Warning bell
8:00—8:40		First hour
8:40—8:41		passing time
8:41—9:23		Second hour
9:23 – 9:38		Group time
9:38—9:40		passing time
9:40—10:20		Third hour
10:21—11:02		Fourth hour
11:02—11:58		Lunch/planning time

### **Afternoon Session:**

11:56	-	Warning bell
11:58— 12:38		Fifth hour
12:38—12:39		passing time
12:39—1:20		Sixth hour
1:20—1:36		Group time
1:36—1:38		passing time
1:38—2:18		Seventh hour
2:18—2:19		passing time
2:19—3:00		Eighth hour

### **CLASSROOM POLICIES**

Students are expected to follow their class schedule as well as any additional classroom rules along with those in this handbook.

### **GRADE CLASSIFICATION**

Students enrolled in IDEAL are classified into grade levels according to the following chart:

Freshman	0-11 credits	Junior	23- 33 credits
Sophomore	12-22 credits	Seniors	34- 45 credits

## Minimum Graduation Requirements Class of 2010/Credit Plan 4

<u>English: 8 Credits</u> English 9 - 2 semesters English 10 - 2 semesters English electives - 4 credits	<u>Science: 5 Credits</u> Biology - 2 semesters Physical Science - 2 semesters Science electives - 1 credit
<u>Social Studies: 6 Credits</u> US History - 2 semesters World Civilization - 2 semesters American Gov't - 1 semester Social Studies elective - 1 credit	<u>Math: 5 Credits</u>  <u>P.E.: 3 Credits</u>  <u>Electives: 18 Credits</u>

## Minimum Graduation Requirements Class of 2011/Credit Plan 5

<u>English: 8 Credits</u> English 9 - 2 semesters English 10 - 2 semesters English 11 - 2 semesters English electives - 2 credits	<u>Science: 5 Credits</u> Biology - 2 semesters Physical Science - 2 semesters Science elective - 1 credit
<u>Social Studies: 6 Credits</u> US History - 2 semesters World Civilization - 2 semesters American Gov't - 1 semester Social Studies elective - 1 credit	<u>Math: 6 Credits</u>  <u>P.E.: 3 Credits</u>  <u>Electives: 17 Credits</u>

## Minimum Graduation Requirements Class of 2012-2013/Credit Plan 5

<u>English: 8 Credits</u> English 9 - 2 semesters English 10 - 2 semesters English 11 - 2 semesters English electives - 2 credits	<u>Science: 5 Credits</u> Biology - 2 semesters Physical Science - 2 semesters Science elective - 1 credit
<u>Social Studies: 6 Credits</u> US History - 2 semesters World Civilization - 2 semesters American Gov't - 1 semester Social Studies elective - 1 credit	<u>Math: 6 Credits</u> Algebra I - 2 semesters Math Electives - 4 credits (Pre Algebra will no longer count) <u>P.E.: 3 Credits</u> <u>Electives: 17 Credits</u>

**Students must earn a minimum of 45 credits to earn a high school diploma.**

**Projected graduation year is determined by calculating four years from your freshman enrollment date.**

### COURSE LOAD

AM, PM or both sessions will be offered. Each full semester class is valued at one credit hour. As soon as you complete the requirements for a class, at any time, you will be enrolled in another class.

### GROUP/GROUP LEADER

All students will be assigned to a group who will track your progress and communicate with others who are interested in your education. One of the staff members will be your group leader. Weekly reports will be sent home to parents to

inform them of your academic progress towards graduation.

### **CUMULATIVE RECORDS**

Each student's cumulative records are kept in the office so that they are readily accessible for the students, parents, teachers and counselors. These records contain each student's past transcripts, test scores and health records. According to state law, student records are accessible to the student, parent and school personnel only. All school records, including discipline records, will be released upon request to any school to which a student transfers, or any other party, and requires an official release form signed by the parent/guardian. After graduation, all transcripts are sent to the superintendent's office. Transcripts mailed out of the superintendent's office will cost \$2.00.

### **DUAL ENROLLMENT/NIGHT SCHOOL**

In order for students to progress, they may need to dual enroll at their assigned high school. Dual enrollment is limited to classes not offered at IDEAL School. Zero (0) hour P.E. is also available. Students **must be approved** by the assigned high school principal and IDEAL principal.

Students may also enroll in the night school program at PLHS and PLSHS. There will be no cost for PE classes for IDEAL students. Students interested in enrollment in night school classes should discuss this with the principal.

### **VOCATIONAL PROGRAM**

The vocational department provides vocational counseling and guidance. Our vocational teacher can offer many suggestions and answer questions that will help you plan your future wisely. The vocational teacher is the IDEAL School's link with Papillion-La Vista businesses and the community. Many programs are offered through this position, such as: school-to-work programs, guest speakers, interviews, job shadowing and internships.

## **SCHOOL POLICIES AND PROCEDURES**

### **Prohibited Drug Use: (District Policy - 5204)**

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 tobacco, 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 and Activities 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 parents/guardians through the school counselors and principals.

### **Curriculum:**

Policy 5204 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.

### **Secondary**

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

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

Any student at school or a school related/sponsored activity, found to be under the influence, in possession of and/or distributing alcohol, drugs, drug paraphernalia, or look-alikes will be suspended for 5-19 days, and/or recommended for expulsion. The parent/guardian, law enforcement, and school social worker will be notified by the school administrator. The student may be dropped from the activity/organization in which they participate.

### **RESPONSIBILITY OF STUDENT/PARENT WHEN A STUDENT IS INVOLVED IN ANY OF THE ABOVE VIOLATIONS.**

It is recommended that the parent/guardian contact the school social worker and an appointment for a chemical dependency evaluation be made prior to the student returning to school. The parent/guardian 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/guardian 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:**

**Possession** - includes any knowing and voluntarily having on his/her person, or within his/her personal property, or has under his/her 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 heart beat, 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 hallucinogens. 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 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.

### **Smoking - Chewing**

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

### **Use of Tobacco**

First offense:	3-day suspension and conference with parent before reinstatement.
Second Offense:	5-day suspension and conference with parent.
Third Offense:	Long-term suspension/recommendation for expulsion.
Fourth Offense:	Recommendation for expulsion

### **Possession of Tobacco**

First Offense:	1-to-3 day suspension and conference with parent before reinstatement.
Second Offense:	5-day suspension and conference with parent before reinstatement.
Third Offense:	Long-term suspension or recommendation for expulsion.
Fourth Offense:	Recommendation fore expulsion.

### **Definition of Smoking**

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

## **BAD WEATHER POLICY**

In severe situations school may be announced as closed. All local radio and TV stations will be notified as early as possible. If Papillion-La Vista Schools are closed, IDEAL School will be closed.

## **BOMB THREATS**

A student who makes a bomb threat will face disciplinary action, and also be subject to criminal prosecution.

## **BOOKS**

Books must be checked out through your instructor. You are held responsible for returning the books, along with keeping them in good condition, as well as the replacement cost if you lose or misuse your books.

### **LOSS OF BOOK**

A student losing a book during the year may not check out another book until the lost book is paid for by:

- Obtaining the book number and name of the book from his/her teacher
- Paying for the book in the office
- Showing the receipt to the 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 principal's secretary

## **CHEATING**

Any student **caught** cheating or copying any other student's work will lose any credit earned in that class and be dropped from the class. Students will be allowed to re-enroll in the class at the start of the next semester.

Cheating is a serious offense and will not be tolerated. Plagiarism is defined as presenting the ideas or words of another as one's own and is considered cheating. Copying off the Internet is cheating.

## **FIRE AND TORNADO DRILLS**

Fire and tornado drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The staff will give the students instructions.

## **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 an immediate referral to the principal.

## **HARASSMENT**

It is the policy of this school district to provide a learning environment free from discriminatory insult, intimidation, sexual harassment, bullying, or any other forms of harassment. Harassment may be overt or subtle, but whatever form it takes (verbal, nonverbal or physical), harassment is insulting and demeaning to the recipient and can not be tolerated in the school environment.

### **General Statement:**

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

### **Definition of Harassment**

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

Bullying is further defined to include any intentional, hostile, or offensive verbal, written, graphic, demonstrative, or physical act that has the purpose of exerting domination over another student through the act of intimidating, frightening, oppressing, or adversely controlling the student, and that is disruptive of the educational process.

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

### **Reporting Procedures:**

Any person who believes his/her rights to a learning environment free of all types of harassment have been jeopardized, should report such incidents to the building principal or the Director of Student Services. They can be reached in the individual building or at the Central Administrative Office, 420 South Washington Street, Papillion, or by calling 537-6214.

### **Disciplinary Actions:**

Students whose actions or utterances are determined to be in violation of Policy 5202 shall be subject to possible disciplinary actions as outlined in the Student Conduct, Vandalism and Disruption Policy & Procedures 5301, ranging from short-term suspension to expulsion, or mandatory reassignment to another school building.

## **SEXUAL HARRASMENT**

### **General Statement:**

The Papillion La Vista Public Schools shall provide a learning environment for students which is free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct constituting sexual harassment. Sexual harassment by District students of other students or of District personnel on District property or any other public place where governing law permits the District to discipline students for such misconduct is strictly prohibited.

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

Sexual harassment is a form of misconduct that wrongfully deprives students of their dignity and the opportunity to study and be in an environment free from unsolicited and unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct that has the purpose or effect of unreasonably interfering with an individual's education opportunities or creates an intimidating, hostile or offensive learning environment. This may include, but may not be limited to, unwelcome touching, pinching, patting, verbal comments or a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, written messages, notes, cartoons, or graffiti of a sexual nature, and unwanted body contact.

### **Reporting Procedures:**

A student who feels he/she has been sexually harassed by another student should directly inform the student engaging in sexual harassing conduct or communication that such conduct or communication is offensive and must stop. If the student does not wish to communicate directly with the student whose conduct or communication is offensive, or if direct communication with the offending person has been ineffective, the aggrieved person should report the conduct or communication to a teacher, principal or counselor with whom he/she feels comfortable in reporting the issue.

Regardless of the means selected for resolving the problem, the initiation of a complaint of sexual harassment will not cause any reflection on the complaining student, nor will it affect his/her status as a student in any respect.

This policy and accompanying administrative procedures shall pertain only to sexual harassment of students by other students. The sexual harassment of students by school district employees is governed by other board policies

### **Disciplinary Actions:**

Sexual harassment of students by other students is prohibited in the school district, even when the affected student does not complain to the faculty or administration. Any student who engages in sexual harassment of another student will be subject to disciplinary action as outlined in the Student Conduct, Vandalism, and Disruption Policy and Procedures—5301, ranging from short-term suspension to expulsion. A decision to take disciplinary action under this policy may be based on the statements of a complaining student, his/her parent(s), the observations of teachers or administrators, or any other credible evidence. Discipline shall be imposed only when the greater weight of the evidence indicates that a student has violated this policy..

## **BULLYING, HARASSMENT & SEXUAL HARASSMENT**

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

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

(Adopted 06-12-00)(Adopted 09-09-91)(Revised 10-09-95)  
(Revised 01-27-04)(Revised 04-12-04)

## **PROCEDURE - (5202)**

### **Bullying & Harassment**

#### **General Statement:**

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

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

Harassment is defined as any intentionally harmful, demeaning, or disparaging acts, words, symbolic representations, or

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

#### 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. Bullying is further defined to include any intentional, hostile or offensive verbal, written, graphic, demonstrative, or physical act that has the purpose of exerting domination over another student through the act of intimidating, frightening, oppressing, or adversely controlling the student and that is disruptive of the educational process.

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

#### Reporting Procedures:

Any person, who believes his/her rights to a learning environment free of all types of bullying or harassment have 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 5202 shall be subject to possible disciplinary actions as outlined in the Student Conduct, Vandalism and Disruption Policy & Procedures 5301, and the Student Discipline Act of Nebraska, ranging from short-term suspension to expulsion, or mandatory reassignment to another school building.

*(Established 04-12-04)(Revised 10-23-06)*

#### PROCEDURE - (5202)

##### Sexual Harassment

##### General Statement:

The Papillion-La Vista Public Schools shall provide a learning environment for students, which is free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct constituting sexual harassment. Sexual harassment by District students of other students or of District personnel, on District property or any other public place where governing law permits the District to discipline students for such misconduct, is strictly prohibited.

##### Definition of Sexual Harassment:

Sexual harassment is a form of misconduct that wrongfully deprives students of their dignity and the opportunity to study and be in an environment free from unsolicited and unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct that has the purpose or effect of unreasonably interfering with an individual's educational opportunities or creates an intimidating, hostile or offensive learning environment. This may include, but may not be limited to, unwelcome touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, written messages, notes, cartoons, or graffiti of a sexual nature, and unwanted body contact.

##### Reporting Procedures:

A student who feels he or she has been sexually harassed by another student should directly inform the student engaging in sexually harassing conduct or communication that such conduct or communication is offensive and must stop. If the student does not wish to communicate directly with the student whose conduct or communication is offensive, or if direct communication with the offending person has been ineffective, the aggrieved person should report the conduct or communication to a teacher, principal or counselor with whom he or she feels comfortable in reporting the issue.

Regardless of the means selected for resolving the problem, the initiation of a complaint of sexual harassment will not cause any reflection on the complaining student, nor will it affect his or her status as a student in any respect.

This policy and accompanying administrative procedures shall pertain only to sexual harassment of students by other students. The sexual harassment of students by school district employees is governed by other board policies.

#### Disciplinary Actions:

Sexual harassment of students by other students is prohibited in the school district, even when the affected student does not complain to the faculty or administration. Any student who engages in sexual harassment of another student will be subject to disciplinary action as outlined in the Student Conduct, Vandalism, and Disruption Policy and Procedures, ranging from short-term suspension to expulsion. A decision to take disciplinary action under this policy may be based on the statements of a complaining student, his or her parent(s), the observations of teachers or administrators, or any other credible evidence. Discipline shall be imposed only when the greater weight of the evidence indicates that a student has violated this policy.

(Established 06-12-00)(Revised 04-12-04)

## **HOMEWORK**

### **HOMEWORK IS NECESSARY TO MAINTAIN MINIMUM PROGRESS AND ENABLE YOU TO SUCCEED AT THE IDEAL SCHOOL.**

We suggest ten hours of homework each week of enrollment, two hours Sunday through Thursday. The progress report will allow you to check your total progress for the class.

## **INSUBORDINATION**

If a student is insubordinate, argumentative, confrontational, challenges authority, or displays an attitude which disturbs/disrupts the teaching/learning process, the student will be referred to the building principal.

## **INTERNET USE**

Students are granted access to use the internet for **educational reasons only**. Students must have an Internet contract on file in the office in order to use it. Students found using the internet for unauthorized reasons will be subject to disciplinary action. No games, chat rooms, surfing on the net, Myspace, or checking e-mail or any non-educational reason will be allowed at anytime during the school day.

## **LOCKERS**

Lockers are provided for all IDEAL students. Students may check out a locker from the school secretary. The care and upkeep of the locker is the responsibility of each student. 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.

**\*PERSONAL BELONGINGS ARE TO BE KEPT AT HOME.**

## **MEDICAL ASSISTANCE**

In case of an injury or illness, notify a staff member. If necessary, the school nurse will be called to evaluate the situation. Your parent/guardian will also be contacted. Parents have the right to refuse a physical examination for their student and must submit a written statement to this effect. A Physical Waiver Form is available from the school nurse.

### **Immunization**

As required by state law, all students are required to present their immunization record. If you are coming from the high school, these should already be on file. The minimum immunization requirement includes the day, month and year for:

- 3 Hepatitis B vaccine (out-of-state transfers only)
- 3 DPT (Diphtheria, Pertussis, Tetanus), DTaP, DT or Td vaccine, with one shot given after 4th birthday
- 3 Oral or injectable Polio
- 2 MMR (Mumps, Measles, Rubella)

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

- A statement signed by the physician stating that the immunizations required would be injurious to the health and well being of the student.

**OR**

- A signed and notarized document stating that the immunization conflicts with the practice of a recognized

religious denomination to which the student belongs.

### **Prescription Drugs**

#### **Administering Medication:**

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

When a student is required to take medication during the school hours that has been prescribed by a duly licensed physician, the following procedures are to be followed:

- A. Parents/guardians must first sign a permission form, granting authority for school staff to administer medication to their student.
- B. All medication brought to school must be in the original prescription container, properly labeled, including the student's name, physician's name, and complete directions on administration of the medicine.
- C. Over-the-counter medication will be administered only with a written approval form available from the school.
- D. The student may deliver medications to the school, provided that a parental permission form and physician's statement are available in the school office.
- E. All medications administered at school must be stored in a locked container and/or refrigerator, unless otherwise authorized as an exception for Asthma, Anaphylaxis or Diabetes.
- F. No more than one month's supply of the student's medication should be provided to the school personnel.
- G. All nutritional or dietary supplements will be administered following the same procedures as outlined above. Any other supplements brought to school shall be housed in the health office for safety purposes and the parent and/or student will be responsible for administration of the supplement.
- H. All medications not picked up will be properly disposed of at the end of the school year or when the student is no longer enrolled in the District.

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

A student will be allowed to self-medicate and/or monitor a medical condition related to Asthma, Anaphylaxis or Diabetes as an exception to the requirements listed above. Such monitoring and/or self-medication shall be permitted in the classroom or any part of the school or on school grounds during any school-related activity or in any private location specified in the student's medical management plan (Action Plan) under the following conditions:

- A. The student's physician has authorized self-medication and/or self-monitoring of Asthma, Anaphylaxis or Diabetes. Such authorization states when the medication is to be taken, the correct dosage, time, and/or frequency of administration.
- B. The school personnel and the parent or guardian, in consultation with the student's physician, shall develop a medical management plan (Action Plan) for the student, which shall be on file in the health office and remain in effect for no more than one school year.
- C. Such Action Plan shall:
  - 1. Identify the health care services the student may receive at school relating to the diagnosed health condition;

2. Evaluate the student's understanding of and ability to self-manage his/her medical condition;
3. Permit regular monitoring of the student's self-management of his/her medical condition by an appropriately credentialed health care professional; and
4. Be signed by the student's parent or guardian and the physician responsible for treatment of the student's medical condition.

- D. The District's Medical Self-Management Plan Authorization Form is on file in the health office, with the necessary signatures of the physician, parent/guardian, student and school nurse.

The District may prohibit any student from possessing the necessary medical supplies to self-manage or self-monitor his/her medical condition or place other necessary and appropriate restrictions on the student's self-management of his/her condition if the school personnel determine that the student has endangered himself/herself or others through the misuse or threatened misuse of such medical supplies. School personnel shall promptly notify the parent/guardian of any prohibition, restriction, or condition imposed upon the student as a result of such behavior.

If a student for whom a medical management plan has been developed under this policy injures school personnel or another student as the result of the misuse of necessary medical supplies, the parent/guardian of the student for whom such a plan has been developed shall be responsible for any and all costs associated with such injury. Additional disciplinary sanctions may also be imposed upon the student as a result of such misuse.

### **NUISANCE ITEMS**

Those items distracting from the educational environment are considered nuisance items and will be confiscated with disciplinary action taken. These include but are not limited to:

- Electronic games/devices
- Applying Make-up
- Cell phones
- Laser pointers,
- Hacky-sacks,
- Pagers/beepers

### **PARKING / STUDENT AUTOMOBILES**

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

1. Students must park in designated parking areas. Vehicles improperly parked will be towed at owner's expense.
2. Students may be referred to law enforcement if they speed or drive carelessly on the school grounds or going to or leaving a school activity.

**Papillion - La Vista School District is NOT responsible  
for theft or damage.**

**Papillion - La Vista School District reserves the right to check cars for "reasonable suspicion" of illegal activities.**

### **PROFANITY**

Students who engage in the use of profanity in the classroom or hallways will be given a referral and sent to the building principal.

### **PUBLIC DISPLAY OF AFFECTION (PDA)**

No kissing, hugging, inappropriate touching or other behavior deemed by staff to be inappropriate will be tolerated. Students in violation will be referred to the building principal.

### **SCHOOL STORE**

IDEAL operates a school store that allows students to purchase food items at school. Items may be purchased prior to the beginning of school. The store will open approximately ten minutes before the start of each session and for ten minutes after 2<sup>nd</sup> hour and 6<sup>th</sup> hour.

### **STUDENT DRESS**

All students are expected to be appropriately dressed. Student appearance should contribute to the general learning environment and not be a distraction.

- No sagging pants or shorts are allowed.
- No hanging chains or chains on jeans.

- No caps or hats.
- Printed wording or pictures on clothing that advertises or promotes drugs, alcohol, or tobacco, or is vulgar in interpretation will not be permitted to be worn.
- Halter-tops, see-through clothing, and tops, which expose the midriff or that are considered too revealing (ex. too low cut) will not be permitted.
- Sleeveless tops must extend from the neck to the shoulder. Shoulder straps must be at least two fingers wide.
- Tank tops or sleeveless undershirts that hang well below the armpits are not acceptable unless you wear a t-shirt underneath.
- Sunglasses are not to be worn while in the building.
- Hooded sweatshirts must be worn with the hood down while in school.
- No gang related apparel.
- \* **The principal has the right to determine if the student dress is appropriate.**

**\*Students will be required to change their clothes or be sent home if they are in violation of the dress code policy.**

## **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 be suspension or expulsion.

## **VISITORS**

Parents and other interested adults are encouraged to visit school at any time upon checking in with the office. All other visitation is discouraged. Former students or those enrolled at the junior or senior high schools may not loiter on the school grounds.

## **DISTRICT POLICIES**

### **NON-DISCRIMINATION STATEMENT**

The Papillion-La Vista School district does not discriminate on the basis of race, color, national origin, gender, marital status, age, disability or any other legally protected status in admission or access to, or treatment, or employment in its programs and activities. Annual public notification of the Notice of Nondiscrimination shall be made through the placement in student and employee handbooks, board policies, newsletters, bulletins, job applications, course offering handbooks, postings, websites, and in other communications required for the Title IV, Title VI, and Section 504. The following persons have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination: Employees: Assistant Superintendent Human Resources, 420 South Washington Street, Papillion, NE 68046. Students: Director of Student Services, 420 South Washington Street, Papillion, NE 68046, Phone: (402) 537-6214.

Any parents, employees and students who do not believe their complaints regarding Title IX, Title VI or Section 504 have been met with resolution at the District level may appeal their grievances to the Regional Department of Education, Office for Civil Rights: Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, MO, 64114, Phone: (816) 268-0550.

### **CHILD FIND NOTICE**

The Papillion-La Vista Public 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 hearing impairments, specific learning disabilities, mental disabilities, multiple disabilities, speech and language impairments, physical disabilities, autism or traumatic brain injuries. In addition, children and youth with any disability, which substantially limits a major life activity, may receive modifications to allow them access to an appropriate education (Section 504 of the Rehabilitation Act, as amended).

The Papillion-La Vista Public Schools request your help in locating children and youth with disabilities who are eligible to benefit from Special Education. 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:

George Spilker, Director of Special Services  
 420 South Washington Street  
 Papillion, Nebraska 68046  
 (Phone number 402-537-6222).

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.

## **STUDENT RECORDS**

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

### **PROCEDURE - (5501)**

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

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

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

#### **A. Definitions:**

1. "Education Records" (cumulative file) means any information, including discipline records either generated by the District or received from other institutions or individuals. This includes, but is not limited to, handwriting, print, computer media, video or audiotape, film, microfilm, and microfiche. These records are directly related to a student and maintained by the school district for the purpose of making educationally related decisions regarding that student.
2. "Disclosure" means to permit access to or the release, transfer, or other communication of personally identifiable information contained in education records to any party, by any means, including oral, written, or electronic means.
3. A school official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill his or her professional responsibility and effectively provide the function or service for which they are responsible.
4. A school official for purposes of access to education records is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, law enforcement officer, auditor, medical consultant or therapist); or a parent or student serving in an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.
5. "Eligible student" means a student who has reached 18 years of age or is attending an institution of postsecondary education.
6. "Law Enforcement Units" shall include any of the following local law enforcement agencies that has jurisdiction within the Papillion-La Vista School District and contracts with the District to provide protection and security. This includes those individuals identified as School Resource Officers (SRO), DARE instructors and GREAT instructors.
  - a. La Vista Police Department

- b. Papillion Police Department
- c. Sarpy County Sheriff's Department

B. Types of Records:

1. Permanent Student Records - The permanent record includes the minimum personal information necessary for operation of the educational system. This information is confidential with access by school officials with legitimate educational interest and is released according to established procedures in the Release of Student Records section.
  - a. Copy of Certified Birth Certificate.
  - b. Summary attendance records.
  - c. Grade level completed.
  - d. Transcript of classes taken with grades and credit received.
  - e. Record of date and type of inoculations and health examinations given to the class or student body as a whole.
  - f. Record of participation in officially recognized school activities and sports.
  - g. Signatures of people who are required to sign for access to student records and statement of purpose for such access as listed on Student Records Location and Access Form.
  - h. A copy of the signed Release/Request of Student Records form, court orders, or subpoena.
  - i. Record of immunizations required for school enrollment.
2. Directory Information - The District may disclose directory information without requiring prior parental approval. The types of personally identifiable information that the district has designated as Directory Information are as follows:
  - a. Student's name, address, telephone listing and date of and place of birth.
  - b. Name and relationship of parent(s) or legal guardian(s).
  - c. Electronic mail address and photograph.
  - d. Major fields of study, including degrees, honors and awards received.
  - e. Grade level, enrollment status (e.g., full-time or part-time) and dates of attendance.
  - f. Participation in officially recognized activities and sports or publicity of that activity or event.
  - g. Weight and height of members of athletic teams.
  - h. Most recent previous school attended.

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

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

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

3. Subsidiary Student Records - Subsidiary records include other personal information that may aid the school district in helping the student or in protecting others. This information is confidential with access by school officials with legitimate educational interest and is released according to established procedures in the Release of Student Record Section.
    - a. Results of standardized achievement, aptitude, ability, interest, and intelligence tests.
    - b. Protocols of tests administered to a class or student body as a whole.
    - c. Psychological reports.
    - d. Diagnostic education evaluation.
    - e. School social worker's case-study reports.
    - f. School educational specialists' reports.
    - g. Truancy reports.
    - h. Final reports by non-school special consultants.
    - i. Correspondence concerning student.
    - j. Educational, medical, and familial histories and data peculiar to individual students.
    - k. Data summary reports.
    - l. Transcripts of non-disciplinary school hearings concerning student.
    - m. Student's or parent's/guardian's written consent of release of subsidiary records.
    - n. Parent's written consent permitting special examination of their child.
    - o. Anecdotal records.
    - p. Signatures of people who are required to sign for access to records and statement of purpose for such access must sign Student Record's Location and Access Form located in the Student's Permanent Record file.
    - q. Limited English proficient individual (ESL) student data.
    - r. Disciplinary Records - Disciplinary records include the report, summary, record, etc. of any school disciplinary action. These records are maintained separately from other records.
    - s. Special Education Records - Special Education records include all information maintained for students in special education programs pursuant to federal and state laws, rules, and regulations.
    - t. Section 504 - Section 504 records include all information maintained for students in 504 programs pursuant to federal laws, rules and regulations.
    - u. Student Assistance Team (SAT) - SAT records include all information maintained for students in the pre-referrals process pursuant to federal and state laws, rules and regulations.
    - v. High Ability Learner (HAL) individual student data.
  4. Security Videos – Images of students captured on security videotapes that are maintained by school officials and the school's Law Enforcement Units are not considered educational records under FERPA. These video tapes may be shared with parent(s)/guardian(s) of students whose images are on the video and with outside law enforcement authorities as determined appropriate by school officials.
- C. Disclosure of Records:
1. School officials with legitimate educational interest may access the records without parent permission or signing of the Student Records Location and Access Form.
  2. All records (except directory information) are confidential and shall not be released to or accessed by any other person other than school officials with legitimate educational interest without parent(s)/guardian(s) or eligible student written consent, court order or subpoena. Originals or copies of the Release/Request of Student Records form, written consent, court order, or subpoena will be maintained in the student's record.
  3. In regard to disciplinary records, school officials are permitted to disclose information without written consent regarding disciplinary action taken against a student for behavior that posed a "significant risk" to the student or others. This information may be disclosed to teachers and school officials within the District and to other school district representatives who have been determined to have a legitimate educational interest in the behavior of the student.
  4. The school district will comply with a judicial order or lawfully issued subpoena to disclose information

after making a reasonable effort to notify the parent, guardian, or eligible student, unless the judicial order or subpoena specifically states not to notify parent, guardian or eligible student.

5. If the school district initiates legal action against a parent of student and has made reasonable efforts to notify parent(s)/guardian(s), guardian, or eligible student, it may disclose the student's education records that are relevant to the action to the court without a court order or subpoena.
6. The school district shall give full rights of disclosure to either parent, unless the school district has been provided with evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights.
7. Records from a non-educational source will not be forwarded except for information that was used for verification of a disability.
8. Student records may be released without consent for the purpose of a student's application for, or receipt of, financial aid.
9. A copy of the student's records including all discipline records shall be released at no charge, upon request, to any public or private school to which the student transfers. Once the records are sent to the Central Office upon completion of the student's senior year, there will be a \$2.00 charge for copying and sending of records.

#### D. Disposition of Records:

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

#### E. Notification of Rights under FERPA:

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

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, law enforcement officer, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or

her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility and effectively provide the function or service for which they are responsible.

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

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

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

#### F. Surveys:

The Protection of Pupil Rights Amendment (PPRA) affords parents the following rights regarding the District's use of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
  - a. Political affiliations or beliefs of the student or student's parent;
  - b. Mental or psychological problems of the student or student's family;
  - c. Sex behavior or attitudes;
  - d. Illegal, anti-social, self-incriminating, or demeaning behavior;
  - e. Critical appraisals of others with whom respondents have close family relationships;
  - f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  - g. Religious practices, affiliations, or beliefs of the student or parents; or
  - h. Income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of:
  - a. Any other protected information survey, regardless of funding;
  - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  - c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. Inspect, upon request and before administration or use:
  - a. Protected information surveys of students;
  - b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  - c. Instructional material used as part of the educational curriculum.

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

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

- Collection, disclosure, or use of personal information of marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue S.E.  
Washington, DC 20202-4605  
*(Revised 06-13-94)(Revised 02-23-98)(Revised 02-19-03)*  
*(Revised 11-22-04)(Revised 10-23-06)(Revised 12-27-07)*  
*(Revised 07-02-08)*

## **PAPILLION-LA VISTA SCHOOLS ACTIVITY/ATHLETIC CODE OF CONDUCT**

### **Code of Conduct for Participants in Co-curricular Activities (Athletic and Activity Programs)**

#### **STATEMENT OF BELIEFS**

Papillion-La Vista Public Schools is committed to supporting the development of the total student. The school district is responsible for inculcating the values of citizenship in students during the school day, during school activities, and in the community. Part of that instruction involves teaching students to accept responsibility for their actions. Consequently, the school district is exercising its authority beyond the school day over students in activities and athletics in order to deter inappropriate behavior, to help students in making appropriate decisions, and to develop responsible citizens.

This 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, which are defined as athletic and activity programs sponsored by and through the school district, which are not directly connected to a student's academic record. It applies to student behavior during and outside sports and activity seasons, during the regular school year, and during summer months outside the regular school year.

#### **DISCIPLINARY CODE**

The School district has established training and behavioral rules for the guidance and development of students who are involved in co-curricular activities. These rules are set out in the Code of Conduct, and 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 herein. Students involved in activities or athletics are expected to cooperate fully with school officials and law enforcement officers conducting an investigation into any possible violation of this Code of Conduct.

#### **Category I**

Category I involves behaviors during the school year, from the first day of classes in August until the regular school year ends in May. The following are prohibited:

- The use, possession, or being under the influence of any drug, drug paraphernalia, drug look-alike, controlled substance, tobacco, or alcohol whether on or off school grounds, including citations for MIP, DUI and DWI.
- The use of anabolic steroids, or other performance enhancing drugs which have not been prescribed by a physician.
- Behavior deemed by school administrators to have discredited the reputation of the school district.
- Any other misconduct punishable under Nebraska law, other than a minor traffic violation.

### **Category I Consequences**

The first Category I violation will result in suspension from an activity or athletic event for two weeks or two contests, as determined appropriate by the administrator. The student may continue to participate in practices during this suspension period, and the activities director or athletic director may require a conference with the student's parent/guardian before the student is reinstated to the activity. Consequences for the first Category I violation will be imposed only during the school year in which the violation occurred.

A second Category I violation within the same school year will result in suspension from all activities or athletics for the remainder of the semester or a complete activity or athletic season, whichever is longer. Consequences for a second Category I violation will be imposed only during the school year in which both violations occurred.

A third Category I violation within the same school year will result in suspension from participation in all activities or athletics for one calendar year from the date of the third violation. Students under out-of-school suspension can not practice or participate in activities or athletics until the day after that suspension has been completed.

### **Category II**

Category II involves serious criminal behavior for which consequences will be applied if the violation occurs at any time during the calendar year, including out-of-season and summer months. The following behavior is prohibited:

- The possession and transmittal, with the intention to sell it, of any drug, controlled substance, or alcohol.
- Receiving a citation for driving under the influence of alcohol (DUI), or driving while intoxicated (DWI), in which serious property damage or bodily injury occurs to others.
- Receiving a second citation for DUI or DWI within a 12 month period.
- Other offenses punishable under Nebraska law, which are not specified in this listing but are deemed by school administrators to be serious criminal offenses.

### **Category II Consequences**

The first Category II violation will result in suspension from all activities or athletics for the remainder of the semester or the activity or athletic season in which the violation occurs, whichever is longer.

The second Category II violation within a 12 month period will result in suspension from all activities or athletics for one calendar year from the date of the second violation.

### **In-Season Misconduct (Category I and II)**

If the violation occurs when the student is participating in an activity or athletic event, the consequence will begin immediately upon the determination that there is reasonable cause to believe that the student engaged in misconduct that violates this Code.

### **Out-of-Season Misconduct (Category I and II)**

If the violation occurs when the student is not participating in an activity or athletic event, the consequence will begin on the first day of approved practice, competition and/or performance for the next co-curricular activity or athletic event in which the student chooses to participate.

### **Administrative Procedures**

When a District employee has reasonable cause to believe that a student has violated the Code of Conduct, he/she shall notify the activities director or athletic director. The appropriate director will initiate an investigation. As part of the investigation, the director or a designee will confer with the student. If the director determines that there is reasonable cause to believe that the student violated the Code of Conduct, he/she will inform the student of the decision. The director will provide a written communication to the parent/guardian which will include notice of the charge; the findings; the decision; the consequences to be imposed; and the appeal process. In cases where the decision involves removing a student from a team or for the remainder of a season, the activities director and/or athletic director will also provide the building principal and the Director of Student Services with a copy of the written notice sent to the parent/guardian.

### **Appeals Process**

A student and the student's parent/guardian may appeal a director's decision in the following manner:

—The student and the student’s parent/guardian must meet with the activities director or athletic director.

—If, after meeting with the activities director or athletic director, the student and the student’s parent/guardian feel that the matter was not resolved satisfactorily, they may appeal the director’s decision to the building principal within seven calendar days of receiving the building principal’s decision.

If, after meeting with the building principal, the student and the student’s parent/guardian feel that the matter was not resolved satisfactorily, they may appeal the decision to the Office of the Superintendent of Schools within seven calendar days of receiving the building principal’s decision. A hearing officer will be appointed to hear the appeal and will forward a decision to the Superintendent who will communicate the decision to the student and parent/guardian in writing.

## **STUDENT RIGHTS - DUE PROCESS**

The Board of Education assures the protection of all elementary and secondary school students’ constitutional rights to due process and fundamental fairness within the context of an orderly and effective educational process. The Board of Education further recognizes the right of every student to public education.

The Board of Education, in compliance with Nebraska State statutes, establishes the following rules and regulations regarding student conduct and disciplinary procedures. All rules and regulations herein established shall be posted on the bulletin boards in view of all students at each school and shall be printed in all student handbooks.

### **I. General Statement**

- A. Any rule that 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 parents 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 parents.

### **II. Types of Exclusion**

- A. Short Term Suspension  
Up to and including 5 school days.
- B. Emergency Exclusion  
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 very disruptive.
- C. Long Term Suspension  
More than 5 school days, but less than 20 school days.
- D. Expulsion  
Except as set forth in paragraphs III c2 and c3, below, 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:
  1. 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**

  2. 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  
Involuntary transfer to another school within the system in connection with any disciplinary action.

### **III. Conditions and Procedures**

- A. Short Term Suspension
  1. The following behavior constitutes grounds for this type of exclusion:
    - a. Conduct set forth in C1, a through h, below.
    - b. Any other violations of rules or standards of behavior adopted pursuant to law.
  2. The following procedure is required for short-term suspension:

- a. The principal must make an investigation
- b. The principal may suspend 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, the principal must:
  - 1.) Send a written statement to the student, the student's parents or guardian, describing the student's conduct or rule violations.
  - 2.) Set forth the reasons for the action taken in the written statement
  - 3.) Make a reasonable effort to confer with parents before or at the time the student returns to school

- (a.) Any student who is suspended may be given an opportunity to complete any class work, including but not limited to, examinations missed during the period of suspension. Each school shall develop and adopt guidelines stating the criteria school officials shall use in determining whether and to what extent such opportunity for completion will be granted to suspended students. The guidelines shall be provided to the student and parent or guardian at the time of suspension.

#### B. Emergency Exclusion

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. Administer other's opportunity to learn.
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 paragraph III B1, above.
3. An emergency exclusion for 5 school days or less shall be subject to the same procedures set forth for short-term suspension set forth in paragraph III A2 above. The written notice sent within two school days to the student and the procedures provided by law and a hearing request form explaining that if the duration of the emergency exclusion should exceed 5 school days, that the student, or the student's parents or guardian, may use such form to request a hearing. Copies of the exclusion letter and supporting information will be forwarded to the Superintendent on the same date.
4. In the event an emergency exclusion shall extend beyond 5 school days, a hearing will be scheduled and a determination made within 10 days of the initial exclusion.
5. The following procedures must be followed:
  - a. The principal shall file a written charge and summary of evidence supporting the charge with the Superintendent on the date the decision is made or on the sixth school day of exclusion, whichever is earlier.
  - b. Written notice shall be sent by registered or certified mail on the day the charge is filed to the student and the student's parents or guardian, informing them of their rights under the law and shall include:
    - 1.) Rules violated or other basis for exclusion and summary of evidence;
    - 2.) Notice that a hearing will be held within 10 days of initial exclusion;
    - 3.) Hearing procedures and appeal procedures;
    - 4.) Advisement of the right to examine the student's academic and disciplinary records and any affidavits to be used and of the right to know the identity of witnesses and the substance of their testimony;
  - c. The Superintendent will appoint a hearing examiner on the same day that the notice is provided.
  - d. On the same day that the hearing examiner is appointed, the hearing examiner will give written notice to the principal, the student, and the student's parents or guardian of the time and place for the hearing.
  - e. The hearing should be scheduled so that a final determination can be made within 10 days after the initial exclusion.
  - f. The criteria for the hearing examiner set forth at IIC4(c) below, and the rules, which apply to the conduct of the hearing set forth at IV below, will be followed.
  - g. A final determination will be made within 10 school days after the initial exclusion.
  - h. The student or the student's parents/guardian may at any time waive their right to a hearing.

#### C. Long - Term Suspension, Expulsion and Mandatory Reassignment

1. The following behavior constitutes grounds for these types of exclusions when it occurs on school grounds or at a school event or otherwise as set forth in paragraph g, below.
  - a. Use of violence, force, coercion, threat, intimidation or similar conduct in a manner that constitutes a substantial interference with school purposes.
  - b. Willfully causing or attempting to cause substantial damage to private or school property, stealing, or attempting to steal private or school property of substantial value, or repeated damage or theft involving private or school property of small value.
  - c. Causing or attempting to cause physical injury to any person. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person, shall not constitute a violation of this subdivision.
  - d. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
  - e. Engaging in the unlawful possession, selling, dispensing or use of controlled substance or look -a - like, or alcoholic liquor.
  - f. Public indecency, as defined by law, except that this subdivision shall apply only to students at least 12 years of age but less than 19 years of age.
  - g. Sexually assaulting or attempting to sexually assault any person or if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted sexual assaults which occur off school grounds not at a school function, activity or event. For purposes of this paragraph, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in Nebraska Revised Statutes Sections 28-319 and 28-320, as such statutes now provide or may hereafter from time to time be amended.
  - h. Engaging in any other activity forbidden by the state law which activity constitutes danger to other students or interferes with school purposes.
  - i. A repeated violation of any rules validly established pursuant to law if such violations constitute a substantial interference with school purposes.
2. Mandatory expulsion for firearms, explosives, and weapons and injury to employee, volunteer, or student.
  - a. The following behavior constitutes grounds for mandatory expulsion:
    - (a.) Knowingly possessing, handling, transmitting, using, intimidating, with, or threatening to use any object or material that is ordinarily or generally considered a firearm, explosive, or weapon; including guns, firearms, pipe bombs, fireworks, throwing stars, brass knuckles, stun guns, B.B. guns, and pellet guns.
    - (b.) 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 USC 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 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 or guardian.
3. Suspension and mandatory expulsion for knives and chemicals
  - a. The following behavior may constitute grounds for short-term suspension:
    - 1.) Knowingly possessing, handling, or transmitting knives and/or chemical substances (including, but not limited to pepper guns and bleach), and any other object or substance that could be used to injure another person.
  - b. The following behavior constitutes grounds for mandatory expulsion:
    - 1.) A second or subsequent violation of 3(a) within four school years
4. The following procedure is required for long-term suspension, expulsion, and mandatory reassignment listed in III C:
  - a. The principal must file a written charge and summary of the evidence supporting the charge with the Superintendent of the date of the decision to exclude.
  - b. Within 2 school days, written notice must be sent by registered or certified mail by the principal to the

student and the student's parents or guardian informing them of their rights. A copy will be forwarded to the superintendent on the same date.

- c. This notice shall include the following:
  - 1.) Rule violated and a summary of the evidence.
  - 2.) Penalty, which the principal has recommended.
  - 3.) Notice of the student's rights to a hearing upon request.
  - 4.) The District hearing and appeal procedures.
  - 5.) A statement concerning the right to examine the student's academic and disciplinary records and any affidavits to be used at a hearing.
  - 6.) A statement concerning the right to know the identity of witnesses who will appear at a hearing, and the substance of their testimony.
  - 7.) A form on which the student and the student's parents or guardian may request a hearing.
5. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her finding and a recommendation of the action to be taken to the Superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of:
  - a. Interference with an educational function or school purpose or
  - b. A personal injury to the student himself or herself, other students, school employees, or school volunteers.
6. The following preliminary procedure must be followed if a hearing is requested within 5 school days of the receipt of notice:
  - a. The Superintendent must appoint a hearing examiner.
  - b. The hearing examiner must give written notice to the principal, the student, and the student's parents or guardian of the time and place for the hearing. No less than 2 days actual notice must be given.
  - c. The hearing examiner must meet the following criteria:
    - 1.) Must not have brought the charges against the student.
    - 2.) Shall not be a witness at the hearing.
    - 3.) Must have no involvement in the charge and must be impartial.
    - 4.) Must be available to answer any questions relative to the hearing.

#### IV. Formal Hearings

##### A. The following rules apply when a hearing is conducted:

1. The following shall attend the hearing: the hearing examiner, the student, the student's representative (if any), the student's parents or guardian, and, if necessary, the counsel for the school board.
2. Witnesses may be present only when giving information at the hearing.
3. Anyone may be excluded by the hearing examiner if they disrupt an orderly hearing.
4. The student may speak in the student's defense and question witnesses; the student may choose not to testify; the student may be excluded when discussing the student's emotional problems or psychological evaluation.
5. The principal shall present statements, in affidavit form, to the hearing examiner of anyone having information about the student's conduct and the student's records, only if these have been made available to the student; the student's parents, guardians or representative prior to the hearing. Upon request, the student's records shall be explained and interpreted to the student, parent, guardian or representative prior to the hearing.
6. The hearing examiner is not bound by rules of evidence or other courtroom procedure.
7. The following persons may ask persons to testify at the hearing: the student, the student's parents, guardian or representative, the principal and hearing examiner.
8. The testimony shall be under oath; the hearing examiner shall administer the oath.
9. The persons listed in (g) above, shall have the right to question any witness giving information at the hearing.
10. Any person giving testimony is given the same immunity from liability as a person testifying in a court case.
11. The proceeding shall be recorded at District expense.
12. If more than one student is charged with violation of the same rule and acted in concert, a single hearing may be held unless student interest may be substantially prejudiced as determined by the hearing examiner.

##### B. Report of the Hearing Examiner

1. The report shall include the hearing examiner's findings, a recommendation of the action to be taken, and the reasons therefore in terms of the needs of both the student and the school board.
2. The report shall be reviewed by the Superintendent who may change, revoke, or impose the sanctions recommended. In no case may the Superintendent impose a sanction more severe than the hearing examiner's

recommendations.

3. Written notice of the recommendations by the hearing examiner and the Superintendent's determination shall be sent by registered mail or personal delivery to the student and the student's parents or guardian. (1)
4. Upon receipt of the written notice, the Superintendent's determination shall take effect.

C. The Record and the Appeal

1. The record shall consist of the charge, the notice, the evidence presented, the hearing examiner's findings and recommendations, and the action of the Superintendent.
2. On appeal to a court, the record shall also consist of any additional evidence taken and any additional action taken in the case and shall also include the rules and regulations of the Board relied upon by the District in its determination to suspend, reassign, or expel the student.
3. Appeal to the School Board may be made within 7 school days following receipt of written notice of the determination of the Superintendent, by the student, the student's parents or guardian, by written request, filed with the Secretary of the Board or with the Superintendent.

D. Hearing of the School Board

1. The following rules will apply when there is a hearing in front of the School Board:
  - a. It may be held either before the Board or a committee of the Board consisting of not less than three members.
  - b. 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.
  - c. 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.
  - d. 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.
  - e. When the Board deliberates, it may reopen the hearing to receive additional evidence subject to the right of all parties to be present.
  - f. The Board may alter the Superintendent's recommendations, but may never impose more severe sanctions.
  - g. Final determination of the Board shall be personally delivered or sent by registered mail to the student and the student's parents or guardian.
  - h. 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 with the Board.

V. Settlement Not Precluded

- A. Nothing in this procedure shall preclude the student, the student's parents, guardian, or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.

VI. Alternative School, Class, Program

- A. The district shall have a set of correspondence courses available for expelled and excluded students. The alternative will be developed by the home school liaison assigned to the student's home school and it will be shared with parents and students after expulsion is completed.
- B. The correspondence course for expelled students shall enable the student to continue work for credit. If the student fails to meet the conditions of the learning program the district may terminate the program after a due process hearing. Students can earn credit for work completed. Should the parent or guardian refuse to participate in the alternative, the district has no further obligation.

## RELEASE OF RECORDS

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

During the senior year, students may request records to be sent to post secondary institutions. When the student makes a request, the counseling office will note the specific institution and the date.

There is no charge for release of records until they have been sent to the Central Office upon completion of the student's senior year. At that time there will be a \$2.00 charge for copying and sending of records.

## DIRECTORY INFORMATION (SCHOOL BOARD POLICY 1201)

Directory Information—Directory information may be released to any school official, or school related organization for school related purposes as part of a program regarding a student's participation in a school activity or athletic event or publicity of that program or event (i.e. band/vocal music programs and contests intra-and inter-school contests for various

departments, and athletic program and contests). This may include any approved school publications, newsletters, internet web sites, or other electronic means of publication. Such information will not be distributed for political or commercial use. Federal law also requires schools to release Directory Information to military recruiters from institutions of higher education (colleges and universities).

For our district to comply with FERPA, the board of Education has stated that the following information will be listed as directory information:

- Student's name, address, phone number and picture
- Student's date and place of birth
- Student's grade level or field of study
- Participation in officially recognized activities and sports
- Weight and height, if a member of an athletic team
- Dates of attendance
- Degrees and awards received
- Enrollment Status
- Electronic e-mail address
- Previous education institution attended by student names and relationship of parent(s) or legal guardian(s)

The purpose of this notification is to inform you that the information listed above may occasionally be released.

If you wish to keep any or all of this information confidential, please send a letter to the Director of Student Services at the address listed below within 30 days of receipt of this notice. The letter must specify which information you do not want released. Each building principal of the building(s) in which your child/children currently attend will be notified of your request. Send requests to:

Director of Student Services  
Papillion La Vista Public Schools  
420. South Washington St.  
Papillion, NE 68046

### **BIRTH CERTIFICATE**

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

No School official shall establish or enforce rules and standards concerning student conduct, which are in conflict with the rules and standards adopted by the Board of Education. Any suspension or exclusion of a student who is identified under the Individuals with Disabilities Education Act of Section 504 shall comply with those respective procedures.

### **SCHOOL DIRECTORIES AND CLASS LISTS**

School directories and class lists are distributed to government agencies or school—related parties approved by the Superintendent. They will not be distributed for political or commercial use.

### **TREATMENT OF STUDENTS IN EDUCATION PROGRAMS AND ACTIVITIES (TITLE IX)**

It is the policy of the Papillion La Vista School District to comply with the regulations implementing Title IX of the Educational Amendments of 1972.

Title IX prohibits sex discrimination in Federally assisted education programs. Specifically Title IX states: “no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Title IX covers all areas of education programs and all students.

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605