

NONDISCRIMINATION STATEMENT

The Papillion-La Vista Public Schools does not discriminate on the basis of race, color, national origin, gender, marital status, disability, or age in admission or access to, or treatment of employment, in its programs and activities. The following persons have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination: **Employees:** Dr. Renee Jacobson, Assistant Superintendent Human Resources, 420 South Washington Street, Papillion, NE 68046. **Students:** Dr. Brad Conner, Director of Student Services, 420 South Washington Street, Papillion, NE 68046, Phone: (402) 537-6214.

If parents, employees and students do not feel that their complaints regarding Title IX, Title VI, or Section 504 have met with resolution at the local level they can appeal their grievances to the regional Department of Education, Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, Phone: (816) 268-0550, Fax: (816) 823-1404, or TDD: (800) 437-0833.

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: 537-6221). Also, if you know of someone who may need this notice translated to another language, given orally, or delivered in some other manner, please contact the same person.

Table of Contents

Papillion-La Vista High School Phone Numbers	4
Bell Schedule	4
Mission & Beliefs	4
Registration & Graduation	5-7
General Information	5
Schedule Changes	5
Course Adds and Retakes	5
Minimum Requirements	5
Class Rank	6
Early Graduation	6
Graduation Procedures	6-7
Guidance Services	7-13
How to See Your Counselor	7
Counseling Services	7
Career Education Center	7
Parent Concerns	7-8
Student Records	8-12
Notification of Rights	11-12
Release of Records	12
Directory Information	12-13
Withdrawal	13
Honor Roll	13
Academic Excellence	13
Scholarships	13
E-Transcripts	13
Financial Aid	13
Attendance Requirements & Procedures	14-17
Student Services & Regulations	17-39
Bomb Threats	17
Building Assignment	17
Cafeteria	18
Closed Campus	18
Complaint Procedure	18
Cutting, Defacing, Pranks, Vandalism, and Theft	18
Detention	19
Display of Affection	19
Disruptive Actions	19
Dress and Personal Appearance	19-20
Entry into the Building	20
Fighting – Violence	20-21
Fire Alarm	21
Fire and Tornado Drills	21
Forgery	21
Gambling	21

Grading Scale.....	21
Grade Weighting	21-22
Harassment.....	22-24
Insubordination.....	25
Internet Use.....	25
Lockers.....	25
Loss of Book	25
Lost and Found	25
Nebraska State Law.....	25
Nuisance Items	25-26
Parking/Student Automobiles.....	26
Profanity	26
Prohibited Drug Use in School	26-31
Saturday School	31
School Initiations	32
School Nurse.....	32-33
School Resource Officer	33-34
Senior Pranks.....	34
Student Fees and Procedures	34-37
Student I.D. Cards.....	38
Student Passes	38
Student Valuables	38
Study Hall	38
Suspension.....	38
Threats – Intimidation.....	38
Visitors.....	39
Weapons, Replica Weapons, Explosives, Fire Arms.....	39
Student Rights & Due Process.....	39-45
Treatment of Students in Ed. Programs & Activities Title IX.....	45-47
Athletics/N.C.A.A.....	47-52
2008/2009 Calendar	53
School Map	54

(An Activity Handbook is available in the front office.)

Revised June, 2009

Papillion-La Vista High School Phone Numbers

Main Office (402) 898-0400

Fax (402) 898-0415

Attendance (402) 898-0413 Guidance (402) 898-0409

Athletics (402) 898-0410

Bookstore (402) 898-0488

Bell Schedule

Daily Schedule

O Hour _____
Period 1 _____
Period 2 _____
Period 3 _____
Period 4 _____
Period 5 _____
Lunch 1 _____
Lunch 2 _____
Lunch 3 _____
Period 6 _____
Period 7 _____

Unless you are involved in an after school activity or have prior permission, you are expected to leave the building within 15 minutes of the end of the school day.

MISSION AND BELIEFS PAPILLION-LA VISTA HIGH SCHOOL

The mission of the Papillion-La Vista High School is to provide an opportunity for all students to maximize their potential, by meeting their needs, in order to prepare all students to be productive and responsible citizens.

GOVERNING BELIEFS

- All students can learn when their unique needs are met.
- All students will be challenged to work at their full potential.
- All students have a right to an education in a safe learning environment.
- All students will have access to resources that will enhance their learning.
- All, students will be supported cooperatively by the school, family, and community to prepare them for their roles as citizens, workers, and family members.
- All students will be exposed to the concept of learning as a life long process that allows them to be adaptable to change in a multicultural, global society.

REGISTRATION AND GRADUATION

GENERAL INFORMATION

Recommended enrollment for students:

- 9th Grade – 7 periods
- 10th Grade – 7 Periods
- 11th Grade – 7 Periods
- 12th Grade – 5 Periods

SCHEDULE CHANGES

Limited schedule changes may be made. After the beginning of a semester, a student must secure permission from an administrator to change a schedule. After the first 10 days of class, an administrator may approve a drop with a “WF” (withdraw fail) or “WP” (withdraw pass or without penalty). “WP” will be limited to special circumstances.

Course Adds

No new course may be added after the first 5 days of the class.

Course Retakes

Courses specifically required for graduation must be retaken if failed.

MINIMUM REQUIREMENTS FOR GRADUATION - GRADES 9-12

CLASS OF	2010	2011	2012	2013
English	8	8 ***	8 ***	8 ***
Math	5	6	6 *	6 *
Social Studies	6 **	6 **	6 **	6 **
Science	5	5	5	5
PE	3	3	3	3
Electives	18	17	17	17

* Algebra I

** US History (2), World Civilizations (2), American Government (1)

*** English 9 (2), English 10 (2), English 11 (2)

NOTE: Students do not receive a credit for being a teacher's aide.

CLASS RANK

The class rank system used by Papillion La Vista High School is designed to encourage students to take the most challenging and rigorous schedule possible.

Class rank is determined by dividing the total number of mark points by the number of courses taken. (It does not include courses taken on a P/F basis.)

Students are encouraged to take 7 classes to fill out their schedule. In order to be considered for Valedictorian or Salutatorian, students must take at least 6 classes each semester.

EARLY GRADUATION

Any student desiring to graduate early must meet with the principal.

It is recommended that a student complete seven semesters of school before he/she is eligible for graduation. The parents must complete an application form and write a brief explanation why they desire early graduation of their student.

In the absence of an emergency, seniors wishing to graduate early because they have sufficient credits but who want to participate in the graduation ceremony must contact the principal before the start of the second semester. Otherwise they will forfeit participation in the graduation ceremony and will receive a grade of 5 in all second semester courses.

GRADUATION PROCEDURES

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

The following procedures or requirements are used for establishing senior graduation:

1. Students graduating in the upper 10% will be graduated with distinction, and students graduating in the upper 5% will be graduated with high distinction.
2. Scholastic Achievement Recognition
 - A. The Gold Tassel is worn by students ranking in the upper 10% of the graduation class.
 - B. The Medallion is presented to students graduating with High Distinction (Upper 5% of the class).
 - C. The Gold Braid is worn by members of the National Honor Society.
3. Senior Honor Addresses
 - A. The honor addresses (two) are given by students ranked in the top 10% of the graduating class. Seniors in the top 10% who desire to give one of the speeches will try out by presenting the speech to a panel of staff members.
4. Committees will select the following announcements, class flower and class motto.
5. Students will be alphabetized according to last name of boy or girl.
6. Processional leaders at graduation ceremonies will be the top two juniors by class rank. Ushers are the next eight juniors by class rank.
7. The Valedictorian and Salutatorian are recognized at graduation. Selection is based at the conclusion of the seventh semester. These students are required to take at least six classes per semester.

GUIDANCE SERVICES

HOW TO SEE YOUR COUNSELOR

Students may check out of a study hall to see the response counselor after, roll has been taken by the study hall teacher. Students should make an appointment to see a counselor when possible. Counselors are on duty before and after school for those students unable to find time during the school day. Only seniors will have an assigned counselor.

Stacy Dunbar.....Academic and Seniors A-C
Sheryl VanSteenbergenCareer and Seniors D-Hi
Tammy Johnson.....Records and Seniors Ho-Mi
Ann HerbenerCollege and Seniors Mo-Sh
Lynda MolyneauxPersonal/Social and Seniors Si-Z

COUNSELING SERVICES

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

CAREER CENTER

The Career Education Center assists students in making college and vocational choices. Housed in the Center are computers that enable the students to obtain printed information about colleges, universities, technical schools, occupations, armed services occupations, financial aid information and graduate school information.

In addition to the services provided by the computers, the Center provides college catalogues, occupational outlook handbooks, career briefs, and special interest materials. A staff person is on duty in the Career Education Center to assist students. Students are encouraged to use the Center often to help with post high school decision-making. The Center is located in the guidance complex.

PARENT CONCERNS

We are committed to working with parents and the community to ensure a positive educational program for our students. Board policy and procedures are established in the areas of parental access to textbooks and curriculum materials, school courses and instructional activities, parental access to records, student participation in surveys, parents rights in cases of programs or activities they may find objectionable, and regarding student participation and the handling of testing information. These procedures reflect our strong support for working with parents and families, respect parent rights and responsibilities regarding their values and beliefs, respect all students' right to privacy and confidentiality and support a positive classroom environment and teachers' responsibilities for instructional activities.

Parents who would have a question about any of these specific issues should contact their student's teacher or principal. Board Policy and Procedure 6404 provides more specific information regarding handling these concerns.

Parents are urged to consult with the counselors when they feel it is to the benefit of their student. Often situations arise that need to be shared or communicated to the school that will benefit a student's progress or future. Please feel free to call a counselor any time concerning your son or daughter – 898-0409.

5501 – STUDENT RECORDS

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

*(Adopted 09-09-91)(Revised 06-13-94)(Revised 02-23-98)
(Revised 01-27-04)*

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.

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.
4. A "school official" is a person employed by the District as an administrator, supervisor, instructor, or support staff member; a person or company with whom the District has contracted to perform a special task; or a parent or student serving on an official committee), or assisting another school official in performing his or her tasks.
5. "Eligible student" means a student who has reached 18 years of age or is attending an institution of postsecondary education.

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- 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 programs 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 and recruiters from institutions of higher education (colleges and universities). Parents and students are notified annually in the Student Handbook of this procedure and are instructed to notify the school if they do not want this information released.
- Directory Information includes:
- a. Student's name, address, phone number, picture, date and place of birth.
 - b. Major field of study or grade level.
 - c. Participation in officially recognized activities and sports.
 - d. Weight and height if a member of an athletic team.
 - e. Dates of attendance.
 - f. Degrees and awards received.
 - g. Previous educational institution attended.
 - h. Name and relationship of parent(s) or legal guardian(s).
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 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.

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/guardian 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 in other schools who have been determined to have legitimate educational interests in 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 parents, 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 that 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. Disciplinary Records shall be destroyed after the student's 3 years continuous absence from school.
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. Parent's/Guardian's/Eligible Student's Rights

FERPA affords parent(s), guardian(s) or eligible student the following rights:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.
The District's procedure is that the parent, guardian or eligible student should request from the building principal or principal's designee the record(s) they wish to inspect. The principal or principal's designee will make arrangements for access and notify the parent, guardian or eligible student of the time and place where the records may be inspected. Access shall be provided during the regular business hours of the school day.
2. The right to request an amendment of the student's education records that the parent, guardian or eligible student believes is inaccurate or misleading.
The procedure is that parents or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal clearly identifying the part of the record they want changed and specifying why it is inaccurate or misleading.
If the district decides not to amend the record as requested, the District will notify the parent, guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent, guardian or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
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.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)*

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 it is a school official with legitimate educational interest. Student records (including discipline 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.

Student records may be released without consent for the purpose of a student's application for, or receipt of financial aid.

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

Directory information may be released as a 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 programs and contests). Such information will not be distributed for political or commercial use. Federal law also requires schools to release Directory Information to military recruiters and 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
- * Previous educational 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 Street
Papillion, NE 68046

WITHDRAWAL FROM SCHOOL

If it becomes necessary for a student to withdraw from school prior to the end of the normal school year, the student must report to the Guidance Office to process a withdrawal slip.

No student under the age of 16 may drop out of school. Students age 16 and 17 may drop out only after their parents have met with school officials and have signed a notarized affidavit permitting the student to withdraw from school.

HONOR ROLL

The Honor Roll will be compiled at the end of each semester. Students receiving a G.P.A. of 3.5 or above will be recognized. Students must be enrolled in at least five graded credit classes in order to be considered for the Honor Roll.

ACADEMIC EXCELLENCE AWARD

The Academic Excellence Award is a prestigious award for scholastic achievement and excellence. It is awarded to 11th and 12th grade students who have earned a 4.0 G.P.A. or above on the weighted grade scale. (A minimum of the top 10% of each class will be recognized.) The Academic Excellence Award should encourage students to take full advantage of the extensive curriculum offered at Papillion-La Vista High School. This award will be based on the accumulated G.P.A. based on the grade weighting scale beginning with the student's 9th grade year. The G.P.A. will be computed at the end of the first semester of either their junior or senior year depending on the grade of the student. There will be a program in the spring to recognize recipients and to distribute the Academic Awards.

SCHOLARSHIPS

Seniors are eligible for scholarships, but it is the responsibility of the student to make applications and take the necessary steps to secure them. Information is available through the Senior Bulletin and in the Career Education Center. Honors Night is a program intended to recognize those seniors who have been awarded scholarships that can be applied directly towards the cost of post-secondary tuition and expenses. Contact the scholarship secretary in the Career Ed. Center for further information.

E-TRANSCRIPTS

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

FINANCIAL AID

After selecting a college or technical school, students should contact the Director of Financial Aid at the institution for financial assistance.

ATTENDANCE REQUIREMENTS/PROCEDURES

1. Attendance Officer

The building principal is identified as the attendance officer in each building and may employ assistance from the School/Community Counselor, counselors, psychologists and other staff as indicated to assist in supporting a student's attendance.

2. Reporting Absence

If a student will be absent, parents are asked to notify the school prior to 9:30 a.m. If the school has not received a call, the school will attempt to call the parents to verify the student's whereabouts.

3. Types of Absence

A. **Waived Absence** - Does not count toward truancy or loss of credits. The student is marked absent in class, but is counted for attendance as present in school.

1. Absences from school for which a signed note is received from a doctor for medical appointment or dentist for dental appointment.
 2. School sponsored activities
 3. Court appearance.
 4. Pre-arranged, absences may be waived by an administrator.
 5. In-school an out-of-school suspension
- B. **Non-waived Absence** - Counts toward truancy or loss of credits. Is absent from class and school.
1. Excused by Parent - Parents have called to notify school that the student will be absent.
 2. Unexcused - Student is absent with no approved excuse.
 3. Attendance for state tournament competitions for non-participants is not waived.
4. **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..."
- A. A student who has accumulated 5 days of absence or the hourly equivalent per quarter shall come to the attention of the attendance officer to begin investigation into possible habitual truancy.
 - B. A student who has 9 days of absences per year shall have a letter of warning sent to their parent/guardian notifying them of the attendance requirement and the student's status for grading.
 - C. Upon 15 days accumulation of absences per year a letter shall be sent to parents/guardians notifying them of the attendance requirement and the student's status. Parents are responsible to notify and work with the building principal (attendance officer) regarding reasons for absences and any extended or re-occurring illnesses or family emergencies involved. The principal may require the parent/guardian to provide notes from persons involved (doctors), or contact those persons directly to obtain information relative to the student's absences. School authorized or sponsored activities and trips and all suspensions and expulsions that may result in absences from classes are not counted as absences from school for truancy purposes.
 - D. The school shall render all services in its power to compel such a student to attend some public, private, denominational, or parochial school, which the person having control of the student shall designate, in an attempt to remedy the student's truant behavior. Such services shall include, but need not be limited to:
 1. One or more meetings between a school attendance officer, school counselor, school psychologist, the student's parent/guardian, and the student, if necessary, to report and to attempt to solve the truancy problem, unless the attendance officer has documented the refusal of the parent/guardian to participate in such meetings;
 2. Educational counseling to determine whether curriculum changes or accommodations would help solve the truancy problem;
 3. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed; and
 4. Investigation of the truancy problem by the School Social Worker to identify conditions, which may be contributing to the truancy problem. If services for the student and his or her family are determined to be needed, the School Social Worker shall meet with the parent/guardian and the student to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.
 - E. A student who is absent 20 or more days per year or hourly equivalent without extenuating circumstances of family emergencies or illness as reviewed and determined by the principal (attendance officer), and has not responded to the services identified in "D" above, shall be referred to the County Attorney's Office as habitually truant. A certified letter shall be sent to the

parent/guardian notifying them of such. The principal shall work with the School Social Worker to gather the following information and facilitate the referral:

1. Identification information including address, phone number, date of birth - any relevant information regarding student's status, residence and parent/guardian status.
2. A complete attendance record including all previous years obtainable of absences, tardies and information regarding any waivers, etc., on record.
3. A record of steps made to gain compliance including calls, conferences, letters, etc., by building, district and any other agencies or individuals that may be involved.
4. A copy of the final certified letter to the parent/guardian notifying them of this action.
5. A copy of the attendance requirement.
6. Any other information that may be deemed helpful to the County Attorney. This may include post actions, discipline records, knowledge of family/community problems, etc.

5. Checking In/Out Through The Attendance Office

A student who arrives at school after 8:15 a.m. or leaves school before the end of the school day (3:20 p.m.) must sign in/out of the Attendance Office. Failure to do so will result in disciplinary action.

- 1st Offense – 1-hour detention
- 2nd Offense – Saturday School
- 3rd Offense – Additional suspension

6. Class Skipping - Study Hall Skipping

Class skipping, defined as not being in class and not excused from class, particularly after the student has reported to school, will be handled in this manner.

- | | |
|---------------------------------|--|
| 1st Offense -
(Per Semester) | <i>1 class skipped</i> = 2 detentions
(grade of "0" for work missed during the class skip)
<i>2 classes skipped</i> = 4 detentions (grade of "0" for work missed during classes skipped)
<i>3 to 7 classes skipped</i> = Saturday School grade of "0" for work missed during classes skipped) |
| 2nd Offense -
(Per Semester) | 2 days out-of-school suspension
(grade of "0" for work missed during classes skipped) |
| 3rd Offense -
(Per Semester) | Student will be dropped from the class(es) skipped with WP (withdraw passing)/WF (withdraw failing) |

Any subsequent offenses may result in a recommendation for expulsion.

7. Late Start/Early Release

Students with late start cannot enter the building prior to 10 minutes before their first class. Early release students must leave within 10 minutes of their last class. Failure to do so may result in loss of late start/early release privileges.

8. Make-Up Work

A student's work missed because of an absence is the responsibility of the student. Upon returning to school following an absence, students will meet with his/her teachers to determine what material has

been missed and to agree upon schedule for completing missing work and exams. The makeup period will consist of two calendar days for each day of excused absence to complete make-up work, including tests and quizzes.

9. Make-Up Work During Suspension

The guidelines for make-up work and tests during the time when a student is on suspension is as follows:

Students will be given an opportunity and must assume responsibility for making up work, including tests, missed during suspension. All make up work is expected to be turned in, when the student returns to class. A grade will be recorded for all work completed. Students on out-of-school suspension are not to be on school grounds during school hours. Students on suspension may not participate in school activities.

10. School Activities - Participation

All students who participate in school activities must be in regular full day attendance the day the activity is scheduled. This applies to practice sessions as well as games, meets, etc. An exception will be made to this rule only for family emergencies or when a physician or dentist provides written permission for a student to participate on a particular day after having missed all or part of the day. Any, exceptions would be decided upon by the involved administrator.

11. Senior Skip Day

Papillion-La Vista High School does not have a Senior Skip Day. Students participating in a senior skip day receive an unexcused absence for the day skipped, will be suspended from school for the next two days and will have to make up a comparable assignment upon return to classes.

12. State Tournaments

During state tournaments/competitions, students (non-participants) are expected to attend classes as usual. Students attending state competitions will not have the absences waived from the 12-day absence procedure. No parent/guardian phone calls will be accepted. The school district may dismiss school or release students early for state competition on school time when individuals or teams are involved in the tournament.

13. Tardiness

Students are encouraged to arrive promptly to school to insure a good start for the day. Chronic tardiness can be disruptive to the student learning experience. Prompt and regular attendance can be one important factor in a student's success or failure in school.

Tardiness - Period 1 - Go directly to class. Do not stop at the Attendance Office unless you arrive 15 or more minutes late. The student is counted absent after 15 minutes.

Tardiness - Periods 2 - 7 - Students late to classes other than first period are to be admitted to class. It is the responsibility of the student to present evidence from another teacher or the office to excuse lateness. If a student is more than 5 minutes late to class and doesn't have a pass, they will be considered "**unexcused late**" and will be sent to a principal. The student is counted "**unexcused absent**" after 10 minutes.

Tardies of more than 5 minutes:

- 1st Unexcused – 2-hour detention
- 2nd Unexcused – Saturday School
- 3rd Unexcused – May be dropped from class

Tardies of less than 5 minutes:

On the **second** tardy to class, a principal will contact the parent by phone and documentation will be made. The policy will be reviewed with the student.

On the **third** tardy, the student will be assigned Saturday School/staff development day.

Subsequent tardies will result in additional Saturday School/staff development day assignments or being dropped from class with a WP or WF.

STUDENT SERVICES AND REGULATIONS

ALCOHOL (See PROHIBITED DRUG USE IN SCHOOL)

BOMB THREATS A student who makes a bomb threat will face long-term suspension or expulsion, and also be subject to criminal prosecution.

BUILDING ASSIGNMENT

Based upon established attendance area boundaries set by the Superintendent, all students in grades 9-12 whose parents/guardians reside north of Cornhusker Road/Papio Creek must attend Papillion-La Vista High. Students moving across this boundary may remain in their current school building until the end of the school year. In addition, students who have attended for at least one semester may finish their school career in that building. Students entering grades 9-11 following a move across this boundary line must enroll in their assigned attendance area high school, unless they will be joining a sibling who is still in attendance at that school.

CAFETERIA

SCHOOL LUNCH PROGRAM NON-DISCRIMINATION

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to *USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington DC 20250-9410* or call 202-720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

1. **All lunches, purchased or brought to school, are to be eaten in the cafeteria.**
2. Students going through the lunch line are to use a tray, returning the tray, milk cartons and waste paper to the designated stations for proper disposal when finished. Failure to dispose of waste and return trays may result in the student being asked to clean tables or be subject to disciplinary action.
3. Anyone throwing food in the cafeteria will be subject to a suspension. Participants will also be responsible for all costs for cleanup and repairs.

CLOSED CAMPUS

Papillion-La Vista High School has a closed campus requirement. **Students are not to leave the building without permission at any time after their first class/study hall and before the end of their last class/study hall. This includes the lunch period and the school parking lot.**

1st Offense – Saturday School

2nd Offense – 3-day out of school suspension

COMPLAINT PROCEDURES

The Board of Education, Administration and staff of the Papillion LaVista Public Schools want to do everything possible to enable the educational experience for each student to be a worthwhile and positive experience. In this endeavor, we are committed to working with students, parents and guardians, and the broader community in having the best staff, program and materials possible.

When anyone would have a concern or complaint about any school matter, he/she should discuss this concern with the school staff person who is directly involved. If a satisfactory resolution cannot be reached, he/she would then ask that person whom the next supervisory level would be, and then proceed to discuss the matter with that person. Commonly that would be a supervisor or building principal. If a mutually agreeable solution still cannot be reached, the person with the concern should then contact the Director of Student Services in the Central Office of the Superintendent of Schools. A final appeal of any unresolved issue may be taken to the Superintendent of Schools or his/her designee.

CUTTING, DEFACING, PRANKS, VANDALISM AND THEFT

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 subjects the student to serious disciplinary action which may include long term suspension and expulsion and legal prosecution. This will include actions during non-school hours. The student will be required to make restitution for any damages or loss to private and school property. Students caught stealing or destroying personal or school property in a particular class may be suspended and/or dropped from the class with a grade of five (5).

DETENTION

Detention period is a time when the student is assigned to stay after school, come in before school, or stay another arranged time, for any infractions of acceptable student behavior, including attendance.

Detention time is set at the discretion of the teacher or acting principal. Unacceptable behavior during the detention period may result in suspension from school.

Students should fully understand that any adult employee in the building has the authority to correct misconduct at any time. Therefore, it is conceivable that a teacher might assign a detention to a student who is not in any of his/her classes. Failure to serve detentions by the assigned date may result in a referral to an administrator.

Students who fail to serve for an administrator will be assigned Saturday School/Staff Development Day or may be suspended from school.

DISPLAY OF AFFECTION

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

- 1st Offense – Warning
- 2nd Offense – Parental notification
- 3rd Offense – Suspension

DISRUPTIVE ACTIONS

The individual student who engages in disruptive action of the learning environment will be ordered by any staff member to cease the disruption and be subjected to disciplinary action including that of losing his/her rights to the education provided by the school.

All members of any group of students engaged in any activity such as picketing, boycotting, unauthorized meetings during school hours or unauthorized use of school facilities will cease such action upon immediate order of any staff member and be subject to disciplinary action including long term suspension and expulsion.

DRESS AND PERSONAL APPEARANCE

Although a student's personal appearance is basically a concern of the student and his/her parents, the administration of a school has the responsibility to help develop values, which contribute to good taste in matters of dress and appearance. The development of good taste in personal appearance should be a cooperative effort between the school and the home.

With the majority of the community favoring a basic guideline and the administration's realization of continual changes in standards of dress and grooming, the following guidelines will be followed:

1. Student appearance should be of high enough standard as to contribute to the general learning environment.
2. Interpretation of the rights of a minority of the student body should not be such that it negatively influences the general image of the student body or that of Papillion-La Vista High School.
3. **Students must accept the fact that appropriate dress and/or appearance for some activities and learning situations are not necessarily appropriate for others. The health and safety of the individual will not be jeopardized in favor of his/her personal preference as to appearance and attire.**

For the safety and welfare of students and the continued maintenance of a positive and secure learning environment the following rules relative to youth gang apparel, possessions and behaviors apply to all students on school grounds or at school activities:

1. Dress as identified by the Papillion-La Vista Public Schools as gang related apparel is not allowed. Any item worn or carried to identify a person as a gang member is not allowed. Examples may be, but not limited to certain hats and direction of hats, coats, and shirts. Shorts or pants that are pulled down below the waistline will not be allowed.
2. Writing gang graffiti, possessing items containing gang graffiti, or the display of gang hand signs are an indication of gang involvement and are not allowed.
3. Shoes will be worn at all times.
4. 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.
5. Headwear is not to be worn in the school building during the students' school day.
6. Shorts - Any shorts deemed inappropriate may result in students being sent home to change. Repeated violations may result in suspension.
7. To improve personal appearance, backless halter-tops, see-through clothing, tank tops and tops, which expose the midriff and are deemed inappropriate, will not be permitted. Sleeveless tops must extend from the neck to the shoulder. Violations of this policy will result in the student being sent home to change.
8. Jackets/coats/backpacks/book bags are not allowed in classrooms. Students are expected to leave these items in their locker during the school day.
9. Sunglasses are not to be worn while in the building.
10. Chains hanging from clothing are not allowed.

Violations of the above, or dressing in a manner which is deemed “educationally inappropriate”, will result in disciplinary actions. On the first offense students will be directed to change clothing, turn in possessions and/or discontinue behaviors, which violate these policies. Second offense will result in Saturday School/staff development assignment. Subsequent offenses may result in an out of school suspension or expulsion.

ENTRY INTO THE BUILDING

No student is to enter the school building for practices, rehearsals, meetings, decoration committees, etc., in the evenings or on Saturdays unless the sponsor is present and lets you in. DO NOT enter the building on these occasions if someone has opened the door or left it open.

FIGHTING - VIOLENCE

Fighting on school property, or directly adjacent to school property during school hours and/or fighting at school-sponsored activities will result in disciplinary action to include suspension or exclusion and will be referred to law enforcement. Causing or attempting to cause physical injury to a school employee or to any student will result in suspension or expulsion. This shall also include “fighting words” - those whose intent is to promote conflict.

- 1st Offense – 3 – 5 day suspension
- 2nd Offense – 5 day or long-term suspension or expulsion.

Any student(s) who interferes among the principal parties in a fight, violent action or disturbance for the purpose of or resulting in prolonging, escalating, or further inflaming the issue, shall also face suspension of up to three days. Students who observe a disagreement or fight in progress must notify a staff member immediately.

FIRE ALARM

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

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 teacher in each classroom will give the students instructions and instructions will be posted in each classroom.

FORGERY

No student may forge or alter a note, medical form or pass. No student may be in illegal possession of official school forms or passes. Forgery and/or illegal possession of official school forms will result in disciplinary action, which may include 1 to 3 days suspension.

GAMBLING

Gambling of any kind is prohibited and violation of this offense may result in a suspension from school.

GRADING SCALE

- A.....100 - 90
- B.....89 - 80

A.P. Comparative Government
A.P. American Gov & Politics
A.P. European History
A.P. Psychology
A.P. Economics, Macroeconomics
A.P. U.S. History

A.P. Chemistry
School to Career
Honors Anat. & Physiology

5202 – HARRASMENT, SEXUAL HARRASMENT

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 reporting incidents of harassment and sexual harassment in school.

This policy 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.

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

PROCEDURE - (5202)

Harassment

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.

Definition of Bullying:

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 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 harassment have been jeopardized, should report such incidents to their 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.

(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)

INSUBORDINATION

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

INTERNET USE

Papillion-La Vista High School internet use is granted to students, and is monitored by staff and a software filtering service. Inappropriate use will result in disciplinary action and loss of internet privileges. Parents who wish to have their student(s) not allowed to use the internet should contact their grade-level administrator.

LOCKERS

Lockers are provided for all Papillion-La Vista High School students. Your school materials and personal belongings are to be kept in your assigned locker. The security of your personal belongings and the care and upkeep of the locker is the responsibility of the two students assigned to each locker. The combination is strictly confidential and is not to be given to other students. Do not encourage problems by keeping money or other valuables in your locker. Lockers are the property of the school district. They can be checked (searched) at any time. Students taking Physical Education are encouraged not to share a locker with another student.

LOSS OF BOOK

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

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

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

LOST AND FOUND

Students who find lost articles are asked to take them to the Lost and Found Department in the office. Lost articles, which are not claimed within a reasonable time will be given to Goodwill Industries.

NEBRASKA STATE LAW

Any student who acts in violation of any of the laws of the State of Nebraska while in attendance at school, on property directly adjacent to that of the schools during school hours, or a school sponsored activity will face serious disciplinary action and/or legal prosecution.

NUISANCE ITEMS

Items distracting from the educational environment may be confiscated and disciplinary action taken. Examples of this may be (but not limited to) electronic games/devices, laser pointers, cellular phones, beepers, pagers, playing cards, yo-yos, chains, radios/cd/cassette players, skateboards, and hacky-sacks. **Display and/or use of such items during the school day are not allowed and may result in disciplinary action.** Papillion-La Vista School District is not responsible for lost or stolen items.

Cell Phones/iPods are disruptive to the educational atmosphere. Cell phones/iPods cannot be displayed openly or be turned on during school hours. If a staff member hears the cell phone/iPod or sees it, the student will be asked to give it to them.

1st Offense - The item will be taken and returned at the end of the day.

2nd Offense - Saturday School/staff development day will be assigned. The nuisance item must be picked up by a parent or will be kept for 3 days by the principal.

Failure to give cell phone/iPod to staff member will be considered insubordination which may result in Saturday school or suspension.

PARKING/STUDENT AUTOMOBILES

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

1. Students who drive a car and park on school property are required to purchase and display a parking permit. Cars will be towed (**at the owner's expense**) if a permit is not purchased and properly displayed. The number of parking permits sold will be limited.
2. Students must park in designated parking areas. Vehicles improperly parked will be towed at the owner's expense.
3. Driving from the school grounds or going to the parking lot during school hours is not permitted without office clearance.
4. Students may be suspended and/or be prohibited from bringing a vehicle on campus if they speed or drive carelessly on the school grounds.
5. Students are not allowed to loiter in the parking lot. Upon arrival to school, students are expected to enter the building and upon leaving school, students are expected to leave the parking lot in a safe and expeditious manner.
6. Student Parking Permits cost \$15.00. The permit is purchased from the Bookstore. A replacement fee is assessed if the student purchases or begins driving a replacement vehicle.

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

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

PROFANITY

Students who engage in the use of profanity in the classroom or hallways will be subject to disciplinary action. This may include detentions, Saturday School, suspension and/or expulsion recommendation for a

first offense. Subsequent offenses will result in further disciplinary action, which may include additional suspension. "Sound alike" terms may result in the same punishment.

5204 – PROHIBITED DRUG USE IN SCHOOL

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

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

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

(Adopted 09-09-91)(Revised 10-09-95)(Revised 01-26-98) (Revised 04-12-04)(Revised 11-22-04)(Revised 11-13-06)

PROCEDURE - (5204)

Student Conduct:

It shall be district procedure to make available to each student a copy of the standards of conduct for student behavior, which prohibits the possession, purchase or attempted purchase, distribution, sale or attempted sale and use/consumption of 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 6201 includes the implementation of age-appropriate, developmentally based drug and alcohol education and prevention instruction for all students. This instruction may be incorporated into pre-existing curricula and/or through specific programs implemented by the classroom teachers and school counselors.

Disciplinary Actions:

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

- Drug Searches by Canine Units

- Drug Use in the Schools - Elementary
- Drug Use in the Schools - Secondary

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

(Established 04-12-04)(Revised 11-22-04)(Revised 10-24-05)(Revised 10-23-06)

PROCEDURE – (5204)

Drug Searches by Canine Units

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

- A. The building principal will initiate the process and gain authorization from the Superintendent of Schools to proceed.
- B. The building will contact the law enforcement agency with jurisdiction for that school and work with them in contacting the law enforcement canine unit to set up a date and time. Once the date and time are set, final approval will be gained from the Superintendent of Schools.
- C. The building principal and law enforcement canine unit will discuss the specific plan of areas to be searched. The request may involve any or all school building facilities, vehicles in school parking lots or other areas where student vehicles are parked during or after school hours.
- D. If on a school day when students are in session, a notification would go over the public address system, "In order to maintain a drug free school, we are doing a canine search of the building. We are asking that everyone remain in your classrooms until an announcement is made that the task is complete. Thank you for your cooperation."
- E. During the search, the administrative staff and counselors will be assigned to designated areas of the building to facilitate smooth handling and any student emergencies.
- F. After the search is complete, an announcement will be made to that effect and thank all for their cooperation.
- G. If the canine unit alerts to a student's vehicle, the student will be required to unlock the vehicle doors and trunk for an internal inspection. Any refusal to unlock the vehicle will be handled by law enforcement and the student will be subject to disciplinary action, which may include suspension or expulsion.
- H. Any illegal drugs and/or contraband found on school grounds, whether in a student locker, vehicle, or any place on school grounds, will be confiscated, turned over to law enforcement and the student's parents will be contacted. The student will be subject to disciplinary action as specified in the student handbook.
- I. At the conclusion of the search, a debriefing will be held with police involved, school officials and the District public information office to review procedures, suggestions for changes and information that would be shared with the public.

(Established 03-01-99)

PROCEDURE – (5204)

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 educational 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 to 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

Student:

Any individual between the ages of 5-21 who is enrolled either part-time or full-time in the District or who is representing the District as a participant in a District operated or sponsored activity.

Possession:

Includes 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 hallucinogenic. This also includes any substance, which is used for the purpose of mind, mood, or behavior alteration (e.g., glue, steroids, inhalants, etc.).

Look-alikes:

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

Drug Paraphernalia:

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

Purchase/Attempted Purchase:

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

Sale/Attempted Sale:

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

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. The following will serve as a guide to building administrators in assigning consequences for violations of this policy:

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 for 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.

*(Established 01-26-98)(Revised 01-27-04)(Revised 11-22-04)
 (Revised 10-24-05)(Revised 10-23-06)(Revised 10-22-07)*

SATURDAY SCHOOL

PLHS advocates for students to remain in school rather than be excluded. In order to eliminate lost instructional days due to suspensions, the administrative team has offered Saturday School as an alternative to a suspension.

1. Building will be open at 7:45 a.m. Saturday School will begin promptly at 8:00 a.m. Students who report by 8:00 will be dismissed at 11:30. Students who arrive between 8:00-8:15 will be dismissed at noon. Students who arrive after 8:15 will not be admitted and will be subject to a 3-day suspension.
2. Students will only be allowed to go to their lockers between 7:45 – 8:00 a.m. and at 10:00 a.m. break.
3. The Saturday School teacher will attempt to contact parent(s)/guardian if students are not admitted due to either late arrival or lack of study material, or are dismissed early due to inappropriate behavior.
4. The dress code is the same as it is for regular school.
5. All students must sign-in upon arrival to receive credit for attendance.
6. Students will obtain assignments from each of their teachers prior to the assigned Saturday School day.
7. Students must bring assignments, books, appropriate magazines, or reading materials to cover the entire detention time. Students will not be admitted without study materials.
8. Students will be allowed a 10-minute break at 10:00 a.m. Students returning late may be sent home.
9. Students are expected to follow all school rules. If students fail to use the time appropriately, the Saturday School teacher will not certify the detention as completed. Students will be asked to leave and will meet with an administrator on the following school day. Students will be subject to a 3-day suspension. Time served will not be credited if sent home.

No Distractions – No Electronic Equipment – No Food or Drink – Study Materials Only – No Sleeping – No Talking

SCHOOL INITIATIONS

Students will not be allowed to be involved in class or hazing initiations. Participants will be subject to a five-day suspension and/or expulsion recommendation. Participants will pay for any damage done to personal or school property.

SCHOOL NURSE

Physical Requirements

All students transferring into Papillion-La Vista High School from outside of Nebraska must provide proof of a physical examination having been conducted no more than 6 months prior to enrollment. Parents have the right to refuse such a physical examination for their student and can sign a waiver, available from the school nurse.

Immunization Requirements

As is required by state law, all students are required to present their immunization record as a part of the enrollment process and prior to entering school.

The minimum immunization requirement includes the day, month and year of administration for:

- 3 DPT, DtaP, DT, or Td (Diphtheria, Pertussis, Tetanus) – one given on or after the 4th birthday
- 3 Oral or injectable Polio
- 2 Measles, 2 Mumps, 2 Rubella or
2 MMR combination at 12 months of age or older – 2 doses given on or after 12 months of age & separated by at least 1 month.
- 3 Hepatitis B
- 1 Varicella at 12 mos. of age and prior to age 13

All transfer students from outside the State of Nebraska, regardless of grade.

All other students.

2 doses of MMR vaccine beginning in the 2001-02 school year.

A waiver (forms available from the school) 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.”

Communicable Diseases

Papillion-La Vista schools, uses the guidelines from the Nebraska Department of Health.

A more detailed listing is available in the Health Office of each school. Call the R.N. for your school if you have any questions. Your physician may shorten the duration of any absence by giving written permission to return to school.

Illness During School

Students becoming ill during the school day should report to the nurse. If there is a necessity to go home the nurse will inform the parent and the pupil will be released from school on an Outside Permit. If the procedure is not followed and the pupil leaves without properly checking out, the pupil will be given an unexcused absence for classes missed. There is a nurse or aide on duty in the nurse's office all day each day.

Medication Requirement

It is the requirement of the Papillion-La Vista Public Schools that all student's medication be administered by a parent at home. If under exceptional circumstances a student is required to take oral medication during school hours, only the school nurse or the principal's designee will administer the medication in compliance with regulations that follow:

1. Under no circumstances will medication be administered that is not brought to school in the prescription container, properly labeled, including child's name, physician's name, and directions for administering.
2. The school district retains the discretion to reject requests for administration of medicine and/or medical attention.
3. We suggest you consult your licensed medical physician on the timing of medication. Some prescriptions can be so written to eliminate the need for giving medication during school hours. Please do not request meds to be given before or after school hours, as staff is not available.
4. Over the counter medication (i.e. aspirin, cold tablets, etc.) cannot be administered without a written order from a physician. (Taken from Policies and Procedures recommended by State Department of Education and State Health Department)
5. Medication, may be brought to the school, by the student providing the parental permission, and the physician's statement are available in the school office.
6. All medications not picked up will be properly disposed of at the end of the year or when student is no longer enrolled in the district. The RN and one witness will handle disposal.
7. All medications administered at school must be stored in a locked container and/or refrigerator.
8. Please send only 1-month supply to school to facilitate storage and administration.
9. All nutritional or dietary supplements will be administered by the above guidelines if ordered by a licensed physician for that student. Any other supplements, are encouraged to be given at home. If any other supplements are brought to school, they will be housed in the health office for safety reasons, however the parent and student are responsible for the administration.

*NOTE: Health information will be shared with staff on a need to know basis.

If students are to be excused from participation in physical education classes they must bring a written note from home. If it is necessary to be excused for more than three P.E. classes a note should be obtained from the doctor stating the reason. No P.E. excuse will be issued without notes from home unless there is an injury sustained at school.

SCHOOL RESOURCE OFFICER

The purpose of the School Resource Officer Program is to enhance the relationship between local law enforcement, students, parents, and staff. The goal is to promote positive citizenship among our youth by utilizing the resources of the Papillion-La Vista Schools and the local police department. The officer will be a resource and make class presentations in the areas of drug abuse resistance programs, law related

education, criminal justice system orientation, delinquency and prevention, and community responsibility to students, parents, and other groups associated with the Papillion-La Vista Schools.

The School Resource Officer is authorized to access school records on any student, without parental approval, in the course of his/her duties at school.

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

There may be occasions when circumstances arise in which the School Resource Officer will need to provide direct assistance to school personnel. When assistance is requested and/or becomes necessary for law enforcement to become involved, law enforcement procedures and practices will be followed. The officer determines whether the student or students will be questioned, arrested, handcuffed, and/or taken to Sarpy County C.A.R.E. holdover. Parents will be contacted after the determination is made.

SENIOR PRANKS

Seniors who commit acts of vandalism are subject to suspension or expulsion. This suspension or expulsion can, at the discretion of the administration, take place on the day of graduation practice and graduation day thus precluding any participation in the ceremonies associated with graduation.

SMOKING – CHEWING (See PROHIBITED DRUG USE IN SCHOOL)

STUDENT AUTOMOBILES (See PARKING/STUDENT AUTOMOBILES)

3307 – STUDENT FEES

PART ONE:

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

A. Extra-curricular Activities and Spectator Events:

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

1. Fees may be charged for participation in extra-curricular activities. Extra-curricular activities are those activities or organizations where student participation is voluntary and does not count toward graduation or advancement between grades.
2. Clubs, teams and organizations for which there may be a fee required for participation may also, as a club, team or organization, decide to make purchases, and may fundraise and/or seek donations according to District policy to assist in the funding of such purchases, which may include, but is not limited to, apparel and trips. The decision of an organization to fund purchases is not a fee charged by the District.
3. Fees may be charged for admission to, and transportation to and from, school district activities and events that do not count toward graduation or advancement between grades, where student participation is voluntary.

4. A school may sell activity tickets, which permit students to attend school district activities and events that do not count toward graduation or advancement between grades.
 5. Field trip fees may only be charged if participation by the student is voluntary and it does not relate to the required curriculum or if the field trip occurs after school hours and does not count toward school attendance.
 6. Specialized equipment or attire may be required of the student for extra-curricular activities.
- B. Minor Personal Consumable Items:
The District may require students to be responsible for the purchase of minor consumable items that are used by the student throughout the school year. The District will establish a master list of those items, which are considered minor personal consumable items, which may be required. Each school building shall choose those items on the list, which will be required of students attending the school. No item, which is not on the buildings list, will be required. Each school shall annually submit its list of required personal consumable items to the District for approval and publication in that school's handbook.
1. Schools may stock required personal and consumable items and make such items available to students for voluntary purchase, however, schools may not require students to purchase an item directly from the school or a teacher.
 2. If a student is unable to provide the minor personal consumable item required the school may, as appropriate, supply the item to the student.
- C. Materials for Course Project:
Certain courses for which credit is granted and/or count for advancement between grades utilize materials for projects, which become the property of the student. Schools may require students to provide those materials. Students may, with teacher's permission, supply additional materials or products for their own personal use for projects that become the personal property of the student upon completion of the course or unit. Whether a student is permitted to provide additional materials or products will be at the sole discretion of the District.
- D. Clothing:
In addition to school guidelines about general appropriateness of attire, school buildings may require students to furnish and wear non-specialized clothing meeting general guidelines for the specified courses and activities, if the guidelines are reasonably related to the course. Each school's clothing guidelines shall be submitted to the District for approval and publication into the student handbook.
- E. Musical Instruments:
Students who take an elective instrumental music course shall be required to supply their own instrument and may be required to supply their own music stand except those students who qualify under section 3 of this policy. For those students qualifying under section 3 the district shall not be required to provide for the use of a particular type of musical instrument for any student. The District shall supply the music for such courses.
1. Personal supplies related to musical instruments including, but not limited to, items such as reeds, cork lubricant, pipe cleaners, cleaning cloths and other supplies of general upkeep and considered personal consumable items shall be the responsibility of the student. If a student is not able to provide the personal consumable item required, the school may, as appropriate, supply them to the student.

2. Schools may require students to furnish their own musical instruments, stands, music and specialized attire for participation in extra-curricular music organizations and activities.
- F. **Lost or Damaged School Property:**
A school may require a student to reimburse the school district for repair or replacement of school district property, which is entrusted to the student and is lost or damaged, as well as property of the district damaged through the acts of a student.
 - G. **Parking:**
Students may be charged a fee to park their cars on school property. The District shall annually determine the amount to be charged for parking. Each school shall publish its parking fee, if any, in the student handbook.
 - H. **Yearbook, Class Rings and Other Optional Purchases:**
Students may be charged for the purchase of items such as yearbooks, class rings, class sweatshirts, graduation announcements and other such voluntary purchases.
 - I. **Graduation Robes:**
Students may be required to pay the necessary fee to cover the cost of graduation robes required to participate in graduation ceremonies.
 - J. **Food:**
Students may be charged a fee for the purchase of breakfast or lunch.
 - K. **Summer School:**
The District may annually set fees for student participation in classes offered during the summer.
 - L. **Night School/Adult Education:**
The District may annually set fees for student participation in classes offered to students taking classes through the district's night school/adult education program.
 - M. **Post-secondary Education Costs:**
A student may be charged the actual tuition and fees associated with obtaining credits from a postsecondary educational institution when a student receives both high school credit and postsecondary education credit from a course being taken as part of an approved accelerated or differentiated curriculum program.
 - N. **Student Files and Records:**
Fees may be charged for copies of student files or records.

PART TWO:

Student Fee Fund:

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

PART THREE:

Waiver of Student Fees:

Fees that are charged pursuant to *PART ONE*, subsection a, c and e shall be waived for students who qualify for participation in the free or reduced-price lunch program under United States Department of Agriculture child nutrition programs. Students shall be asked to have a waiver signed allowing access to the District's free and reduced price lunch information or provide information relative to family income so that such eligibility may be determined.

Students wishing to exercise their right to the waiver provision of this policy shall notify the appropriate teacher, their counselor or the appropriate administrator of their eligibility. If the student does not participate in the free-reduced priced lunch program or has not waived the confidentiality of free-reduced status for the purpose of fee waivers as presented on their original free and reduced price lunch application, a determination of eligibility will be made by securing from the parent/guardian the necessary financial data to make the determination.

(Adopted 09-09-91)(Revised 03-27-00)(Revised 07-22-02)

Fee Waiver Procedure

Students believing they are eligible for a waiver of identified fees will be granted such a waiver based upon the following events:

- A. The Director of Food Service will prepare, upon request, a list of students who participate in the free/reduced lunch program and have waived their right to confidentiality for this purpose. The list will be by building. If the student's name appears on this list, the waiver is to be granted. If the student's name does not appear on the list, the following steps must be completed:

If the student indicates they do participate in the free/reduced lunch program, a Waiver of Confidentiality form should be signed by the parent/guardian and returned to the school. These forms should be faxed or delivered to the Director of Food Service and he/she will notify the school as to the student's eligibility status.

If the student does not participate in the free/reduced lunch program, the free/reduced application form and waver of confidentiality form should be sent home for the parent/guardian to complete. When returned, these forms should be faxed or delivered to the Director of Food Service and he/she will notify the school relative to their qualification. If faxed, the original still needs to be forwarded, as it is required by Child Nutrition Services, Nebraska Department of Education.

- B. If the application timing does not allow for verification prior to the necessary deadline, the student shall be granted the waiver until the determination is complete.

(Implemented 08-08-05)

STUDENT IDENTIFICATION CARDS

Students will receive an identification card shortly after the beginning of the school year. A picture will appear on the cards. Since it is necessary to present the I.D. card for identification at most school functions, students are asked to carry their card with them at all times. This card will also serve as entry into the computer labs.

STUDENT PASSES

If a student wishes to confer with a teacher or counselor during a study hall period, the student should have that teacher issue a pass from their planner prior to the study hall period to present to the study hall teacher. This will allow the student to check out of the study hall to confer with the teacher.

Students in halls or restrooms during class time must have a planner with time listed and staff signature.

STUDENT VALUABLES

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

STUDY HALL

For study hall tardy policies refer to **Attendance Requirements and Procedures** in this handbook.

SUSPENSION

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

Out-of-School Suspension

This form of suspension does not count against the students' 15-day attendance requirement. Out-of-school suspension is generally used for the following reasons:

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

Students who are suspended out of school may not be in the school building without the approval of an administrator. Violation of this requirement will result in additional suspension.

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

Students are not allowed to bring visitors to school. Non-students and ex-students are not allowed in the school building or on school grounds at any time during the school day without a pass. Parents are always welcome, but are encouraged to make an appointment to see a teacher, principal, or visit their student's classes.

WEAPONS, REPLICAS WEAPONS, EXPLOSIVES, FIREARMS

Students are never to bring explosives (fire-crackers, smoke bombs, home-made bombs, etc.) on school property or school vehicles regardless of whether or not they are intended to be used. The same is true for firearms (including BB and pellet guns), bludgeons, ammunition, knives, or weapons of any kind (whether concealed or not). Students are prohibited from possessing any article, which bears a reasonable resemblance to a weapon (such as a toy gun or knife) on school property or school vehicles. Violation of this policy will result in disciplinary action including suspension and/or expulsion, and if in violation of Civil, State, or Federal Law the case can be referred to the proper authority. Federal Law requires a recommendation for expulsion from school for a one-year period for possession of a firearm in school.

The use or intended use of a weapon or any article, which is capable of causing injury when used in an aggressive or belligerent manner, is prohibited. Violation of this policy will result in suspension and/or expulsion and referred to the proper authorities.

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 building and shall be printed in all student handbooks.

I. General Statement

- A. Any rule, which specifies a particular action as a sanction for particular conduct, shall be binding on all students, school officials, Board members, and hearing examiners.
- B. Expulsion is specified as a sanction for particular conduct under rules and standards promulgated by the Board only in cases where the Board has determined that the conduct has the potential to seriously affect the health, safety, or welfare of the students engaged in the conduct, other students, staff members, or any other person, or to otherwise seriously interfere with the educational process.
- C. Rules shall be distributed to students and their 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 (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester; or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year. Such action may be modified or terminated by the school district at any time during the expulsion period.

E. **Mandatory Reassignment**

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 after the principal determines that it is necessary to help the student, to prevent interference with school purposes, or to further school purposes.
 - c. Prior to such suspension, the student must be given oral or written notice of the charges, an explanation of the evidence against the student, and an opportunity to present the student's version.
 - d. Within 24 hours of such additional time as is reasonably necessary following suspension, 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.
 - e. 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 others' 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 student's parents or guardian shall include a description of the hearing 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.

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; and
 - 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 II C4(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 or guardian may at any time waive their right to a hearing.
- C. Long-Term Suspension, Expulsion & 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 a controlled substance or look-a-like, or alcoholic liquor, or being under the influence of a controlled substance 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 to sexually assault of any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this 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:
 - (1) 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.
 - (2) 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.
 - a. 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.
 - b. 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.
 - c. 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 on 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's 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 findings and a recommendation of the action to be taken to the Superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or, (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
 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 interests 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. 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 a 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 of the Board.

V. Settlement Not Precluded

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

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. 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.

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 expulsion of a student who is identified under the Individuals with Disabilities Education Act or Section 504 shall comply with those respective procedures.

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 educational programs and all students.

PREGNANCY

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

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

A student grievance procedure has been established. A student having a complaint or grievance is to contact a building principal. Grievances, which are not resolved at the building level, will be forwarded to appropriate Central Office personnel.

As required by Title IX, Dr. Rene Jacobson, Assistant Superintendent, will investigate grievances, which have not been resolved. Her address and telephone number are: 420 South Washington Street, Papillion, NE 68046 (537-6206).

COURSE OFFERINGS

Course offerings or other education activities may not be provided separately on the basis of sex; nor can participation be refused or required on such basis. Included are health, physical education, business, vocational, technical, home economics, music and adult education course.

Students may be grouped by ability to physical education classes and activities as long as ability is determined by objective standards developed and applied without regard to sex. Students may be separated by sex within physical education classes during participation in contact sports.

Portions of classes in elementary and secondary schools, which deal exclusively with human sexuality, may be conducted separately.

Schools may make requirements based on vocal range or quality, which result in choruses of one or predominately one sex.

EMPLOYMENT

Some students in the Papillion-La Vista Public School System are employed in Coop, and Work Study Programs. Title IX provides that discrimination is prohibited in:

- recruitment, advertising, and the process of application for employment
- hiring, upgrading, promotion, tenure, demotion, transfer, layoff, and termination, application of nepotism policies, right of return from layoff and rehiring
- rates of pay or any other form of compensation
- job assignment, classification and structure, including position descriptions, lines of progression, and seniority lists
- pre-employment inquire to applicant sex may be made, but only if such inquiry is made equally of applicants of both sexes and if the results of the inquire are not used to discriminate any other term, condition, or privilege of employment.

COUNSELING AND COUNSELING MATERIALS

Schools may not discriminate against any person on the basis of sex in the counseling or guidance of students.

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

ATHLETICS

The general requirement of this section is that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person in any interscholastic, club, or intramural athletics offered by a school. Separate teams may be operated where:

- selection for such teams is based upon competitive skill

- the activity involved is a contact sport (boxing, wrestling, rugby, ice hockey, football, basketball, and other sports the major activity of which involved bodily contact).

The school may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skills or the activity involved is a contact sport. However, where a recipient operates or sponsors a team in a particular sport for members of one sex but operates or sponsors no such team for members of the other sex, and athletic opportunities for members of that sex have previously been limited, members of the excluded sex must be allowed to try out for the team offered unless the sport involved is a contact sport. For the purposes of this part, contact sports include boxing, wrestling, rugby, ice hockey, football, basketball and other sports the purpose of major activity of which involves bodily contact.

****See the athletic handbook or contact the Athletic Office (898-0410) for NCAA college eligibility requirements.***

ATHLETIC PHYSICALS AND PARENTAL CONSENT FORMS

Every athlete must have a physical and parental consent form on file in the Athletic Director's office before beginning practice for a sport. The physical must be dated May 1 or after which precedes the school year in which the individual participates.

ATHLETIC CHECK-OUT PROCEDURES

Students going out for a sport must have a blue card. The Athletic Office issues blue cards. To receive your blue card the following items must be cleared:

1. Current physical and Parental Consent Form on file in the Athletic Office.
2. Academically Eligible – Must pass 4 classes from previous semester and be currently enrolled in 4 classes.
3. Purchase an activity ticket (\$25.00) from the athletic office.
4. All fines from previous years paid in full.

The blue card must be presented to the coach on or before the first practice. You must get a blue card for each season.

ELIGIBILITY - NSAA ATHLETICS/ACTIVITIES

Several of the non-athletic activities fall under the same eligibility guidelines set forth by the Nebraska School Activities Association for athletics. These non-athletic activities are as follows:

Vocal & Instrumental Music	Journalism	Speech
Debate	One-Act Plays	

In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules of the Nebraska School Activities Association.

If you do not understand a summary of these rules listed below or you need an explanation of other requirements, consult the activities director or the athletic director.

1. Student must be an undergraduate.

2. Student must be enrolled in at least 20 hours per week and regular in attendance.
3. Student must be enrolled in some high school on or before the 11th school day of the current semester.
4. Student is ineligible if 19 years of age before August 1 of current school year.
5. After a student's initial enrollment in grade nine, he/she will be ineligible after six semesters of school attendance.
6. Student must have been enrolled in school the immediate preceding semester.
7. Student must have received 20 semester hours of credit the immediate preceding semester.
8. Once the season of a sport begins, a student may compete only in athletic meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for the remainder of the season in that sport.
9. A student shall not participate in sports camps or clinics during the season of a sport in which he/she is involved, either as an individual or as a member of a team.
10. A student shall not participate on an all-star team while a high school under-graduate.
11. A student shall be ineligible to represent a school in interscholastic competition at the varsity level if the school is located in a school district other than the district in which his/her parents maintain their residence. (Check with school administrators for an interpretation of rule if the school district where parents reside has no high school or if there are two or more schools in a district.)
12. A student is ineligible if his/her parents have changed their residence to another school district and the student has remained in former school, which is in a different school district. (Exception: If parents have moved after school has started, the student will be eligible to compete for the remainder of the school year, or if parents have moved during the summer which immediately precedes the school year and the student is in grade twelve and has attended the high school for two or more years, the student is eligible for the school district from which the parents moved.)
13. A student shall not participate in a contest under an assumed name.
14. A student must maintain his/her amateur status.

N.C.A.A. ATHLETIC ELIGIBILITY

All students planning to enroll in college as a freshman and wanting to participate in Division I or Division II athletics must be certified by the NCAA Initial-Eligibility Clearinghouse. The Clearinghouse was established to ensure consistent application of NCAA initial-eligibility requirements for all prospective student athletes at all member institutions.

It is the responsibility of the prospective student athlete to make sure the Clearinghouse has the documents it needs to certify his/her eligibility.

To be certified by the Clearinghouse, the student must:

1. Graduate from high school.
2. Earn a grade-point average of at least 2.00 (on a 4.00 scale) in a core curriculum of at least 14 to 16 academic courses accepted by the NCAA Clearinghouse.
3. Earn a sum of scores of at least 68 on the ACT or a combined score of at least 820 on the re-centered SAT (or 700 on the non-re-centered SAT) on a national test date.

** For Division I: The minimum grade point average in the 14 to 16 core courses and required ACT or SAT vary according the Initial-Eligibility Index.

A student may apply to the Clearinghouse at any time during his/her high school years. However, it is recommended the student apply prior to taking the ACT or SAT exam. This application may be completed online at www.ncaaclearinghouse.net. Additional information is available at www.ncaa.org. The student

must have his/her ACT or SAT scores sent to the Clearinghouse each time the test is taken. The Clearinghouse institution code is 9999.

Prospective student-athletes must begin planning for their eligibility in the 9th grade. The NCAA Initial-Eligibility Clearinghouse has approved the following courses for use in establishing the certification status of student-athletes from Papillion-La Vista High School:

English

Honors English 11
 Honors Contemp. Themes in Lit
 Creative Writing I
 Creative Writing II
 Debate I
 Debate II
 English 10
 Honors English 10
 English 9
 Honors English 9
 Forensic
 Journalism 1
 Eng. 10 - Forensic
 H. Eng 10 - Forensic
 AP Lit/Comp
 H. World Lit/Comp
 H. Writing/Speak
 English 11
 English 12
 AP Lang/Comp

Mathematics

Algebra 1
 Honors Algebra 2
 Algebra 2
 AP Calculus AB
 AP Calculus BC

AP Statistics
 Geometry
 Honors Geometry
 Honors Pre-Calculus
 Probability & Statistics
 Trigonometry

Natural/Physical Science

Honors Biology
 Biology
 Chemistry
 Honors Chemistry
 Environmental Sci.
 Physical Science
 Honors Physics
 Honors Physiology
 Physics
 Astronomy
 A.P. Biology
 Honors Physical Sci.
 A.P. Chemistry
 A.P. Physics

Social Studies

Cultural Studies
 AP Economics
 AP European History
 World Civilizations
 Am. Government
 AP Comp. Gov.

Psychology
 Sociology
 AP Psychology
 U.S. History
 H. U.S. History
 AP U.S. History
 H. World Civilizations
 H. American Govt.
 AP Am. Gov/Politics

Additional Core Courses

Russian 1
 Russian 2
 Honors Russian 3
 Honors Russian 4
 Spanish 1
 Spanish 2
 Honors Spanish 3
 Honors Spanish 4
 German 1
 German 2
 Honors German 3
 Honors German 4
 French 1
 French 2
 Honors French 3
 Honors French 4

* Honors or AP = weighted course - student is given one extra mark point for GPA

** Note: This is the NCAA core course list. Each college/university has a core list for admission. These lists may be very different.

All prospective student-athletes need to work with their guidance counselors and carefully plan their schedules each year to ensure NCAA eligibility. The NCAA eligibility rules and list for acceptable courses seem to change frequently. It is the responsibility of the student to seek out the necessary information to make course selection decisions.

For additional information on NCAA athletic eligibility, please contact the Guidance Office.

**CODE OF CONDUCT FOR PARTICIPANTS IN CO-CURRICULAR ACTIVITIES - Procedure for Board of Education Policy (5301)
(Activity and Athletic Programs)**

Statement of Beliefs

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 activities, which are defined as activity and athletic programs sponsored by and through the school district. It applies to student behavior during an outside activity period and/or athletic season, 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(s)/guardian(s) 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 may 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 or 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 may 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/athletic event, the consequence will begin immediately upon the determination that there is reasonable cause to believe that the student engaged in misconduct, which 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 or 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 or she will inform the student of the decision. The director will provide a written communication to the parent(s)/guardian(s) 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 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(s)/guardian(s).

Appeals Process

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

- The student and the student's parent(s)/guardian(s) must meet with the activities director and/or athletic director.
- If, after meeting with the activities director or athletic director, the student and the student's parent(s)/guardian(s) 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 director's decision.

- If, after meeting with the building principal, the student and the student's parent(s)/guardian(s) 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 hear the appeal and will forward a decision to the Superintendent who will communicate the decision to the student and parent(s)/guardian(s) in writing.

CALENDAR FOR 2009-10 SCHOOL YEAR

AUG 18 FIRST DAY OF SCHOOL **9TH GRADE ONLY**
EARLY RELEASE @ 11:00 AM

AUG 19 FIRST DAY OF SCHOOL ALL GRADES (8:00 AM-3:20 PM)

AUG 27 OPEN HOUSE (7:00 P.M.)

SEP 7 LABOR DAY - No School

SEP 24 PARENT/TEACHER CONFERENCES

SEP 25 TEACHER IN-SERVICE NO SCHOOL

SEP 25 HOMECOMING GAME

SEP 26 HOMECOMING DANCE

OCT 15 PARENT/TEACHER CONFERENCES

OCT 16 NO SCHOOL

OCT 19 TEACHER IN SERVICE NO SCHOOL

NOV 25 TEACHER IN-SERVICE NO SCHOOL

NOV 26 & 27 FALL VACATION NO SCHOOL

DEC 17 END OF 1ST SEMESTER

DEC 18 TEACHER IN-SERVICE NO SCHOOL

DEC 21-JAN 1 WINTER VACATION..... NO SCHOOL

JAN 18 TEACHER IN-SERVICE NO SCHOOL

FEB 15 TEACHER IN-SERVICE NO SCHOOL

FEB 15 PARENT/TEACHER CONFERENCES

MAR 12 TEACHER IN-SERVICE NO SCHOOL

MAR 15 NO SCHOOL

MAR 29-APR 2 SPRING VACATION NO SCHOOL

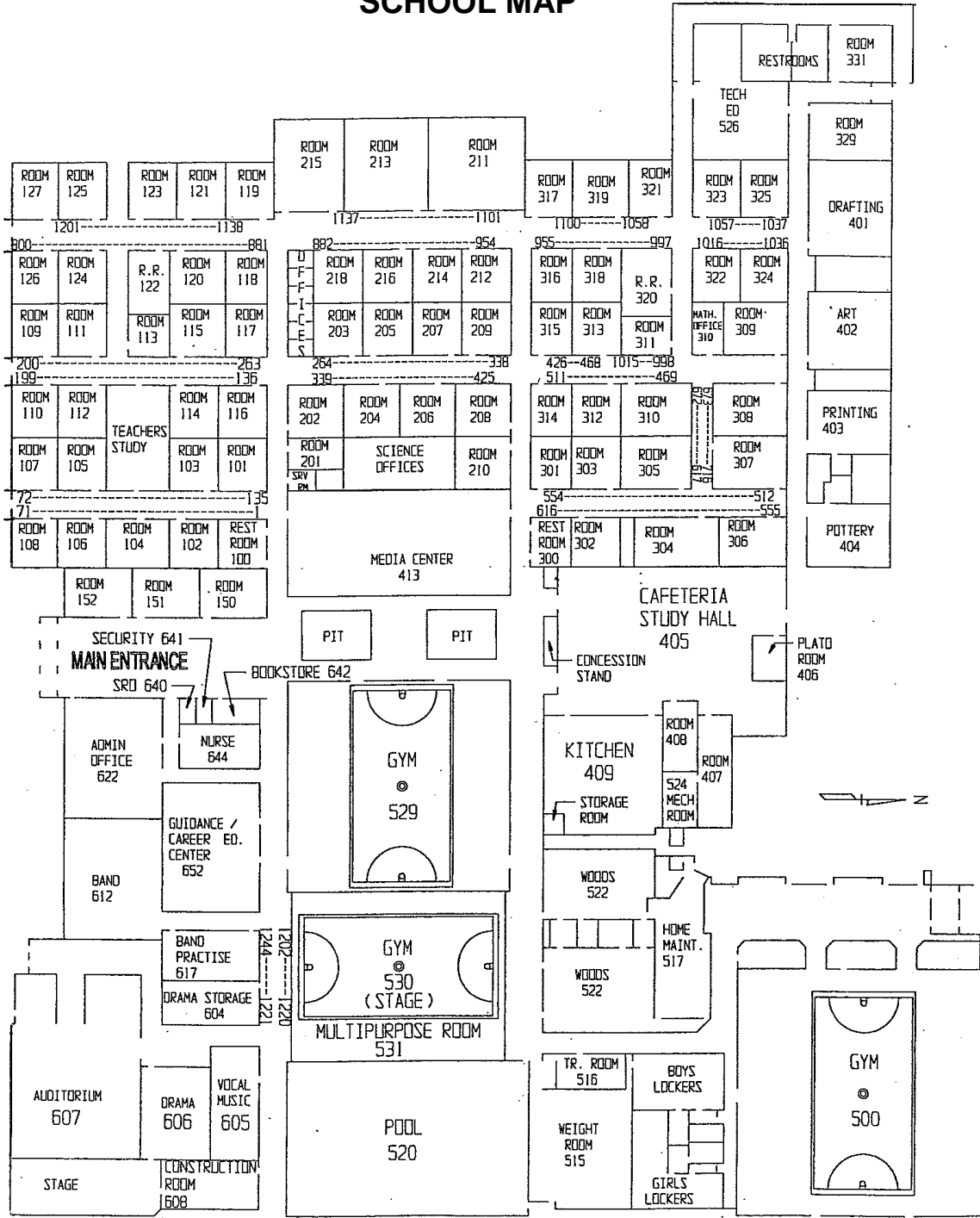
APR 5 TEACHER IN-SERVICE NO SCHOOL

APR 24 PROM @ UNO

MAY 16 GRADUATION @ CIVIC AUDITORIUM

MAY 25 LAST DAY OF SCHOOLEARLY RELEASE @ 11:00 AM

SCHOOL MAP



PAPILLION-LA VISTA HIGH SCHOOL

LOCKER NUMBERS ARE INDICATED IN THE HALL WAY AREAS

Room numbers are on the rooms. Numbers in the hallways indicate locker numbers. Student parking is on the north side of the building. Staff parking is reserved and on the south side of the building.