

Board of Education Regular Meeting  
Monday, August 15, 2022 7:00 PM  
DC West Middle/High School Library  
401 South Pine Street  
Valley, NE 68064-0378

<b>1. Call to Order</b>	
<b>2. Public Communications and Correspondence</b>	<b>3</b>
<b>3. Approval of Agenda</b>	
<b>4. Administrative Reports</b>	<b>5</b>
4.1. Superintendent's Report	19
4.2. Financial Report	21
<b>5. Consent Agenda</b>	
5.1. Approve Minutes	31
5.2. Approve Claims for Payment	
5.3. Approve Financial Report	
5.4. Approve Classified Staff	
<b>6. Old Business</b>	
6.1. Building and Grounds Update	
<b>7. New Business</b>	
7.1. Strategic Plan Draft Plan on a Page	35
7.2. Approve Certificated Staff	
7.3. Approval of Student Handbooks for the 2022-2023 School Year	37
7.4. Fiscal Year 2023 Budget Review	150
7.5. Second Reading of Board Policies 5000 Series	151

7.6. Fees Hearing and Approval for the 2022-23 School Year

358

8. **Adjournment**

## Board of Education

Dr. Pat McCarville

Jamie Jorgensen

Bill Koile

Dr. Kelly Hinrichs

Elizabeth Mayer

Luke Janke

Dr. Melissa Poloncic, Superintendent

Sabina Safford, Board Secretary

*This pamphlet has been developed to help the general public attending a meeting of the Board of Education to understand the internal operation of the Board. It is hoped that this pamphlet will foster improved relations between the Board and the citizens it serves.*

## Meetings of the Board

### When

- The Board of Education convenes once each month on the second Monday except in the months that have five Mondays. In months with five Mondays, the Board convenes on the third Monday of the month. Holidays and unexpected conflicts may create exceptions to this practice.
- The Board of Education will convene in special session whenever it is deemed necessary for the efficient operation of the school district.
- Board of Education meetings are called to order at 7:00 p.m. unless another time is stipulated.

### Where

- Regular and special meetings of the Board of Education will be held in the Board Room on the Valley Campus at 401 S. Pine St., in Valley, unless another location is specifically identified.
- Whenever public participation dictates the need for a larger meeting room, the Board will convene in the High School library.

### Notice of Meetings

- Official notice of the time and place of the regular board meetings are posted on the doors of the schools, banks in Valley and Waterloo, Valley City Hall and Waterloo Post Office.
- Notice of special meetings will be posted at least 24 hours in advance. Hearings will be published in the Douglas County Post-Gazette.

## Business of the Board

### Agendas

- Agendas for the regular meeting on the second Monday of the month will be prepared in advance and kept current and available in the superintendent's office. Business items of an emergency nature may be placed on the agenda by a majority vote of the Board of Education.
- Parents, employees and patrons may have items placed before the Board of Education for consideration by contacting the Superintendent at least 24 hours in advance of a regular meeting.

### Public Participation

- The Board of Education invites you to offer comments during the Public Communication and Correspondence portion of the meeting. Public requesting to offer comments during the Public Communication portion of the meeting shall make a request to speak or complete the sign-in information sheet at the meeting. The individual is asked to state the purpose and general nature of his or her appearance before the Board. The Board President shall indicate to the individual how much time the Board will allot the individual. Speakers normally will be given five minutes with a maximum of 20 minutes set aside for such communications.
- Members of the public requesting to speak to an item considered New or Old Business on the Agenda will request time during the Public Communications portion of the meeting. Unless the comments are related to an agenda item no action will be taken by the Board. Questions or requests of the Board by the public will be taken under consideration. The Board will direct the Superintendent, or the Superintendent's designee, to respond in writing to any public question or request brought before the Board.

Equal time shall be allotted to individuals speaking for and against a proposal when opposing points of view are represented at the board meeting.

- The Board invites you to share any information you may have or address any question to any Board member or the Superintendent regarding new business in the week prior to the next meeting.
- If, at any Board meeting, any person shall conduct himself or herself in a disorderly manner and after notice of the president or the person presiding shall persist therein, the president or person presiding may ask the person to leave and if the person refuses, the president or presiding officer may order any law enforcement officer or any other person or persons to take him or her into custody until the meeting is adjourned.
- Meetings may be recorded. Recording must be done so as not to disrupt the meeting.
- Meetings of the Board of Education shall be conducted in compliance with appropriate policy, state statutes and open meeting laws.

#### **Mission Statement**

**Douglas County West Community Schools creates passionate learners by maximizing student achievement through dynamic learning experiences which inspire and provide a quality education for all students within a safe and community-supported environment.**



**DC WEST**  
**COMMUNITY SCHOOLS**

**www.dccwest.org**

## **Board Meeting Procedures**

*“Creating Passionate Learners”*

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

**Students:** Superintendent of Schools, 401 S. Pine St., Valley, Nebraska 68064 (402-359-2583).

**Employees and Others:** Superintendent of Schools, 401 S. Pine St., Valley, Nebraska 68064 (402-359-2583).

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Dept. of Education (OCR), please contact OCR at 8930 Ward Pkwy, Suite 2037, Kansas City, Missouri 64114, (816) 268-0550 (voice) or (877) 521-2172 (telecommunications device for the deaf) or ocr.kansascity@ed.gov.

**Douglas County West  
Community Schools  
P.O. Box 378  
401 S. Pine St.  
Valley, Nebraska 68064**



### August 2022 Special Education Report

We're off to a great start for the 2022-23 school year! I'm so happy to be starting my second year in the district; it's truly starting to feel like home. Thanks for your continued support!

- **Staff and Student Updates:** We have eight new special education staff starting with us this week. This includes filling our open School Psychologist position from the 2021-2022 school year, and the following positions that were added for growth: Elementary/MS Special Education Teacher, Preschool Teacher through the Preschool Expansion Grant, a half-time school psychologist, and a contracted speech-language pathologist to support secondary students with speech-language needs. This is a talented group who will do great things at DC West! We also have hired multiple special education paras to support our students and nearly fully staffed in all areas. We appreciate the Board's support in meeting our growing needs!

On the student side, as of August 10th, we have 11 new students with special needs slated to start with us next week, and we have 6 students who are moving out of the district. We are also so excited to be opening our third preschool classroom! With this expansion, we have been able to reduce our waitlist and class sizes. It will be a great year at DC West!

- **Targeted Improvement Plan Update:** NDE recently approved our Targeted Improvement Plan (TIP) work from the 2021-22 school year. The TIP serves as evidence of our commitment to continuous improvement in special education. Our goal last year focused on decreasing the achievement gap in reading between students with disabilities and students without disabilities. The strategy we identified to help us achieve this goal was explicit instruction. While we demonstrated progress in many grade levels last year, we know we have continued work to do in this area. To this end, we purchased intensive reading intervention materials with American Rescue Plan funds last year, and all special education teachers who teach reading participated in training this summer and are ready to implement the intervention this year. We're hoping to see some good gains for our students!
- **Journey to Inclusion:** Our special education team has committed to a series of trainings co-provided by NDE and Sped Strategies this year that will be the focus of our work in



special education. Four of us recently attended the first training in Kearney, and we will continue to attend and bring back the content to our entire team here at DC West. The focus of our training is on Inclusive Practices. Our first training focused on identifying why inclusion is important and developing an inclusive mindset.

Inclusive education is important because research shows that when students with disabilities are provided access to grade-level learning, strong instruction, and teachers with high expectations, they have better language and math skills, are more likely to graduate on time, and are more likely to enroll in post-secondary education than students served in segregated settings.

An inclusive mindset focuses on believing that every student should have access to grade-level learning every day, all educators can be successful in supporting that learning, and school leaders can and must support educators in meeting every student's needs. We will continue to work on developing and instilling this mindset throughout the year.

- **Mental Health Updates:** Karla Sextro, ILMHP, will be our on-site CHI Mental Health Therapist this year, funded by a grant through Region VI. We are excited to partner with CHI and Region VI to provide this service to students and families to address mental health concerns in our students. Karla will work with students three days per week across all grade levels providing both individualized therapy and behavioral consultation. We are thrilled to welcome her aboard and are currently working on developing our referral procedures.

We are so excited to start the year and are confident it will be a great one. Please feel free to contact me if you would like more information on anything presented here.

Respectfully Submitted,

Nicki Pechous, Ed.S.  
Director of Special Education



**DC West Community Schools  
Board Report August 2022  
Dr. Dawn Marten - Director of Learning**

**NSCAS Growth Assessment**

During Spring 2022, students from across the state took the first operational testing session of the NSCAS Growth Through-Year Assessment. DC West Results are listed below.

**NSCAS - Growth ELA**

Grade	Percent of Students Proficient	DCW Median Scale Score	State Median Scale Score
3	56%	2492	2477
4	42%	2479	2505
5	52%	2534	2526
6	55%	2551	2533
7	38%	2542	2542
8	58%	2570	2554

**NSCAS - Growth Math**

Grade	Percent of Students Proficient	DCW Median Scale Score	State Median Scale Score
3	61%	1201	1189
4	55%	1231	1214
5	52%	1240	1234
6	49%	1243	1236
7	51%	1247	1235
8	60%	1271	1248



Throughout the Spring and Summer, NDE received significant input from the field regarding concerns over the new NSCAS-Growth through-year assessment system. In response to these concerns, NDE decided to make NSCAS Growth participation for districts to be optional for the fall and winter of 2022. After much discussion among the DC West Admin Team, we have decided that our students will take the MAP Growth Assessment in the Fall and Winter. NSCAS Growth will be required for all students in the Spring for state and federal accountability.

The following concerns by the constituents will be addressed by NDE:

- **Beyond Grade Level Adaptability** - *Design changes in NSCAS Growth will allow more adaptability to measure where students are performing beyond grade level.* A key concern from the field has been NSCAS Growth's inability to gauge student proficiency beyond one grade level above and one grade level below, while MAP finds a more precise level for students, specifically those who are far below or above grade level. One key design change already in development is to broaden the range on which students can be assessed. This design aligns NSCAS Growth more closely with MAP Growth.
- **Adjust Achievement Level Naming** - There have been concerns about the terminology regarding the highest performance level, "College and Career Ready Benchmark." As previously signaled by the NDE Statewide Assessment staff, the highest performance level will be changed to "Advanced" beginning this year.
- **Reset Proficiency Cut Scores** - NDE will begin a process to reset and realign standards as a result of changes in assessment, the expectations of schools, and the desire to be more precise about grade level proficiency as it applies in Nebraska. The following is recommended as the path to reset proficiency cut scores over the next year:
  1. **Science** - Recommended cut scores for NSCAS Science will be presented at the August State Board Meeting.
  2. **ELA and Math** - English language arts cut scores were already going to be reset next year (Summer 2023). The commissioner recommends accelerating the setting of math cut scores to next summer, a year ahead of schedule and will ask the State Board to adopt this new timeline. NOTE: The cut scores for mathematics may also need to be reset in Summer 2024 to reflect the revised mathematics standards to be approved in September 2022.



### NSCAS ACT Assessment Results:

Scale Score and State comparisons will be shared soon.

	DCW Comp Score
<b>2021-2022</b>	20.70
<b>2020-2021</b>	18.40
<b>2019-2020</b>	COVID Shut Down
<b>2018-2019</b>	20.3
<b>2017-2018</b>	20.2



**DC West Elementary  
School Board Report August 2022  
Dr. Jeffrey Kerns**



Bulletin boards and rooms are beginning to be constructed! The smell of crayons, erasers, markers will soon fill the air! There is nothing like the start of a new school year!

Our partnership with Buffet/Superintendents Plan will reboot in 2022! Dr. Dee Acklie has already starting making connections and building relationships within the community! We are excited to have DC West Elementary serve as the hub of our community.

We are also excited to have partnered with Region 6 and Karla Sextro who will provide therapy for our DC West students/families. She will be housed in the office at the elementary school.

We will also overhaul the “Caught Caring” initiative that has been in practice for many years at the elementary. Instead of Caught Caring slips, staff member will have FALCOINS to give to students when they display desired behaviors. Each member of the staff will be asked to hand out at least 5 Falcoins per day coupled with small conversations with students that reinforce desired behaviors. Instead of an end of the month “reward/drawing” where two kids from each class were able to have ice cream with the principal, students will be able to work toward more frequent rewards as individuals and as a collective group. We had a team of outstanding teachers lead by Kelsey Nabity work together to enhance our positive approach to behavior. This has been one of the most exciting endeavors I have been a part of in the last 23 years. I hope we have the opportunity to have Kesley present to the board on the intricacies of this initiative. I am confident it will be a game changer.





COPE provided ongoing support by providing school supplies for the entire district. Supplies were made available to the public on two different days and will also be available as the school year progress. We appreciate their support both in the classroom and with our monthly community food pantries hosted in the elementary parking lot.

This year Dr. Acklie and Sara Horstman spearheaded a shoe and clothing drive. We are able to support families in great volume due to their efforts and the generosity of our community.

Thank you to Liz Mayer for organizing school supplies ordering and delivery for our families. Last year Liz called and asked if our families would be interested in ordering supplies from a company and she and other volunteers delivered items to the classroom. It was a huge hit and she has it going again this year. Many families have shared their appreciation for her efforts.

Thank you to Carmen Imm for spearheading the FUN RUN 2022. The shirts look great and the kids are working for two stations of shaded overhangs with picnic tables underneath, a portable speaker/mic for events, and a shed for our expanded preschool program.

Blast from the past, two items that we are excited to add to our school:

- 1) The old marquee sign from the original elementary building, will be hung on the wall of the elementary office.
- 2) During the floods and transition into the new building the Blue Ribbon school banners were lost/destroyed. There is a new sign located in the gym to honor the hard work of the teachers and staff from that time period.





# DC WEST

## COMMUNITY SCHOOLS

CREATING PASSIONATE LEARNERS

PO Box 378 • Valley, NE 68064 • [www.dcwest.org](http://www.dcwest.org) • Ph: 402.359.2583 Fax: 402.359.4371



Dr. Melissa Poloncic  
Superintendent  
402.359.2583

Jim Knott  
High School Principal  
402.359.2121

Dr. Jeffrey Kerns  
Elementary Principal  
402.359.2151

<sup>12</sup>Nathan Ter Beest  
HS Asst Principal/AD  
402.359.2121

Jeremy Travis  
Middle School Principal  
402.779.2646

Dr. Dawn Marten  
Director of Learning  
402.359.2583



Douglas County West  
Middle School Board Report August 2022  
Mr. Jeremy Travis

**Enrollment as of 8/10/22**

6<sup>th</sup>-62

7<sup>th</sup>-88

8<sup>th</sup>-88

**Total DC West Middle School (238)**

**New Middle School Staff Members** for the upcoming 2022-2023 school year: Lisa Masters (Special Education), Kaylie Chromy (Special Education), Brad Henderson (7<sup>th</sup> World History), Ben Steward (8<sup>th</sup> U.S. History), Taylor Siegrist (6<sup>th</sup> ELA), Bryan Bohn (MS/HS Band/Choir), Sherry Dill (8<sup>th</sup> ELA), Julia (7<sup>th</sup> ELA), Lisa Leonard (STEM). We are super excited about the positive difference makers that we have added to our staff here at the middle school. They are upbeat, ready to learn, and be a part of The Falcon Way!

We will continue to develop what **The Falcon Way** looks like at our Middle School. WE will continue to focus on Falcons being Safe, Responsible, Respectful, Engaged, and Inclusive for us! We will continue to have daily, weekly, monthly, and quarterly student incentives for our students throughout the school year.

Superintendent  
Director of Learning  
Director of Special Education  
Elementary Principal  
Middle School Principal  
High School Principal  
High School Assistant Principal/AD

Dr. Melissa Polonic  
Dr. Dawn Marten  
Nicki Pechous  
Dr. Jeffrey Kerns  
Jeremy Travis  
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We have a **6<sup>th</sup> Grade Orientation Meeting** on Tuesday, August 16<sup>th</sup> from 5:00-6:00 in the South gym followed up by **MS Open House Night** from 6:00-7:30 at the Middle School. Students will be able to pick up their class schedule, tour the building, meet their teachers, and get any information that is needed taken care of.

We have **23 new students/families** to DC West Middle School with the majority of the students/families moving into our DC West Community, which is fantastic.

We had the new teachers and their mentors for the upcoming school year officially back into the building today and it felt great. I'm excited to support them in any capacity and help them make a positive impact for our students!



**Deputy Brown-School Resource Office (SRO) Update:**

Deputy Brown is back on campus and getting ready to go for us!

We are determined to continue to provide a safe and positive learning environment for all students and staff. Please feel free to contact me if you have any questions, if you want to see how things are going throughout the day, or if you have any concerns. I'm proud of what we do and who we are! Go Falcons!

## Jeremy Travis, M.A.

### Douglas County WEST FALCONS

Middle School Principal/AD (6-8)

School Phone: [402.779.2646](tel:402.779.2646)

Cell Phone: [402.616.9718](tel:402.616.9718)

Fax Number: [402.779.2534](tel:402.779.2534)

"Kids don't care how much you know until they know how much you care"

#TheFalconWay #FalconStrong #DCWestROCKS #BeFALCONKind

LOVEYourPEOPLE

Superintendent  
Director of Learning  
Director of Special Education  
Elementary Principal  
Middle School Principal  
High School Principal  
High School Assistant Principal/AD

Dr. Melissa Polonic  
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Board Report  
August 15, 2022

Jim Knott - Principal  
Douglas County West High School

This is a very busy and exciting time at DC West High School. The new school year always brings with it a renewed excitement for students, staff, and parents. However, every year seems to bring even more excitement as we can see new facilities going up around us. The new middle school/auditorium and the fitness center (current middle school) will be great additions to our growing district! Yes, it will cause us to be VERY CROWDED this year, but the light at the end of the tunnel makes it well worth it. I would also like to recognize Scott Perrigo and his crew for their efforts in supporting the construction as well as getting our current facilities looking great for the new school year!

We will have several new faces in our district and at the high school. All of our new employees are listed below with a brief job description. Please feel free to stop by on Tuesday, August 16 at open house from 6:30-8:00 to meet our new teachers and support staff. We are excited to have them join our family.

**\*Barb Feldhacker (High School Health Para/Administrative Assistant)** - Mrs. Feldhacker worked the last seven years as an administrative assistant in the superintendent's office at Reeds Spring Public Schools in Missouri. Prior to that, she worked as a para and health aide in Bennington Public Schools from 2004-2015.

**\*Jenny Finck - (High School Head Administrative Assistant)** - Mrs. Finck has been the head administrative assistant at Davis Middle School in OPS for the last three years. Previous to that, she was a health aide and special education para for four years in OPS.

**\*Bryan Bohn (High & Middle School Assistant Band & Choir Teacher)** - Mr. Bohn has a Bachelors degree from the University of Nebraska at Kearny as well as a Masters degree from University of Nebraska in music education. He taught 7-12 band at Oakland-Craig for the last 10 years. Previous to that, Mr. Bohn taught band and choir at North Platte, Gothenburg, and Holdrege Public Schools. Mr. Bohn will co-teach high school and middle school band and choir, as well as teach individual and small group lessons at DC West.

**\*Brad Henderson (High & Middle School Social Studies Teacher)** - Mr. Henderson has a Bachelors degree from Wayne State in history and is currently working on a Masters degree from Wayne State in social science curriculum and instruction. He taught middle school social studies at Valley View Middle School in Elkhorn for the past three years. Mr. Henderson will teach middle school social studies and two sections of high school world history at DC West. He will also serve as an assistant middle school football coach.

**\*Lisa Leonard (High & Middle School STEM Teacher)** - Mrs. Leonard has Bachelors and Masters degrees from the College of St. Mary in mathematics and instructional technology. She taught various high school math classes as well as robotics and industrial technology enrichment at Omaha Central High School for the last 12 years. Mrs. Leonard will be teaching computer science, STEM I, and robotics at DC West. She will also be the head robotics coach.

**\*Dalton Tremayne (High School Math)**- Mr. Tremayne graduated from Midland University in May with a Bachelors degree in mathematics and education. He will be teaching geometry, geometry support, and general math at DC West. Mr. Tremayne will also serve as an assistant high school football coach this fall.

New student registration took place on August 1-5. I will include high school student enrollment numbers in my next board report. GO FALCONS!

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High School Assistant Principal/AD	Nathan Ter Beest	402.359.2121



## August 2022 Board Report

Yesterday, I had the opportunity to participate in a professional development day with my head coaches. The day started off with HumanEx coming in and talking about the strengths each of the head coaches have. They then did a blend of our talents to highlight individual strengths each coach had and how we could utilize them as a resource if needed. After the HumanEx work, all of us went to the Jim Knott Retreat Center and I led a discussion about department goals for the upcoming year. It was an awesome way to kick off the year and I feel all of us grew as coaches and a department. I am working to refine the details of what we came up with to begin sharing with everyone but here is the first draft list...

### Improve as a whole -

- Maximize number of students in the program
- Number of 3 sport athletes
- Number of 2 sport
- Number of 12 sport athletes

### Effort- Whatever your 100% is for the day....be at 100%

- Weight room attendance year round
- Goal is 0 unapproved absences.
- Coaches will have a pre and post conference with every athlete
- Publicly acknowledge good things that happen

### High level of character

- Limited number of non-athletic circumstances where games/practice are missed (excused or unexcused)

- When appropriate, discipline issues will be handled by both administration and coaches
- Wherever we go, DC West will leave a place better than we found it.

### Academics

- Maximizing academic potential in all areas
- Number of academic All State students
- 80% of our student athletes will have a 3.0 GPA or above

### Culture

- Attend other people's games
- Strong and positive social media for all athletics
- Athlete of the month

### Mission Statement:

DC West athletic program is committed to continual improve, effort, high level of character, academics, and developing culture.

The purpose of our afternoon was to define areas all coaches were behind on growth opportunities and then to develop goals to go with each one. We still have a little work to do but we all feel like the day was a great chance for growth as leaders in the school. Special thanks to the Athletic Booster Club for buying us pizza, Jim and Courtney Knott for letting us use their patio, and Dr. Poloncic for allowing Human Ex to work with us. I also attached the head coaches top ten talents to my board report so you can see where their talents are at.

I just had a wonderful conversation with Liz Guinn a little bit ago as well. We have 50 students in the band this fall and she is truly excited for the work they have done. I have heard the band...it sounds awesome!

As all of our fall programs get rolling, I find myself looking forward to attending fall events and I am absolutely looking forward to the actual fall weather....this 100 degree stuff is just not fun for me 😊.

Respectfully-

Nathan Ter Beest

Assistant Principal/Activities Director



### DC West Head Coaches

Mission	You are intrinsically motivated to help others. You demonstrate a commitment to serve and derive personal and professional satisfaction from being supportive of others.
Empathy	You genuinely care and show compassion for others. You naturally pick up on how others are feeling by observing body language and behaviors. You seek to understand the thoughts and feelings of others, and adjust your approach to provide meaningful support.
Orchestrator	You coordinate the right people and non-people resources to effectively execute plans. You align these resources and manage multiple moving parts in a systematic way to ensure objectives can be carried out by your team.
Networker	You are good at meeting new people. You establish connections with others to develop mutually beneficial relationships. You intentionally build and maintain contacts who share common backgrounds, interests, and goals.
Team Builder	You promote a sense of collaboration and camaraderie. By bringing others together to accomplish common objectives and goals, you identify and match people's talents to create strong work partnerships. You facilitate shared decision-making to empower others and maximize collective performance.
Goal Focus	You set relevant and measurable goals. You remain on target by monitoring progress through specific metrics. You align short-term, intermediate, and long-term goals to ensure outcomes are achieved.
Developer	You see potential in those around you and strive to learn as much as you can about others. You use the unique abilities of others to identify growth opportunities. Delegating responsibilities based on the talents and interests of others, you prepare individuals to develop future successes on their own.
Command	You naturally step up to take charge of difficult situations. You are looked to as a leader by those around you and you are able to provide guidance when others are unsure of how to proceed.
Problem Solver	You enjoy the challenge of solving problems. You gather evidence and use reasoning to diagnose the root cause of the problem. You then apply this information to create a solution.
Resilience	You use positive self-talk to overcome challenges or setbacks. You do not become discouraged easily. You persevere in the face of obstacles or adversity and regroup to move forward.

"The person born with a talent they are meant to use will find their greatest happiness in using it."

# Superintendent's Report

## August 15, 2022

### Mentor Program

Sara Horstman, 6th grade teacher, completed a summer internship in the Superintendent's Office this summer. One of her major projects was to revamp our Mentor/Mentee program for the orientation of new teachers into the district. Traditionally, we have paid new teachers one additional day and mentors ½ day before other contracted staff return for an orientation. Sara collected feedback from prior new staff and mentors in order to format a two day schedule for both the mentors and mentees in order to provide support in all areas that they shared were important. The schedules for the two days can be seen [here](#) and [here](#). I want to thank Sara for being a difference maker and upgrading this important program in our school district. Sara will continue to support the mentors and mentees one time per month all year long. I am researching a way to provide Sara a small stipend to compensate her for coordinating this work moving forward as she has done an outstanding job and we would like to keep this in place for years to come.

### Phone System

We determined that we would like to move forward with the replacement of our phone system but would like to implement this mid year rather than before school this year. Sandi Kerkhoff will time the implementation so as not to interfere with the ongoings of school.

### Transportation Contract Extension

We negotiated with First Student to extend our contract for another five years. The competitor in our area has had a couple of opportunities to extend pricing to us and has not been able to offer lower pricing than First Student. Our contract extension provides for the replacement of our five buses this first year. The buses may take a year to come in, but they will all be replaced at one time. The rates overall average a 20% increase, but do not include any surcharges for fuel costs.

### PTSA Donation for Gaga Pits

The PTSA has made a large donation to support the request of our PE staff to install [Gaga](#) Pits on the playground to be used by district PE teachers and elementary recess. The installation of these pits will happen early this fall. The PTSA donation covers the entire amount needed. A huge thank you to them!

### City Ballfield Lights

The City of Valley has approached me about making a contribution toward the replacement of the lights on the city ballfield where we play our entire baseball season. The City of Valley allows us to use the field free of charge and maintenance for our baseball season. They are estimating the purchase would cost approximately \$70,000. The Legion has agreed to make a contribution and I would recommend that we also make a donation of \$10,000 toward the lights. Please let me know if you have any questions or reservations with this recommendation and donation.

### NASB Area Membership Meeting

The Nebraska Association of School Boards(NASB) is holding their annual [area meetings](#) in Fremont on Wednesday, August 24th or in LaVista on September 1st 5:00-8:30 p.m. Unfortunately, I am unable to attend either date due to already scheduled commitments. I would be happy to register any board members for either event if you have interest in going and could ask Dawn or Nicki to attend with board members that have interest in attending.

### Superintendent Goals for 2022 (with progress notes)

- Complete a written schedule with a timeline for replacement and/or maintenance in regards to buildings, grounds, and vehicles.
  - I am working with Alex Henery and Morrissey engineering to assist in pulling this information together comprehensively and in a format that will be easy to use.
  - I have our current inventory of vehicles.
- Develop and share an action plan for recovery of student academic learning
  - The comprehensive MTSS work that has occurred in each building across the district the past year is the development of this recovery plan. We are working from a district level to pull together a comprehensive guide that describes our MTSS process as a system.
- Lead the engagement, vision and support associated with the development of a new strategic plan. Influence an enthusiasm and commitment for growing in excellence through communication and implementation of the strategic plan.
  - The draft of our mission, beliefs, objectives, and strategies for the new strategic plan is complete and will be shared with the board at this meeting for discussion. I will continue to move forward with the completion of action plans and finalization of the plan in order for the board to officially approve in September.

- Facilitate the creation, adoption, and implementation of a new certified staff and administrator evaluation system.
  - We will begin a pilot of our system with a few teachers this Fall.
- Continue to find strategies to facilitate, coach, and lead the administrative team to excellence.
- Research, study, and implement strategies to manage the growth of the communities and district in the next five to ten years.
- A progress report of these goals to the Board a couple of times throughout the year.

**Upcoming Dates:**

**August 16~ Open Houses**

**August 17~ First Day of School**

**September 12~ Regular Board of Education Meeting (Budget Hearing)**

**September 21~ Douglas County Joint Levy Hearing**

**September 26~ Special Board of Education Meeting (Budget Approval)**

**September 30~ Budget Due**

# Financial Recap June 2022

	6/1/2022	Receipts	Expenditures	6/30/2022	June 2022 Payroll
<b>General Fund</b>	\$9,531,674.97	\$462,780.27	\$1,218,870.55	\$8,775,584.69	Net Payroll \$ 476,575.25
<b>Depreciation Fund</b>	\$1,581,040.48	\$64.98	\$0.00	\$1,581,105.46	Payroll Taxes (District) \$ 52,759.67
<b>Food Service Fund</b>	\$343,267.76	\$52,313.91	\$43,530.45	\$352,051.22	Payroll Withholding (Employees) \$ 133,375.14
<b>Qualified Capital Fund</b>	\$328,528.89	\$5,061.54	\$0.00	\$333,590.43	Retirement (District) \$ 66,593.77
<b>Bond Fund</b>	\$426,931.00	\$12,160.04	\$0.00	\$439,091.04	Retirement Withholding (Employees) \$ 65,934.38
<b>Special Building Fund</b>	\$1,340,702.81	\$26,557.59	\$242,883.47	\$1,124,376.93	
- Special Bldg (MS/Fine Art)	\$15,723,286.91	\$0.00	\$1,300,915.51	\$14,422,371.40	
	<b>\$29,275,432.82</b>	<b>\$558,938.33</b>	<b>\$2,806,199.98</b>	<b>\$27,028,171.17</b>	

## General Fund Detail

	June	YTD	Budgeted	June	YTD
<b>Expenditures</b>					
Regular Instruction	\$ 452,112.08	\$ 4,453,756.03	\$ 6,089,351.00	\$ 94,829.99	\$ 6,790,557.40
Flex Funding	\$ 7,764.03	\$ 87,512.84	\$ 97,450.00	\$ -	\$ 10,396.60
ELL/Poverty Instruction	\$ 33,553.59	\$ 324,662.47	\$ 438,875.00	\$ -	\$ -
Special Education Instruction	\$ 124,344.07	\$ 1,283,940.07	\$ 1,661,635.00	\$ 98,013.12	\$ 961,076.03
Preschool	\$ 11,321.91	\$ 142,488.16	\$ 177,585.00	\$ -	\$ 1,613.69
Summer School	\$ -	\$ 100.00	\$ 22,100.00	\$ 300.00	\$ 1,000.00
Guidance Service	\$ 17,810.73	\$ 189,028.46	\$ 230,975.00	\$ -	\$ 53,350.00
Health Services	\$ 6,771.68	\$ 80,387.44	\$ 84,790.00	\$ 1,239.43	\$ 12,711.99
Psychologist Serv	\$ 8,582.50	\$ 60,547.20	\$ 64,725.00	\$ -	\$ 350.00
Speech Pathologist	\$ 4,975.12	\$ 53,953.75	\$ 72,050.00	\$ -	\$ 5,595.00
Occup/Phys Therapy/Vision	\$ -	\$ 32,307.57	\$ 51,000.00	\$ -	\$ 29,456.21
Curriculum Development	\$ 3,764.85	\$ 40,097.76	\$ 60,000.00	\$ 633.00	\$ 2,357.23
Instructional Staff Training	\$ -	\$ 2,290.00	\$ 13,900.00	\$ 2,073.34	\$ 18,775.89
Standards Implementation	\$ 3,867.70	\$ 42,191.95	\$ 49,510.00	\$ -	\$ -
Library/Media Services	\$ 7,820.36	\$ 112,766.67	\$ 165,950.00	\$ 137,001.00	\$ 1,369,983.00
Technology	\$ 19,310.98	\$ 250,019.39	\$ 423,080.00	\$ -	\$ 6,776.00
Student Assessments	\$ 5,451.69	\$ 50,046.86	\$ 61,650.00	\$ -	\$ 40,468.00
Board of Education	\$ 2,740.00	\$ 59,487.44	\$ 73,500.00	\$ 21,723.39	\$ 86,893.56
Executive Administration	\$ 26,125.77	\$ 268,865.06	\$ 380,250.00	\$ -	\$ 527,376.20
Legal Services	\$ 930.00	\$ 25,298.40	\$ 35,000.00	\$ -	\$ -
Principals	\$ 63,522.17	\$ 629,163.28	\$ 764,926.00	\$ -	\$ 5,835.77
Business Services	\$ 9,701.09	\$ 162,957.25	\$ 197,450.00	\$ -	\$ 16,228.67
Facility Operations	\$ 85,115.78	\$ 913,157.36	\$ 1,371,300.00	\$ -	\$ 113,371.95
Security	\$ -	\$ 54,072.54	\$ 64,700.00	\$ -	\$ -
Safety	\$ -	\$ 13,000.55	\$ 14,000.00	\$ -	\$ 80,738.25
Student Transportation	\$ 81,398.71	\$ 406,317.99	\$ 559,050.00	\$ -	\$ 144.00
Buffett Early Childhood	\$ -	\$ 15,804.46	\$ 128,860.00	\$ 106,967.00	\$ 1,049,198.73
Federal/State Programs	\$ 241,885.74	\$ 619,612.94	\$ 464,282.00	\$ -	\$ -
	<b>\$ 1,218,870.55</b>	<b>\$ 10,373,833.89</b>	<b>\$ 13,817,944.00</b>	<b>\$ 462,780.27</b>	<b>\$ 11,184,254.17</b>

	BEGINNING			ENDING
	BALANCE	RECEIPTS	EXPENSES	BALANCE
<b>ELEMENTARY</b>				
Elementary	\$6,767.61	\$324.00	\$153.00	\$6,938.61
Disney Musical	\$12,840.67	\$0.00	\$0.00	\$12,840.67
Preschool	\$45.33	\$0.00	\$0.00	\$45.33
<b>MIDDLE SCHOOL</b>				
Athletics-Middle School	\$640.65	\$0.00	\$0.00	\$640.65
Athletic Teams-Middle School	\$576.67	\$0.00	\$0.00	\$576.67
Middle School	\$1,492.63	\$0.00	\$202.95	\$1,289.68
Concessions, MS	\$2,457.64	\$0.00	\$0.00	\$2,457.64
Middle School Science Grant	\$3,055.68	\$0.00	\$0.00	\$3,055.68
Student Council, M.S.	\$9,754.86	\$715.40	\$0.00	\$10,470.26
Yearbook, MS	\$4,307.10	\$0.00	\$0.00	\$4,307.10
<b>HIGH SCHOOL</b>				
Athletics-High School	(\$1,663.82)	\$1,699.82	\$36.00	\$0.00
Athletic Teams-High School	\$20,002.11	\$4,875.00	\$1,979.00	\$22,898.11
Arts & Humanities	\$1,028.08	\$0.00	\$0.00	\$1,028.08
Band	\$4,246.92	\$0.00	\$0.00	\$4,246.92
Cheerleaders	\$4,334.37	\$884.72	\$351.50	\$4,867.59
Class of 2023	\$3,008.13	\$0.00	\$0.00	\$3,008.13
Class of 2021	\$0.00	\$0.00	\$0.00	\$0.00
Class of 2022	\$338.87	\$0.00	\$0.00	\$338.87
Concessions	\$15,744.87	(\$715.40)	\$0.00	\$15,029.47
Construction Tech	\$7,106.79	\$0.00	\$0.00	\$7,106.79
Dance Team	\$905.88	\$0.00	\$0.00	\$905.88
DC Tech 1:1	\$27,764.14	\$20.00	\$0.00	\$27,784.14
Drama	\$9,387.64	\$0.00	\$0.00	\$9,387.64
FBLA	\$2,078.72	\$0.00	\$0.00	\$2,078.72
High School	\$1,150.36	\$100.00	\$0.00	\$1,250.36
HOSA	\$3,270.81	\$0.00	\$0.00	\$3,270.81
Vocal Music	\$2,334.25	\$0.00	\$0.00	\$2,334.25
Newspaper	\$0.00	\$0.00	\$0.00	\$0.00
National Honor Society	\$1,870.18	\$0.00	\$0.00	\$1,870.18
Quiz Bowl	\$0.00	\$0.00	\$0.00	\$0.00
Robotics Team	\$2,586.61	\$1.00	\$0.00	\$2,587.61
Science Club	\$522.19	\$0.00	\$0.00	\$522.19
Speech Team	\$3,498.64	\$0.00	\$0.00	\$3,498.64
Student Council, H.S.	\$4,950.05	\$0.00	\$306.31	\$4,643.74
Woods/Ind Tech	\$0.00	\$0.00	\$0.00	\$0.00
World Language Club	\$69.52	\$0.00	\$0.00	\$69.52
Yearbook, HS	\$3,240.35	\$0.00	\$0.00	\$3,240.35
<b>DISTRICT</b>				
Activity Passes	\$1,899.65	(\$1,588.71)	\$0.00	\$310.94
Corporate Sponsorships	\$10,606.79	\$0.00	\$0.00	\$10,606.79
Driver's Education	\$10,525.00	\$0.00	\$0.00	\$10,525.00
Dual Credit Fees	\$18,690.00	\$0.00	\$0.00	\$18,690.00
Instrumental Music	\$2,730.39	\$0.00	\$0.00	\$2,730.39
Interest	\$448.50	\$11.28	\$0.00	\$459.78
Lounge, Staff	\$1,290.58	\$23.55	\$0.00	\$1,314.13
Student Fines	\$391.63	\$55.00	\$0.00	\$446.63
Student Participation Fees	\$9,269.78	(\$36.11)	\$1,170.00	\$8,063.67
Valley Way	\$12,926.40	\$0.00	\$0.00	\$12,926.40
PTSA Donation	\$39,080.70	\$0.00	\$0.00	\$39,080.70
<b>TOTALS</b>	<b>\$267,573.92</b>	<b>\$6,369.55</b>	<b>\$4,198.76</b>	<b>\$269,744.71</b>
Previous Balance	\$267,573.92		Bank Balance	\$270,959.71
Receipts	\$6,369.55	22	Deposit in Transit	
Disbursements	\$4,198.76		Outstanding Cks	\$1,215.00
<b>BALANCE</b>	<b>\$269,744.71</b>		<b>BALANCE</b>	<b>\$269,744.71</b>

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JULY 2022

User ID: CQ

Vendor Name	Vendor Description	Amount
Checking Account ID 1	Fund Number 01 GENERAL FUND	
ACH BANK FEE		40.75
AMAZON.COM CREDIT		1,630.28
APPLE COMPUTER INC		66,459.50
ASCD		89.00
ASPI SOLUTIONS INC		168.00
AWARDS UNLIMITED INC		3,312.19
BLUE CROSS & BLUE SHIELD		177.54
BOYS TOWN		5,115.93
CAPPEL NAPA AUTO SUPPLY - VALLEY		31.99
CITY OF VALLEY		2,793.65
COUNCIL BLUFFS COMMUNITY SCHOOL DISTRICT		363.33
COX BUSINESS		736.41
DESIGNS BY KING, INC		259.50
DICE COMMUNICATIONS		562.50
DICK'S VALLEY MARKET		4.10
DIETZE MUSIC HOUSE		60.00
DOANE UNIVERSITY		350.00
EAKES OFFICE PLUS		175.00
EDUCATIONAL SERVICE UNIT #3		310.15
EGAN SUPPLY CO		640.38
ENGINEERED CONTROLS		3,005.00
ESHIPPING LLC		887.10
FASTSIGNS		275.19
FES		2,845.00
FIBER PLATFORM, LLC		1,388.45
FIRST BOOK NATIONAL BOOK BANK		152.50
FIRST NEBRASKA BANK-VALLEY		5.00
FIRST STUDENT		1,160.28
FREMONT ELECTRIC INC		1,457.64
GREAT KIDS, INC		1,955.00
HEARTLAND PEST CONTROL		240.00
HUMANEX VENTURES LLC		2,100.00
INTELLINETICS		923.10
JUST FOR KIDS THERAPY INC		6,532.50
LEXIA LEARNING SYSTEMS, LLC		726.00
LOVE'S TRAVEL STOPS & COUNTRY STORE		1,372.45
MADISON NATIONAL LIFE INS CO IN		521.70
MAGIC WRIGHTER E-SERVICE		3.50
MATHESON TRI-GAS INC		32.40
MCGRAW-HILL EDUCATION INC		9,946.50
MENARDS - ELKHORN		3,006.35
METAL DOORS & HARDWARE CO		275.00
MIDWEST MOVEMENT		225.00
MILLARD SPRINKLER INC		1,741.49
NCA		450.00
NEBRASKA AIR FILTER		5,219.00
NEBRASKA CAPITAL CONFERENCE		695.00
NEBRASKA TURF PRODUCTS		2,805.63
ODEY'S INC		4,221.40
OMAHA PUBLIC POWER DISTRICT		40,325.16
OMAHA WORLD-HERALD		1,340.00
ONE SOURCE		998.38
OVERHEAD DOORS		320.00
PECHOUS, NICOLE		2,578.92

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JULY 2022

User ID: CQ

Vendor Name	Vendor Description	Amount
PERRY GUTHERY HAASE & GESSFORD		75.00
PITNEY BOWES		564.23
PRAIRIE MECHANICAL CORP		1,485.36
PRIME HOME DEVELOPMENTAL		8,354.38
SAVVAS LEARNING COMPANY		62,371.81
SCHOLASTIC INC		137.66
SOFTWARE UNLIMITED, INC.	Accounting Software	7,050.00
STANZEL'S MOW & SNOW LLC		425.00
SUBURBAN SCHOOLS PROGRAM		9,643.11
SYMMETRY ENERGY SOLUTIONS LLC		4,485.08
UNIVERSITY NEBRASKA MEDICAL CENTER		5,054.92
VALLEY CORPORATION		16,443.51
VISION SERVICE PLAN		96.89
WALMART COMMUNITY		72.58
WASTE CONNECTIONS OF NEBR, INC		1,089.95
WATER ENGINEERING INC		275.00
Fund Number 01		<u>300,635.32</u>

Checking Account ID	Fund Number	DEPRECIATION	Amount
2	02		
BOYD JONES CONSTRUCTION CO			43,749.90
Fund Number 02			<u>43,749.90</u>

Checking Account ID	Fund Number	NUTRITION FUND	Amount
6	06		
EGAN SUPPLY CO			73.28
MARKING REFRIGERATION			659.50
Fund Number 06			<u>732.78</u>

Checking Account ID	Fund Number	SPECIAL BUILDING FUND	Amount
8	08		
BERINGER CIACCIO DENNEL MABREY			8,602.95
BOYD JONES CONSTRUCTION CO			940,315.18
ENGINEERED CONTROLS			613.00
RAINWOOD DEVELOPMENT PARTNERS, LLC			26,880.00
THIELE GEOTECH INC			2,148.00
Fund Number 08			<u>978,559.13</u>

## Financial Recap July 2022 7/29/2022

	7/1/2022	Receipts	Expenditures	July 2022 Payroll
<b>General Fund</b>	\$8,775,584.69	\$268,718.96	\$1,064,624.42	Net Payroll \$ 398,967.13
<b>Depreciation Fund</b>	\$1,581,105.46	\$66.43	\$43,749.90	Payroll Taxes (District) \$ 45,180.05
<b>Food Service Fund</b>	\$352,051.22	\$318.57	\$972.01	Payroll Withholding (Employees) \$ 117,780.21
<b>Qualified Capital Fund</b>	\$333,590.43	\$6,807.31	\$0.00	Retirement (District) \$ 59,430.37
<b>Bond Fund</b>	\$439,091.04	\$16,387.24	\$0.00	Retirement Withholding (Employees) \$ 58,841.97
<b>Special Building Fund</b>	\$1,124,376.93	\$34,277.45	\$0.00	
- Special Bldg (MS/Fine Art)	\$14,422,371.40	\$0.00	\$978,559.13	
	<b>\$27,028,171.17</b>	<b>\$326,575.96</b>	<b>\$2,087,905.46</b>	<b>\$25,266,841.67</b>

### General Fund Detail

	July	YTD	Budgeted	Revenues	July	YTD
<u>Expenditures</u>						
Regular Instruction	\$ 415,322.84	\$ 4,869,078.87	\$ 6,089,351.00	Property Taxes	\$ 129,967.98	\$ 6,920,525.38
Flex Funding	\$ 7,726.83	\$ 95,239.67	\$ 97,450.00	Car Line Tax	-	\$ 10,396.60
ELL/Poverty Instruction	\$ 29,852.43	\$ 354,514.90	\$ 438,875.00	Public Serv Entity/Railroad	-	-
Special Education Instruction	\$ 94,140.71	\$ 1,378,080.78	\$ 1,661,635.00	Motor Vehicle Tax	\$ 98,921.80	\$ 1,059,997.83
Preschool	\$ 4,817.12	\$ 147,305.28	\$ 177,585.00	Foreign Student Tuition	-	\$ 1,613.69
Summer School	\$ 25,506.43	\$ 25,606.43	\$ 22,100.00	Summer School Tuition	-	\$ 1,000.00
Guidance Service	\$ 14,697.67	\$ 203,726.13	\$ 230,975.00	Preschool Tuition	-	\$ 53,350.00
Health Services	\$ 73.73	\$ 80,461.17	\$ 84,790.00	Interest	\$ 1,173.62	\$ 13,885.61
Psychologist Serv	\$ 1,108.24	\$ 61,655.44	\$ 64,725.00	Facility Rental	-	\$ 350.00
Speech Pathologist	\$ 5,108.10	\$ 59,061.85	\$ 72,050.00	Local License Fees	-	\$ 5,595.00
Occup/Phys Therapy/Vision	\$ 4,891.25	\$ 37,198.82	\$ 51,000.00	Grants from Other Interest	\$ 290.16	\$ 29,746.37
Curriculum Development	\$ 3,704.31	\$ 43,802.07	\$ 60,000.00	Other Local Receipts	\$ 163.50	\$ 2,520.73
Instructional Staff Training	\$ 2,100.00	\$ 4,390.00	\$ 13,900.00	County Fines/Licenses	\$ 1,414.06	\$ 20,189.95
Standards Implementation	\$ 3,793.32	\$ 45,985.27	\$ 49,510.00	ESU Receipts	-	-
Library/Media Services	\$ 4,664.70	\$ 117,431.37	\$ 165,950.00	State Aid	-	\$ 1,369,983.00
Technology	\$ 31,555.96	\$ 281,575.35	\$ 423,080.00	Special Ed Programs	-	\$ 6,776.00
Student Assessments	\$ 4,939.06	\$ 54,985.92	\$ 61,650.00	Special Ed Transportation	-	\$ 40,468.00
Board of Education	\$ 1,340.00	\$ 60,827.44	\$ 73,500.00	Homestead Exemption	\$ 21,723.39	\$ 108,616.95
Executive Administration	\$ 28,980.79	\$ 297,845.85	\$ 380,250.00	Property Tax Credit	-	\$ 527,376.20
Legal Services	\$ 75.00	\$ 25,373.40	\$ 35,000.00	Personal Prop Tax Credit	-	-
Principals	\$ 54,897.11	\$ 684,060.39	\$ 764,926.00	Other State Receipts	-	\$ 5,835.77
Business Services	\$ 20,549.56	\$ 183,506.81	\$ 197,450.00	Pro-Rate Motor Vehicle	\$ 5,224.50	\$ 21,453.17
Facility Operations	\$ 126,373.26	\$ 1,039,530.62	\$ 1,371,300.00	State Apportionment	-	\$ 113,371.95
Security	-	\$ 54,072.54	\$ 64,700.00	Transfer from Other Funds	-	-
Safety	-	\$ 13,000.55	\$ 14,000.00	Sale of Property	-	\$ 80,738.25
Student Transportation	\$ 2,721.23	\$ 409,039.22	\$ 559,050.00	Insurance Adjustments	\$ 5,707.34	\$ 5,851.34
Buffett Early Childhood	\$ 2,245.16	\$ 18,049.62	\$ 128,860.00	Federal/State Programs	\$ 4,132.61	\$ 1,053,331.34
Federal/State Programs	\$ 173,439.61	\$ 793,052.55	\$ 464,282.00			
	<b>\$ 1,064,624.42</b>	<b>\$ 11,438,458.31</b>	<b>\$ 13,817,944.00</b>		<b>\$ 268,718.96</b>	<b>\$ 11,452,973.13</b>

ACTIVITY SUMMARY - JULY 2022

Fund: 05 ACTIVITY FUND

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
05 704	INTEREST	459.78	0.00	10.69	0.00	470.47
05 704 1001	ACTIVITY PASSES	310.94	0.00	0.00	0.00	310.94
05 704 1002	CORPORATE SPONSORSHIPS	10,606.79	725.00	0.00	0.00	9,881.79
05 704 1003	INSTRUMENTAL MUSIC	2,730.39	15.00	40.00	0.00	2,755.39
05 704 1005	STAFF LOUNGE	1,314.13	0.00	0.00	0.00	1,314.13
05 704 1006	STUDENT FINES	446.63	0.00	0.00	0.00	446.63
05 704 1007	VALLEY WAY	12,926.40	0.00	0.00	0.00	12,926.40
05 704 1008	DUAL CREDIT FEES	18,690.00	0.00	0.00	0.00	18,690.00
05 704 1010	DRIVERS ED	10,525.00	0.00	0.00	0.00	10,525.00
05 704 1011	PTSA DONATION	39,080.70	0.00	0.00	0.00	39,080.70
05 704 1020	CLASS OF 2020	3,008.13	0.00	0.00	0.00	3,008.13
05 704 1022	CLASS OF 2022	338.87	0.00	0.00	0.00	338.87
05 704 1102	ARTS & HUMANITIES	1,028.08	0.00	0.00	0.00	1,028.08
05 704 1104	ATHLETICS HS	0.00	0.00	0.00	0.00	0.00
05 704 1106	BASEBALL TEAM	1,985.48	0.00	0.00	0.00	1,985.48
05 704 1107	BAND	4,246.92	0.00	135.00	0.00	4,381.92
05 704 1108	CHEER	4,867.59	1,427.47	0.00	0.00	3,440.12
05 704 1111	BBB TEAM	2,757.71	1,549.35	0.00	0.00	1,208.36
05 704 1112	CONCESSIONS	15,029.47	0.00	0.00	0.00	15,029.47
05 704 1113	CONSTRUCTION TECH	7,106.79	0.00	0.00	0.00	7,106.79
05 704 1114	DANCE TEAM	905.88	0.00	0.00	0.00	905.88
05 704 1116	DRAMA	9,387.64	0.00	0.00	0.00	9,387.64
05 704 1117	FBLA	2,078.72	0.00	0.00	0.00	2,078.72
05 704 1118	HIGH SCHOOL	1,250.36	0.00	0.00	0.00	1,250.36
05 704 1119	DC TECH 1:1	27,784.14	0.00	0.00	0.00	27,784.14
05 704 1120	GBB TEAM	5,282.93	0.00	0.00	0.00	5,282.93
05 704 1123	HOSA	3,270.81	0.00	0.00	0.00	3,270.81
05 704 1124	STUCO HS	4,643.74	250.00	0.00	0.00	4,393.74
05 704 1128	NATIONAL HONOR SOCIETY	1,870.18	385.00	0.00	0.00	1,485.18
05 704 1131	FOOTBALL TEAM	3,165.32	1,828.34	0.00	0.00	1,336.98
05 704 1132	SCIENCE CLUB	522.19	0.00	0.00	0.00	522.19
05 704 1133	SPEECH TEAM	3,498.64	0.00	0.00	0.00	3,498.64
05 704 1134	VOCAL MUSIC	2,334.25	0.00	0.00	0.00	2,334.25
05 704 1136	WORLD LANGUAGE CLUB	69.52	0.00	0.00	0.00	69.52
05 704 1137	ROBOTICS TEAM	2,587.61	1,231.99	1,000.00	0.00	2,355.62
05 704 1141	GOLF TEAM	264.88	180.00	0.00	0.00	84.88
05 704 1142	YEARBOOK HS	3,240.35	0.00	0.00	0.00	3,240.35

ACTIVITY SUMMARY - JULY 2022

Fund: 05 ACTIVITY FUND

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
05 704 1151	CROSS COUNTRY TEAM	1,679.13	0.00	0.00	0.00	1,679.13
05 704 1161	SOFTBALL TEAM	2,332.30	175.00	0.00	0.00	2,157.30
05 704 1165	TRACK	0.00	0.00	0.00	0.00	0.00
05 704 1166	BOYS TRACK TEAM	381.33	0.00	0.00	0.00	381.33
05 704 1167	GIRLS TRACK TEAM	674.39	0.00	0.00	0.00	674.39
05 704 1176	VOLLEYBALL TEAM	2,030.82	0.00	0.00	0.00	2,030.82
05 704 1186	WRESTLING TEAM	1,491.95	0.00	0.00	0.00	1,491.95
05 704 1198	SUMMER SPORTS CAMPS	851.87	0.00	0.00	0.00	851.87
05 704 1222	SCIENCE GRANT	3,055.68	0.00	0.00	0.00	3,055.68
05 704 1224	STUCO MS	10,470.26	0.00	0.00	0.00	10,470.26
05 704 1225	COFFEE CART - EL-SPED	1,373.14	0.00	0.00	0.00	1,373.14
05 704 1319	DISNEY MUSICAL	12,840.67	0.00	0.00	0.00	12,840.67
05 704 1320	PRESCHOOL	45.33	0.00	0.00	0.00	45.33
05 704 2112	MS CONCESSIONS	2,457.64	0.00	0.00	0.00	2,457.64
05 704 2121	MS BBB TEAM	211.05	0.00	0.00	0.00	211.05
05 704 2136	MS FOOTBALL TEAM	368.47	0.00	0.00	0.00	368.47
05 704 2191	MS WRESTLING TEAM	(2.85)	0.00	0.00	0.00	(2.85)
05 704 2204	ATHLETICS MS	640.65	0.00	0.00	0.00	640.65
05 704 2218	MIDDLE SCHOOL	1,289.68	0.00	0.00	0.00	1,289.68
05 704 2242	YEARBOOK MS	4,307.10	0.00	0.00	0.00	4,307.10
05 704 3220	ELEM FIELD TRIPS	5,565.47	0.00	0.00	0.00	5,565.47
Fund Total: 05		261,681.04	7,767.15	1,185.69	0.00	255,099.58

**Fund: 12 STUDENT FEES**

Chart of Account Number      Chart of Account Description  
 12 704                                      FUND BALANCE

ACTIVITY SUMMARY - JULY 2022

	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
	8,063.67	1,861.31	0.00	0.00	6,202.36
Fund Total: 12	<u>8,063.67</u>	<u>1,861.31</u>	<u>0.00</u>	<u>0.00</u>	<u>6,202.36</u>

08/11/2022 10:10 AM

AUGUST 2022

User ID: CQ

Vendor Name	Vendor Description	Amount
Checking Account ID 1	Fund Number 01 GENERAL FUND	
ACH BANK FEE		40.75
APPLE COMPUTER INC		10,857.50
BECK, KAITLIN		378.00
BLACKBOARD INC		2,652.00
BSN SPORTS INC		2,141.48
CAPPEL NAPA AUTO SUPPLY - VALLEY		83.00
CITY OF VALLEY		6,728.16
CLASSLINK, INC		6,228.75
COX BUSINESS		194.72
DIETZE MUSIC HOUSE		4,458.78
EDUCATIONAL SERVICE UNIT #3		627.50
EGAN SUPPLY CO		9,118.86
ELLIOTT, JACQUELYN		935.33
ENGINEERED CONTROLS		307.92
FIREGUARD INC		2,618.59
FIRST NEBRASKA BANK-VALLEY		5.00
FREMONT ELECTRIC INC		170.33
GOALS		300.00
HALL, DEVIN		450.00
HAMPTON INN KEARNEY		378.00
HEARTLAND PEST CONTROL		240.00
HOMETOWN LEASING		4,319.41
JAYMAR BUSINESS FORM, INC		1,898.68
JOHNSON, JENNIFER		2,605.38
JOURNEYED.COM, INC		500.00
JUST FOR KIDS THERAPY INC		877.50
JW PEPPER & SONS		17.98
KNOTT, JAMES		82.52
KUDER INC		69.95
LOVE'S TRAVEL STOPS & COUNTRY STORE		507.42
MAGIC WRIGHTER E-SERVICE		3.50
MARTEN, DAWN		199.36
MATHESON TRI-GAS INC		33.13
MCCART, MARCUS		1,495.45
MCEVOY, EMILY		20.35
MENARDS - ELKHORN		497.49
METAL DOORS & HARDWARE CO		77.50
MIDWEST MOVEMENT		75.00
MILLARD SPRINKLER INC		1,468.45
NE COUNCIL OF SCHOOL ADM		3,365.00
NEBRASKA DEPARTMENT OF EDUCATION		20.00
ONE SOURCE		161.50
PEARSON ASSESSMENT		852.18
PECHOUS, NICOLE		200.48
PERRY GUTHERY HAASE & GESSFORD		360.00
PRAIRIE MECHANICAL CORP		5,137.00
PRO AM BELTS INC		264.64
RISE VISION		899.10
SEESAW LEARNING INC		2,850.00
SHERWIN-WILLIAMS CO		285.42
STANZEL'S MOW & SNOW LLC		4,200.00
STERLING	TECHNOLOGY SERVICES	1,669.21
SYMMETRY ENERGY SOLUTIONS LLC		3,422.49
TURNER, JOE		1,358.98
UNITED SCOPE, LLC	EQUIPMENT	1,597.95

08/11/2022 10:10 AM

AUGUST 2022

User ID: CQ

Vendor Name	Vendor Description	Amount
UNIVERSITY OF NEBR AT OMAHA - MOEC		4,000.00
WALMART COMMUNITY		93.89
WASTE CONNECTIONS OF NEBR, INC		711.45
WATER ENGINEERING INC		275.00
WELLS FARGO BANK		9,833.64
WEST O CHAMBER		300.00
WEX BANK		151.56
WOODRIVER ENERGY LLC		2,508.09
Fund Number 01		<u>108,181.32</u>

Checking Account ID	Fund Number	Vendor Description	Amount
8	08	SPECIAL BUILDING FUND	
		BERINGER CIACCIO DENNEL MABREY	9,105.81
		BOYD JONES CONSTRUCTION CO	1,372,560.22
		RAINWOOD DEVELOPMENT PARTNERS, LLC	26,880.00
		THIELE GEOTECH INC	5,079.00
Fund Number 08			<u>1,413,625.03</u>

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF  
EDUCATION OF DOUGLAS COUNTY SCHOOL DISTRICT 28-0015,  
a/k/a, DOUGLAS COUNTY WEST COMMUNITY SCHOOL DISTRICT  
Monday, June 13, 2022**

The regular meeting of the Board of Education, District #15, in the County of Douglas, in the State of Nebraska, was convened in open and public session on Monday, June 13, 2022 at the Central Office Board Room, 401 South Pine Street, Valley, NE 68064-0378.

Following public notification procedures approved by the Board of Education, February 14, 2011, in adherence to 84-1411, notice of the meeting was given in advance thereof by posting such Notice on the exterior front door of the high school, elementary school, middle school, Valley City Hall, First Nebraska Bank, and Foundation One Bank. Notice of the meeting was simultaneously given to all members of the Board of Education. Availability of the agenda was communicated in advance notice and in the notice to the Board of Education of the meeting. All proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public.

Attendance Taken at 7:02 PM.

Kelly Hinrichs:	Absent
Luke Janke:	Present
Jamie Jorgensen:	Present
Bill Koile:	Present
Elizabeth Mayer:	Present
Patrick McCarville:	Present

### **1. Call to Order**

The agenda, listing items for consideration by the Board, is on file in the Superintendent's office. Other matters may come before the Board and the Board has the right to modify the agenda before the meeting.

President – “As I call the meeting to order I wish to inform everyone present that a current copy of the Open Meetings Act is posted on the back wall of the Board Room for your review at any time.”

### **2. Public Communications and Correspondence**

No comments or correspondence.

### **3. Approval of Agenda**

Motion to approve agenda as presented passed with a motion by Patrick McCarville and a second by Bill Koile.

Luke Janke: **Yea**, Jamie Jorgensen: **Yea**, Bill Koile: **Yea**, Elizabeth Mayer: **Yea**, Patrick McCarville: **Yea**

Yea: 5, Nay: 0

## 4. Administrative Reports

### 4.1. Superintendent's Report

The Board and Superintendent Poloncic decided to forgo the July 2022 Regular Board Meeting due to lack of quorum.

### 4.2. Financial Report

## 5. Consent Agenda

Motion to approve Consent Agenda passed with a motion by Luke Janke and a second by Jamie Jorgensen.

Luke Janke: **Yea**, Jamie Jorgensen: **Yea**, Bill Koile: **Yea**, Elizabeth Mayer: **Yea**, Patrick McCarville: **Yea**

Yea: 5, Nay: 0

### 5.1. Approve Minutes

Next Regular Meeting Date: August 15, 2022

### 5.2. Approve Claims for Payment

### 5.3. Approve Financial Report

### 5.4. Approve Classified Staff

## 6. Old Business

### 6.1. Building and Grounds Update

The bond project is tracking well. Precast walls are going up this week.

Paul Grieger from DA Davidson was in attendance to discuss the conclusion of the bond sale as well as financial options for board consideration on the overage of the bond project.

## 7. New Business

### 7.1. Approve Papio-Missouri River NDR Multi-Jurisdictional Hazard Mitigation Plan Resolution

DC West is a participant in the Papio-Missouri River NRD Multi-Jurisdictional Hazard Mitigation Plan Update and is required to adopt the plan via resolution prior to the plan submission to the federal government.

Motion to approve the resolution in support of the Papio-Missouri River NDR Multi-Jurisdictional Hazard Mitigation Plan as presented passed with a motion by Patrick McCarville and a second by Bill Koile.

Luke Janke: **Yea**, Jamie Jorgensen: **Yea**, Bill Koile: **Yea**, Elizabeth Mayer: **Yea**, Patrick McCarville: **Yea**

Yea: 5, Nay: 0

## 7.2. Approve New Certificated Staff for the 2022-2023 School Year

The administration recommended the following individuals beginning the 2022-2023 school year:

Dr. Dee Acklie as Home Visitor/ Family Facilitator at DC West Elementary as part of the Superintendent's Plan Buffet Early Childhood Grant

Julia Reddel as 7th Grade Reading/Language Arts

DC West has also offered a position to a candidate for the STEM position at the Middle/High School. They are awaiting release from their current contract and will be presented to the Board for official approval at the next board meeting.

Motion to approve Dr. Dee Acklie as Home Visitor/ Family Facilitator and Julia Reddel as 7th Grade Reading/Language Arts passed with a motion by Bill Koile and a second by Luke Janke.

Luke Janke: **Yea**, Jamie Jorgensen: **Yea**, Bill Koile: **Yea**, Elizabeth Mayer: **Yea**, Patrick McCarville: **Yea**

Yea: 5, Nay: 0

## 7.3. Authorize the Superintendent to Recycle or Dispose of Items

Due to construction, moving from the former elementary wing, and general maintenance, there are several items that need to be disposed of or recycled. The superintendent requested the Board's authority to recycle and/or dispose of the following items:

Furniture and equipment that is no longer needed  
Old Language Arts Curriculum Materials  
Old Athletic Jerseys and Equipment  
Technology equipment that is no longer needed

Motion to provide the Superintendent authority to recycle or dispose of furniture, equipment, and materials as presented passed with a motion by Jamie Jorgensen and a second by Luke Janke.

Luke Janke: **Yea**, Jamie Jorgensen: **Yea**, Bill Koile: **Yea**, Elizabeth Mayer: **Yea**, Patrick McCarville: **Yea**

Yea: 5, Nay: 0

## 7.4. Approve the Purchase and Installation of a Dishwasher for Middle/High School Kitchen

DC West has been notified by the Nebraska Department of Education Food Service Program that we have a surplus of funds that must be used in Food Service before the end of the fiscal year. There currently is an aged dishwasher in the middle/high school cafeteria. Kelly Ellis, Food Service Manager, and Dr. Poloncic sent formal solicitation to multiple vendors for bids to replace the dishwasher. Although three vendors spoke to us about bidding, only one provided a bid. It was recommended the Board approve this bid, allowing us to replace the dishwasher and spend the surplus of funds to meet our obligation with the state department.

Motion to approve the bid for the purchase and installation of a new dishwasher in the middle/high school cafeteria in the total amount of \$64,616.59 from Buller Fixture Company passed with a motion by Bill Koile and a second by Jamie Jorgensen.  
Luke Janke: **Yea**, Jamie Jorgensen: **Yea**, Bill Koile: **Yea**, Elizabeth Mayer: **Yea**, Patrick McCarville: **Yea**  
Yea: 5, Nay: 0

#### 7.5. Second Reading of Board Policies 6000 Series

Second reading of Board policies in series 6000; discuss, consider, and take action to adopt said policies.

Motion to approve Series 6000 policies as presented and to repeal and rescind all existing passed with a motion by Luke Janke and a second by Patrick McCarville.  
Luke Janke: **Yea**, Jamie Jorgensen: **Yea**, Bill Koile: **Yea**, Elizabeth Mayer: **Yea**, Patrick McCarville: **Yea**  
Yea: 5, Nay: 0

#### 7.6. First Reading Board Policies 5000 Series

First Reading Board Policies 5000 Series

#### 7.7. NASB Strategic Planning Presentation and Discussion of Needs Analysis and Draft Plan

The consultants of the DC West strategic planning process from NASB were in attendance to facilitate a presentation and discussion with the Board of Education regarding the district's needs analysis and draft of an initial strategic plan document.

### 8. Adjournment

Motion to adjourn meeting at 8:23 pm passed with a motion by Jamie Jorgensen and a second by Luke Janke.  
Luke Janke: **Yea**, Jamie Jorgensen: **Yea**, Bill Koile: **Yea**, Elizabeth Mayer: **Yea**, Patrick McCarville: **Yea**  
Yea: 5, Nay: 0

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Sabina Safford, Board Secretary

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Dr. Melissa Polonic, Superintendent

# DC WEST COMMUNITY SCHOOLS

## MISSION

DC West Community Schools engages, prepares, and empowers all of our students for the future.

## BELIEFS

- Achievement and growth empowers students.
- We learn through and from inclusive experiences.
- We provide educational opportunities that challenge all of us.
- Everyone is important and unique with their own special talents.
- The school district is accountable to the community.
- Physical and emotional safety is essential for learning.
- A positive learning and teaching environment is created through mutual respect for all.
- Our educational process prepares everyone to be productive and responsible citizens.
- Students, parents and educators share the responsibility for learning.
- Public education is the responsibility of the entire community.

## OBJECTIVES and STRATEGIES

**Objective:** To ensure **diversified learning experiences prepare and empower students to be engaged through expanded learning opportunities and rigorous curriculum and instruction that accelerate the growth of each student.**

**Strategy 1:** Implement the Multi-Tiered System of Supports (MTSS) model with fidelity throughout the entire district to accelerate academic, career, and social-emotional/behavioral instruction and intervention to prepare and empower students.

**Strategy 2:** Implement quality and rigorous curriculum in all subject areas to support effective instruction aligned to the DC West Instructional Framework and learning success.

**Strategy 3:** Research, study, and consider the current grading system(s) used.

**Objective:** To create and sustain a **district culture that exemplifies and models high expectations for all staff and students while supporting the social, emotional, and mental health well-being of students and staff.**

**Strategy 1:** Implement a plan that enables students and staff to connect through a culture that embraces consistency in accountability, fairness, equality, respect for all staff and students.

**Strategy 2:** Provide social-emotional and behavioral supports for all students in PreK-12 integrated through the MTSS model to realize the potential and resources accessible to benefit a unified student-centered learning initiative.

**Objective:** To ensure the district provides **educational leadership and highly effective staff to support our students academically, personally, and in their individual social growth, as well as building and sustaining cohesion and unity among the staff.**

**Strategy 1:** Utilize a teacher evaluation system aligned to the instructional framework and lesson plans to provide timely and authentic feedback to reinforce growth and identify opportunities to refine professional skills and knowledge.

**Strategy 2:** Utilize an Employee On-Boarding and Mentoring Program to train, equip, and prepare new staff for success and retention to support improvement of student achievement.

**Strategy 3:** Cultivate a positive learning culture for staff and administrators through a systematic and purposeful professional development plan to support relationships, skills, knowledge, and application of instruction to sustain the viability of long-term improvements.

**Strategy 4:** Develop and implement a leadership succession program within the district, and a transition process to proactively identify and transition new leadership within the district.

**Objective:** Grow and sustain a **mutually supportive and trusting partnership with stakeholder groups** for the benefit of the mission and vision of the DC West Community Schools and to **sustain a positive connection with and among the community at large.**

**Strategy 1:** Partner with community, city/village, and businesses to stimulate the creation of multiple career pathways to ensure career—ready students.

**Strategy 2:** Increase communication to maintain perceptions of DC West by engaging students, families, employees, and the DC West community to promote and enrich the brand of DC West Community Schools.

**Strategy 3:** Strengthen family engagement and community investment.

**Objective:** To sustain **effective and efficient use of resources focused on continuous improvement, expansion and support of student learning, safe and effective learning facilities, and highly effective staff to support our students.**

**Strategy 1:** Creation of a comprehensive facilities plan to address both short term and long-term goals including, but not limited to, new construction, renovation, and maintenance of facilities, and acquiring property to meet the future growth needs of the district.

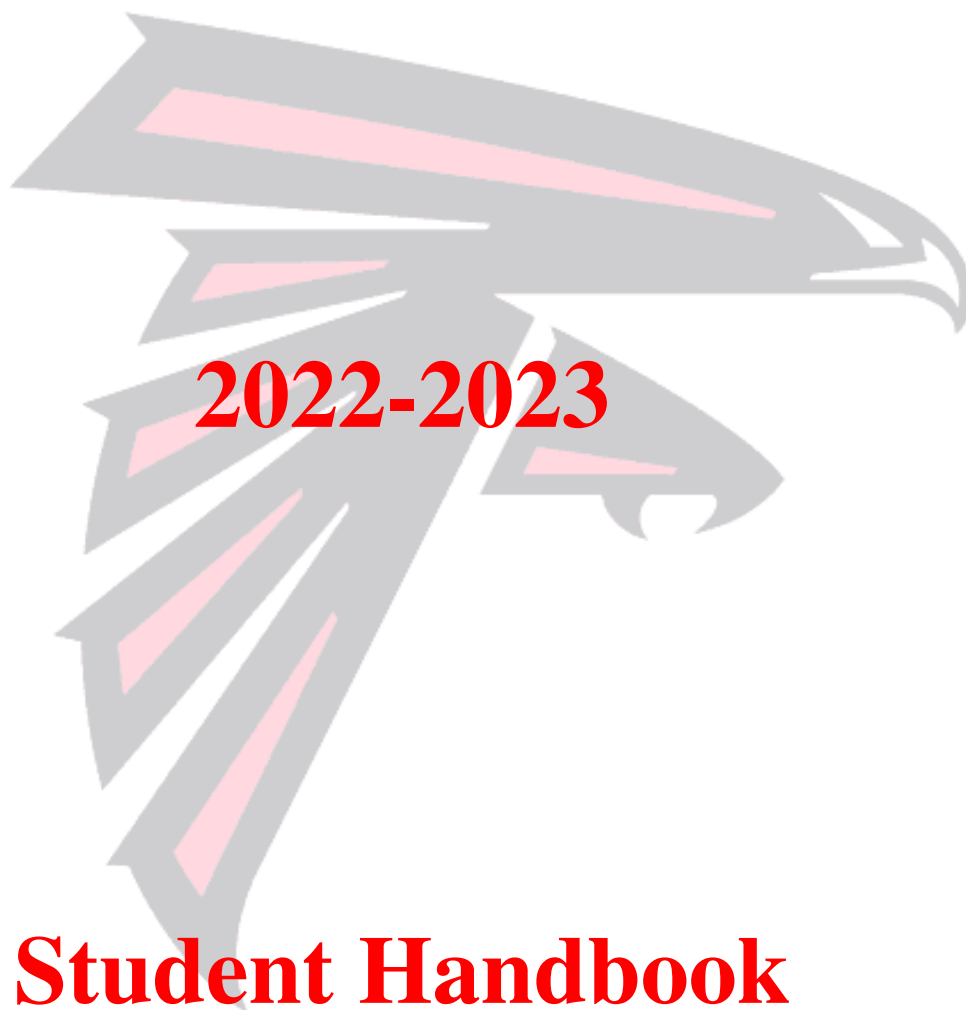
**Strategy 2:** Provide the structure and staffing in each school that ensures that every student is personally connected to the school community and supports the development of students' academic, social-emotional, and mental health well-being.

**Strategy 3:** Align district resources to support a quality education system and high-level learning environment by ensuring necessary staffing levels, space allocation, and resource expenditures.

**ENGAGE~ PREPARE~ EMPOWER**



# **Douglas County West Middle School**



## **Student Handbook**



**We are looking forward to a Fantastic School Year!**

**During the eRegistration process, please make sure that you complete the online signature.**

**Thank You!**

A large, stylized eagle logo is centered on the page. The eagle is depicted in profile, facing right. Its wings are spread, and the tail feathers are visible. The logo is primarily grey with a prominent pink stripe running horizontally across the upper part of the wings and tail. The text "Thank You!" is overlaid on the eagle's body.

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**DOUGLAS COUNTY WEST COMMUNITY MIDDLE SCHOOL**

**401 S. Pine St., Valley, NE. 68064**

**Mailing Address: P.O. Box 378 – Valley, NE 68064**

**Office: 402-779-2646 Fax: 402-779-2534**

**MISSION STATEMENT**

Douglas County West Community Schools creates passionate learners by maximizing student achievement through dynamic learning experiences which inspire and provide a quality education for all students within a safe and community-supported environment

**PREAMBLE**

The purpose of this handbook is to provide procedural guidelines for situations that may arise for students and parents throughout the school year and to provide answers to questions with daily procedures. While this handbook covers many of the possible scenarios and situations encountered, it is not intended as an all-inclusive document. The administration reserves the right to manage the unexpected situations not covered in this handbook.

**SCHOOL COLORS:** Red, Black, & Silver

**SCHOOL MASCOT:** Falcon

**SCHOOL CONFERENCE:** Nebraska Capitol Conference

**NSAA CLASSIFICATION:** Class C-1

**ADMINISTRATIVE STAFF:**

Dr. Melissa Poloncic, Superintendent (402-359-2583)

Mr. Jeremy Travis, Principal (402-779-2646)

Dr. Dawn Marten, Director of Learning (402-359-2583)

Mrs. Nicole Pechous, Special Education Director (402-779-2646)

**SCHOOL RESOURCE OFFICER:**

Deputy Corbin Brown (402-779-2646)

**OFFICE STAFF:**

Mrs. Nikki Kingham (Secretary)

Mrs. Samantha Taft (Health Para)

**D.C. WEST MIDDLE SCHOOL TEACHING STAFF:**

**Interventionist:** Desi Samson

**Guidance Counselor:** Mrs. Debbie Finnicum

**English Language Learners:** Ms. Alyssa Lindahl

**Special Education:** Ms. Amber Goddard, Mrs. Lisa Masters, Mrs. Kaylie Chromy

**6<sup>th</sup> grade:** Mrs. Sara Horstman (Math), Mrs. Kerry Reker (Science), Mr. Nolan Zimmer (Social Studies), and Mrs. Taylor Siegrist (ELA)

**6<sup>th</sup> grade Specials:** Mrs. Debbie Finnicum (Social Skills), Mr. Bob Wald (Computers), Mrs. Amber Bradley (Art), and Mrs. Jennifer Erdman (Media Research)

**7<sup>th</sup> grade:** Ms. Lindsey Pearson (Math), Ms. Jenny Wright (Math), Mrs. LeAnn Siekman (Science), Mrs. Lindsey Boardman (Science), Mr. Mike Troy (Science), Mr. Brad Henderson (Social Studies), and Mrs. Julia Reddel (ELA)

**7<sup>th</sup> grade Specials:** Mrs. Debbie Finnicum (Careers), Mr. Bob Wald (Information Technology), Mrs. Dawn Beyl (Theatre), and Mrs. Lisa Leonard (STEM)

**8<sup>th</sup> grade:** Ms. Jenny Wright (Math), Mr. Dalton Tremayne (Math), Mrs. LeAnn Siekman (Science), Mr. Ben Steward (Social

Studies), Ms. Sherry Dill (ELA)

**8<sup>th</sup> Grade Specials:** Mr. Sean Pralle (Art), Mrs. Lisa Leonard (STEM), Mr. Adam Loftis (Strength & Conditioning), Ms. Alyssa Lindahl (Spanish), Mrs. Mary Clare Liescheski (French), and Ms. Cynthia Thomas (Family & Consumer Science)

**Instrumental Music (Band):** Mrs. Elizabeth Guinn and Mr. Bryan Bohn

**Vocal Music (Choir):** Mrs. Dawn Beyl and Mr. Bryan Bohn

**Physical Education/Health:** Mr. Bob Wald and Mr. Russ Ninemire

#### **MIDDLE SCHOOL DAILY CLASS SCHEDULE (Monday-Thursday)**

<b>Teachers Available</b>	7:45
<b>Breakfast</b>	7:30-7:55
<b>1<sup>st</sup> Hour</b>	8:00-8:45
<b>2<sup>nd</sup> Hour</b>	8:48-9:33
<b>3<sup>rd</sup> Hour</b>	9:36-10:21
<b>4<sup>th</sup> Hour</b>	10:24-11:09
<b>Lunch</b>	11:09-11:39
<b>Pride</b>	11:42-12:12
<b>5<sup>th</sup> Hour</b>	12:15-1:00
<b>6<sup>th</sup> Hour</b>	1:03-1:48
<b>7<sup>th</sup> Hour</b>	1:51-2:36
<b>8<sup>th</sup> Hour</b>	2:39-3:24

#### **FRIDAY EARLY DISMISSAL SCHEDULE**

<b>Teachers Available</b>	7:45
<b>Breakfast</b>	7:30-7:55
<b>1<sup>st</sup> Hour</b>	8:00-8:35
<b>2<sup>nd</sup> Hour</b>	8:38-9:13
<b>3<sup>rd</sup> Hour</b>	9:16-9:51
<b>4<sup>th</sup> Hour</b>	9:54-10:29
<b>5<sup>th</sup> Hour</b>	10:32-11:07
<b>Lunch</b>	11:07-11:37
<b>Pride</b>	11:40-12:10
<b>6<sup>th</sup> Hour</b>	12:13-12:48
<b>7<sup>th</sup> Hour</b>	12:51-1:26
<b>8<sup>th</sup> Hour</b>	1:29-2:04

### **GENERAL INFORMATION**

#### **ACCIDENTS AND ILLNESS AT SCHOOL**

Any accident or illness that occurs at school is to be reported immediately by the student to the teacher in charge. If medical help is needed, the office will notify parents and the appropriate agency. Emergency numbers must be provided by the parent/guardian at the beginning of each school year. When accidents occur in the classroom or are observed by a teacher, an accident report is completed by the teacher and is on file in the office.

#### **ANNOUNCEMENTS**

Any organization, student, teacher, or staff member wishing to include an announcement in the daily announcements should have it submitted to the secretary before 9:00 a.m. that morning. All announcements are subject to administrative review.

#### **ARRIVAL AT SCHOOL**

Students are not allowed to enter the school building before 7:30 a.m. unless they are under the supervision of a staff member. Upon arriving at school, students should proceed to the cafeteria if they are eating breakfast or the middle school commons area until the 7:50am bell.

#### **BACK PACKS**

Students will be allowed to carry their back packs with them throughout the school day for this upcoming school year. However, there is a built-in combination locker available for each student to use also.

#### **BIRTH CERTIFICATES**

All new students entering the school district must provide the Guidance Counselor's office with a registered copy of the student's

birth certificate. This must be on file with the district within thirty days after enrollment. State law requires school district personnel to report students missing a birth certificate to the local police for investigation.

### **CHANGE OF ADDRESS**

Changes of address or phone number, as well as any new members of the family (new babies, adoptions), should be reported to the office so that we may keep our census up-to-date.

### **CLOSED CAMPUS**

D.C. West Middle School operates under a closed-campus policy. Students are not allowed to leave the building during the school day without permission from the student's parents/guardian and the administration. All students leaving the building for any reason (which includes going to a car to get something) must receive permission from an administrator. Students leaving without permission will be considered truant and dealt with accordingly. Students will not be excused to leave for lunch. Students must always have a pass in their possession when they are not in the area they are assigned.

### **DISASTER DRILLS**

We must have set rules to follow for the safety of all persons during a disaster, therefore disaster drills are practiced. When there is notification of a disaster, students should follow the procedures designated by the teacher. Students may practice an evacuation procedure and be transferred to an off-site location.

### **DRUG FREE ZONE**

The D.C. West Schools have taken steps to insure that the school premises will be free from drugs/alcohol. In addition to declaring the school property as a Drug Free Zone, the school prohibits the unlawful possession, use or distribution of illicit drugs, look alike drugs, alcohol and its container, electronic cigarettes and its container (and electronic cigarette paraphernalia), non-prescribed pills, and steroids by any student during school hours or after school hours as part of the school's activities program.

### **ELECTRONIC DEVICES**

Philosophy and Purpose. The District strongly discourages students from bringing and/or using personal electronic devices at school. When students arrive to school, they are expected to place such items immediately into their backpacks upon entering the doors of the building. Student use of electronic devices for instructional purposes in the classroom is at the discretion of the teacher. Unapproved electronic devices will be confiscated for a period of time to be determined by the administration. If a student's electronic device is turned into the office by a staff member, the following steps will be taken:

- 1<sup>st</sup> Offense: Phone call to parent/guardian and the electronic device is returned to the student at the end of the day.
- 2<sup>nd</sup> Offense: Phone call to parent/guardian and the parent/guardian will need to pick up the electronic device at school.
- 3<sup>rd</sup> Offense: Phone call to parent/guardian, the parent/guardian will need to pick up the electronic device at school and the student will need to check in their electronic device upon arrival to school in the office for the remainder of the year.
- 4<sup>th</sup> Offense: Phone call to parent/guardian, the parent/guardian will need to pick up the electronic device at school and the student will no longer be allowed to have their electronic device at school.

The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

#### **b. Definitions.**

- (1) "Electronic devices" include, but are not limited to, cell phones, iPads, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.
- (2) "Sexting" means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:
  - (i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
  - (ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to

engage in sexually explicit, obscene or pornographic photography, films, or depictions;  
or,  
(iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

#### Violations

- (1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) “sexting;” or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.
- (2) Penalties for Prohibited Use of Electronic Devices: Students who receive a “sexting” message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any “sexting” message on their electronic devices regardless of whether the message was received while on school grounds or at a school activity.
- (3) Reporting to Law Enforcement: Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

c. Responsibility for Electronic Devices. Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students’ electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

#### **EQUAL OPPORTUNITY EMPLOYER**

The D.C. West School is an equal opportunity employer in accordance with Title VII, Civil Rights Act of 1964, and does not discriminate on the basis of race, color, national origin, sex, age or handicapping condition.

#### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY**

The Federal Family Educational Rights and Privacy Act (FERPA) gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the right have transferred are “eligible students”. Parents or eligible students have the right to inspect and review the student’s education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, dates and attendance, and the height and weight of students for activity programs. While it is the general practice of the D.C. West Schools to not release this information, interested persons may examine these records unless a parent/legal guardian wishes to have all or part of this information excluded from release.

**FIELD TRIPS**

Teachers may include a field trip away from the building as part of a planned class activity. Students are expected to observe regular school rules and to follow the directions of their teacher or supervisor. All field trips must be approved by the administration.

**FIRE DRILLS**

Schools are required to have periodic fire drills during each school year. All students are to leave the building immediately through the nearest exit at the time the fire alarm bell is sounded. Students are not to stop to take coats or books with them and are required to move a distance of one hundred feet from the building. The classroom instructor is responsible for the class during the fire drill. The administration will notify the students when they should return to their classes.

**FOOD AND DRINK**

Food and drinks are strictly prohibited outside of the cafeteria area. Beverage machines are provided for student use before and after the school day. Proper disposal of all bottles and wrappers will insure that the machines will stay in place. Students are not allowed to take food or beverages into academic classes or the library. Sometimes the consumption of food or beverage is part of the regular planned classroom activity. The administration will give permission for the classroom teacher to allow consumption of these items during these special times. Students that bring or consume food or beverage items, with the exception of these planned activities, are in violation of school rules.

**GRIEVANCE**

Whenever a student or a parent of a student in D.C. West Schools has a problem with another person, the first step is to discuss that problem with that person to try to resolve the conflict. If that procedure is unsuccessful, then the problem is to be taken in order to a classroom teacher, then to the principal, then to the superintendent, and finally to the Board of Education for resolution.

**HARASSMENT/BULLYING/INTIMIDATION/VIOLENCE (including dating violence)**

It shall be the policy of the D.C. West Schools to ensure that all students have a right to work and study in a safe, supportive environment that is free from harassment, bullying, intimidation and violence (including dating violence). This policy applies to the premises of the D.C. West Schools and any other premises where the school district can lawfully exert its jurisdiction. It is a violation for any supervisory personnel (administrator or teacher) to knowingly permit harassment, bullying, intimidation and violence (including dating violence) in the school.

Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his/her designee, or at school-sponsored activities or at school-sponsored athletic events. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. This applies when it is directed toward a student which has an effect of interfering with academic performance/grades or creating an intimidating, hostile, offensive, unsafe, or unwholesome learning environment. Dating violence means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal or emotional abuse to control his or her dating partner. Observed or experienced violations of this policy by students should be immediately reported to the classroom teacher, advisor, counselor, or administrator.

**HOT LUNCH PROGRAM**

Credit for the automated lunch accounting system can be purchased in the cafeteria before school. Students are expected to pay for their lunches in advance. If a check is returned by the bank due to insufficient funds, the funds will be deducted from your student's lunch account, along with a \$5.00 fee.

1. The cost of breakfast and lunch will be set by the school.
2. Students may bring lunch from home.
3. Students will not be allowed to charge their lunch for the day. Students with negative balances or no money in their account will not be allowed a lunch.
4. Free or reduced priced lunches are provided for those children whose parents qualify. Application forms are available in the superintendent's office.
5. Students will remain in the cafeteria until the end of the lunch period.
6. Students will remove trays and materials from the table when finished.
7. Breakfast will be served in the cafeteria from 7:30 to 7:55 a.m.
8. Eating in the cafeteria is considered a privilege. Continued occurrences of improper conduct during breakfast or lunch may result in a student being required to make other arrangements for meals.
9. If a parent, guardian, relative, or another visiting student would like to eat lunch with a current student, they may do so under the following conditions:
  - They must report and sign into the office.
  - They must wear a visitor badge which is available in the office.
  - They must wait in the office for the student to meet them and escort them to lunch.
  - They must eat at the designated table/area (MS Commons) that will be assigned for visitors eating lunch with students.

- They must under no circumstances talk with other students in a negative or confrontational manner.
- They must sign back out in the office when leaving after lunch.

#### Nondiscrimination Statement

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

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

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

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

This institution is an equal opportunity provider.

#### **INCLEMENT WEATHER**

Television and radio stations will announce school cancellations due to inclement weather. Parents may also be notified by a phone call from the school district “alert now” system. Parents are requested to refrain from calling the school for this information. Parents or designated adults who become fearful of the weather conditions may pick up their children at any time. Occasionally, weather conditions force the closing of school during the day. It is suggested that parents make arrangements for their children to stay with friends or neighbors when necessary.

#### **IMMUNIZATIONS AND COMMUNICABLE DISEASES**

LB 79-217 states that each school district shall require each student to be protected against measles, mumps, rubella, poliomyelitis, diphtheria, pertussis, and tetanus by immunization prior to enrollment. Any student who does not comply with this shall not be permitted to continue in school until he or she so complies.

LB-222 states that a student may be provisionally enrolled in school if the student has begun immunizations required under section 79-217 and is receiving immunizations as rapidly as is medically feasible. As a condition for the provisional enrollment, a parent or guardian of the student shall provide the school with a signed written statement certifying that the student has completed the course of immunizations required by section 79-217. The provisional enrollment of a student qualified for such enrollment shall not continue beyond sixty days from the date of such enrollment. At such time the school shall be provided written evidence of compliance with section 79-217. The student shall not be permitted to continue in school until such evidence of compliance is provided.

LB 79-248 states that whenever a child apparently shows symptoms of any contagious or infectious disease, such child shall be sent home immediately or as soon as safe and proper conveyance can be found. Such student may be excluded from school until medical documentation is provided for the student to safely return to school.

The Nebraska School Immunization Rules and Regulations effective July 1, 2001, require the following immunizations for students before attending classes. The school must have a record of these immunizations. Students failing to comply will be excluded from school until such requirements are met:

##### *Grade K-12 students -*

- 3 doses DTaP, DTP, DT or Td vaccine with at least one dose at or after 4 years of age.
- 3 doses polio vaccine.
- 2 doses MMR or MMRV vaccine with first dose at or after 12 months of age with the 2 doses separated by at least 28 days.
- 3 doses hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age
- 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age or written documentation (including year) of varicella disease from parent, guardian, or health care provider. If the child has had varicella disease, the child does not need any varicella shots.

##### *Additional, for 7<sup>th</sup> grade only:*

- 1 dose of Tdap (must contain pertussis booster) – this dose can be received any time after 10 or 11 years of age depending on

which brand of vaccine is received.

### **INSURANCE**

D.C. West School makes an insurance program available to students through a qualified insurance carrier. Information concerning the cost to parents, type of coverage, and other information will be made available in the yearly registration materials before school begins in the fall. Students will not be required to purchase this insurance; however, it is required for students who are participating in athletics to be covered by some type of insurance.

### **INTERNET CONTRACT**

Students of D.C. West Schools will use worldwide communication via the internet to complete projects in various classes. Students will access the internet through the use of a filtered computer system. This filtered system will ease the use of the internet while locking out sites deemed inappropriate. To obtain permission to use such technology at school, students must first sign an agreement of rights and responsibilities and receive training and a security code. Parents will also need to sign this contract, indicating their knowledge and agreement of the guidelines. Students and parents will receive a copy of this contract and the procedures for use of the Internet system. Violations of this contract may result in loss of computer/iPad privileges.

### **LOST AND FOUND**

Lost and found items will be turned into the office. Items not claimed will periodically be given to deserving agencies in the local area.

### **MEDICATION**

When a physician prescribes medication for a student to take during school hours, it is the duty of the parent or guardian to make necessary arrangements with office personnel.

1. Parents who come to school to administer medication to a student must ask that the student be called to the office.
2. No students are allowed to administer their own medication without the prior approval of the administration.
3. The following procedure is to be used if the school is to give medication:
  - a. The parent must submit a permission form (to take medication) and the medication to the office.
  - b. The nurse or designee will administer the medication at the scheduled time.
  - c. The medication must be in the original container and labeled with the name of the medicine and the dosage.
  - d. For each different prescription duration, a new medication form must be filled out with new instructions for that medication. If a new prescription duration is prescribed for the same medication, the form must be re-dated and signed.
4. It is illegal for a student to consume or dispense medication that is prescribed for someone else.

### **NON-RESIDENT STUDENTS**

Pupils whose parent(s) or guardian(s) are not legal residents of the D.C. West School District may attend D.C. West School upon acceptance by the School Board. The tuition amount is established annually by the Board of Education. Information concerning non-resident tuition can be obtained from the Superintendent's Office.

### **NOTICE CONCERNING DISCLOSURE OF STUDENT RECRUITING INFORMATION**

The Federal Law requires D.C. West Schools to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request in writing that D.C. West Schools not provide this information (i.e. not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher learning without prior written parental consent. D.C. West Schools will comply with any such written request.

### **NOTICE CONCERNING STAFF QUALIFICATIONS**

Upon request, D.C. West Schools will give parents the following information about their child's classroom teacher:

- (1) Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- (2) Whether the teacher is teaching under an emergency or provisional teaching certificate.
- (3) The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.

We will also, upon request, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made in writing to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, D.C. West Schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the Act.

### **NOTICE OF NONDISCRIMINATION**

The D.C. West School does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning the school's compliance with Title IX, Section 504, and the American Disabilities Act is directed to contact the School District's Board of Education Secretary, PO Box 378, 401 South Pine St., Valley, NE 68064. Telephone 359-2583. The Principals have been designated to coordinate the school district's efforts to comply with Title IX, Section 504 and the American Disabilities Act.

#### **Title IX and Section 504 Grievance Procedures**

The following policies and procedures are established in order to assist in the fair resolution of a student, faculty, or staff grievance (a claim by a student, faculty member, or staff member that a violation of Title IX or Section 504 regulations has occurred). Whenever a grievance occurs, the following procedure will be followed, with every effort to secure an appropriate resolution as early as possible.

1. The term "grievant" means the individual student, parent, faculty member, or staff member filing a grievance under this policy; the term "days" means days when school is in session except when a grievance is filed on or after May 15, when "days" refers to Mondays through Fridays, except for legal holidays.
2. A grievance may be filed by an individual or by a parent on behalf of a student, if the grievant feels that sex discrimination or discrimination on the basis of handicap has occurred in this school district.
3. No grievance shall be recognized unless it is filed at the appropriate level within ten (10) days after the occurrence of the event which is the subject of the grievance.
4. The purpose of time limits in this policy is to insure prompt action. In circumstances where the grievant does not pursue the next step of the procedure within the time period specified, unless there is a mutually agreed extension of time, the grievance shall be considered settled and no further action shall be required. In the absence of a written reply to a grievance by the appropriate administrator within the required time period, the grievance shall be considered denied, and the grievant may submit the grievance in writing to the next level.

#### **Procedures**

**Level One:** A grievant shall make an appointment with his or her principal or immediate supervisor and discuss the matter of the grievance within ten (10) days after the occurrence of the event of the grievance. Every effort will be made to resolve the grievance informally at this level, with the principal or immediate supervisor giving an oral response.

**Level Two:** If the grievant is not satisfied with the disposition of the grievance at Level One, he/she shall submit the signed grievance in writing to the principal or immediate supervisor within five (5) days after the oral response at Level One. A written grievance shall contain a detailed description of the factual circumstances upon which the grievance is based, and an explanation of how these facts result in sex discrimination or discrimination on the basis of handicap. The principal or immediate supervisor must submit a written answer within five (5) days after receipt of the written grievance.

**Level Three:** If the grievant is not satisfied with the resolution of the grievance at Level Two, he/she may submit the written grievance within five (5) days thereafter to the area superintendent, who will respond in writing to the written grievance within five (5) days.

**Level Four:** If the grievant is not satisfied with the disposition of the grievance at Level Three, he/she may submit the written grievance to the Director of Title IX and Section 504, who will convene a grievance committee for the purpose of examining evidence of sex discrimination or discrimination on the basis of handicap in the case submitted. The grievance committee will consider all relevant evidence presented in connection with the grievance, and may request individuals to testify before the committee. Within twenty (20) days after receipt of the written grievance, the grievance committee shall determine what action, if any, should be taken to resolve the grievance. The decision of the grievance committee is final, and a copy of the decision shall be delivered to the grievant.

### **NURSE AND MEDICAL HELP**

The D.C. West Schools utilize service of the Douglas County Visiting Nurses Association. The nurse is available on a limited basis. Any student needing these services must make an appointment in the office.

### **OFFICE USE**

The school offices are available to help students, parents, and teachers. The offices will best be able to assist the student if a businesslike atmosphere exists. The office is not a social gathering place. Students who have specific business in the office should complete that business and return to class as quickly as possible. Students are to address the secretaries, who will direct them to the person who can assist them.

### **OPTION ENROLLMENT**

The Nebraska Department of Education, as established in Title 92, Chapter 19, Section 7, allows the D.C. West Schools to participate in the option enrollment program. Application of option students submitted between September 1 and March 15 for enrollment during the following and subsequent school years will be approved subject to capacity limitations. Applications submitted after March 15 shall be accompanied by a written release from the resident school district. The option school district shall provide the resident school district with the name of the applicant on or before April 1. The option school district shall notify, in writing, the parent or legal guardian of the students and the resident school district, and the State Department of Education whether the application is accepted or rejected on or before April 1. Further information regarding option enrollment

policies of the district may be obtained by contacting the office of the Superintendent.

#### **POSTERS**

Any student, group, or organization will need to have the approval of the sponsor and of the administration before any poster or sign is allowed to be hung on school property.

#### **PROPERTY CHECKED OUT TO STUDENTS**

Books and other school equipment or materials will be checked out to students throughout the school year for specific school work. Students are responsible for these materials and for their safekeeping. At the end of the year, the student will be expected to return the materials in good condition or to pay for any loss or abnormal wear.

#### **PURCHASING MATERIALS**

Students cannot purchase any items for use by a club or organization. Purchase orders will be accepted only from the organizations' sponsors. Unauthorized purchases will not be paid for by the school organization. Students are not to use the school address when making any private purchases.

#### **SCHOOL BILLS AND FINES**

Students are responsible to meet all financial obligations they incur at D.C. West Schools. All fines and bills are to be paid as soon as possible. Parents will be notified of any outstanding bills, and the bills must be paid before the student's report card or records will be released. Students who fail to correct the situation after that notification may be subject to exclusion from school and/or school activities until arrangements are made by agreement with the principal, parent and student.

#### **SMOKE and TOBACCO FREE ENVIRONMENT**

D.C. West Schools declares all of our school buildings and grounds to be smoke and tobacco free. We would appreciate parent help in meeting the goal of a smoke- and tobacco-free environment for our children. When parents attend school events, including athletic events, we ask that parents please remember that our grounds are smoke and tobacco free and abide by our District's policy.

#### **STUDENT FEES POLICY**

The Board of Education of D.C. West Schools has adopted a student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students in grades 7-12 are required to pay a student activity fee which includes free admittance to all home activity events, except tournaments and special conference, district, or state-level events. The School Board will set all fees on an annual basis.

#### **STUDENT PARKING**

Students driving their cars to school must register that car in the office. Students are to park in designated parking areas and at no time should students park in areas behind the school or in spaces reserved for faculty parking. Students are expected to park on school property and not on any of the side streets or lots surrounding the school property. Students are not to be in their cars during the school day or during the lunch period. Student needing to go to their car to get items must first get permission from the administration. Violations of these procedures may result in disciplinary action, including a parking fine.

#### **STUDENT PROPERTY**

Students should not bring valuable personal possessions or large sums of money into the school building. These items include electronic devices, collectibles, or any other valuable items. Students, not the school, are responsible for their private property. Do not leave valuables in your locker and make sure your locker is locked at all times, including locker room lockers. The sale or trading of personal property will not be allowed on school premises. If the occasion exists that you must bring large sums of money or other items of value, it is recommended that you deposit them with the office for safekeeping. Unapproved items found in a student's possession may be confiscated for a time to be determined by the administration.

#### **STUDENT RIGHTS AND RESPONSIBILITIES**

Students shall have the right to express themselves by speaking, writing, wearing, or displaying symbols of ethnic, cultural, or political values; except that the administration may regulate expression, provided there is factual basis for believing a specific form of expression by a specific student will cause or is causing substantial disruption of school activities or the learning process of other students. No student shall disrupt the educational process within a school.

#### **SUBSTITUTE TEACHERS**

A substitute teacher may be asked to teach the class in the absence of the regular classroom teacher. All students are expected to follow the regular established classroom procedures under the direction of the substitute teacher and will address the substitute teacher in the same manner as any other staff member.

#### **TELEPHONE USE**

The telephone in the office is provided for emergencies or official business only. If you must use the phone, please bring a pass from your teacher with you to the office. Students should not be released from class to use the phone, unless it is an emergency. If a student receives a phone call to the office during class time, a message will be taken and given to the student.

### **VISITORS AT SCHOOL**

Parents or guardians are encouraged to visit school during school hours. All visitors are asked to please report to the school office prior to going to their child's classroom. We feel it is important for the safety and well-being of all persons that the office personnel know who is in the building at all times. Students will not be allowed to bring friends to school to visit during regular school hours, unless the visiting student is considering transferring to our school. The following procedures are designed to help parents feel comfortable about visiting school. These procedures are also designed to help teachers create a learning environment free from undue disturbances and are designed to create a safe place for all students. The procedures are not intended to interfere with parental desires to be involved in the education of their child/children.

1. All visitors arriving at school are asked to report and sign in at the office.
2. All visitors must wear a visitor badge which is available in the office.
3. Parents who need to pick up children during the school day are asked to come to the office. The office will contact the teacher and request the student's release.
4. Parents are asked to contact the office if they need to have someone else pick up their child/children. This is especially true if school personnel are unfamiliar with the visitor. Visitors should report to the office and students will be sent to the office to meet the visitor.
5. Parents are encouraged to visit the school and classrooms. Parents interested in visiting school are asked to contact the teacher or the principal to arrange the visit. By communicating with teachers, parents can explain what they hope to observe and the teacher can then schedule the optimum times for the visit.
6. Parents who would like to talk with a teacher before or after school are asked to contact the teacher to schedule a mutually agreeable time. "Unannounced" visits before or after school may interrupt a teacher's plan to work with students or other staff members.
7. If teachers are contacted by someone who is unfamiliar to them, they are expected to refer that person to the office area.
8. Teachers may not authorize any contact between students and visitors that they do not know.
9. A teacher who has concerns about an unfamiliar visitor is to immediately contact an administrator.
10. Visitors will not be allowed to record or videotape any classroom activities without the consent of the building administrator and teacher.
11. If a parent, guardian, relative, or another visiting student would like to eat lunch with a current student, they may do so under the following conditions:
  - They must report and sign into the office.
  - They must wear a visitor badge which is available in the office.
  - They must wait in the office for the student to meet them and escort them to lunch.
  - They must eat at the designated table/area that will be assigned for visitors eating lunch with students.
  - They must under no circumstances talk with other students in a negative or confrontational manner.
  - They must sign back out in the office when leaving after lunch.

### **VIDEO SURVEILLANCE**

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

### **WELLNESS POLICY**

The Douglas County West School District is to provide curriculum, instruction, and experiences in a health-promoting school environment to instill habits of lifelong learning and health. The district has a School Nutrition and Wellness Committee to monitor and review the School Wellness Policy and, if necessary, make recommendations for revision to the Board of Education.

### **DISCIPLINE INFORMATION**

- A. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parental conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, lunch detention, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term and long-term) and expulsion.

- B. The purpose of the D.C. West Behavior Management Plan is to support the mission of D.C. West Schools. The management plan is designed to help students develop self-responsibility, self-management, ownership for behavior and life-long problem solving skills. The district staff believes that skills can and will be taught to all students.

*I. GOALS:*

- A. To create an environment that enhances learning for all students.
1. To teach, model, and practice responsible choices, problem solving, and conflict resolution.
  2. To recognize appropriate behavior by the use of positive interventions, class incentives, and/or rewards.
  3. To teach classroom, lunchroom, hallway, and common area rules and procedures.
  4. To work cooperatively with parents to promote our student management policies.
  5. To focus on prevention.
- B. To promote effective communication skills that enable students to be successful in their social and educational environments.
- C. To promote behavior management skills that enable students to be successful in their social and educational environments.
- D. To increase all individuals' sense of respect for self and others by enhancing self-esteem and personal responsibility.
- E. To enhance positive parent-student-teacher interaction.
- F. To focus on using instruction to develop responsible staff and student decision-making.
- G. To promote the care and respect of school and personal property.
- H. To incorporate problem solving and conflict resolutions for the prevention of behavior problems.

*II. THE ROLE OF THE STUDENT*

We believe it is the student's responsibility to help himself/herself succeed by:

- A. respecting others and their property.
- B. doing his/her best and helping others to do their best.
- C. respecting the building and school grounds.
- D. being responsible and held accountable for the choices that he/she makes.
- E. working to maintain a positive attitude and an eagerness for learning.
- F. learning and using problem solving and conflict management strategies.
- G. behaving in a manner which allows other students to learn. Behavior that distracts students or the teacher is not appropriate.

*III. THE ROLE OF PARENT/GUARDIAN*

We believe it is the parents' responsibility to help students succeed by:

- A. knowing what kind of behavior is expected of middle school students.
- B. discussing with their children what the middle school expects of its students and the consequences for failing to meet those expectations.
- C. being aware of their children's behavior and successes and/or challenges at school.
- D. supporting and following through with school rules and policies to include signing for receipt of the handbook and doing their best to maintain communication with staff members.
- E. making sure their children arrive in good health, including sufficient rest, hygiene, and nourishment.
- F. providing necessary school supplies.
- G. getting their children to school on time.
- H. notifying the school of their child's absence or tardiness.
- I. insuring their children complete all missing assignments.
- J. reviewing office referrals with their child.

*IV. THE ROLE OF THE STAFF*

We believe it is the staff's responsibility to help students succeed by:

- A. setting the tone by teaching appropriate behaviors and manners.
- B. encouraging student self-discipline and cooperation while respecting the rights, property, and safety of others.
- C. reviewing the rules, incentives, and consequences of the student management plan.
- D. teaching and modeling the skills and processes necessary for students to understand and be successful within the plan.
- E. teaching appropriate behaviors for specific areas of school, e.g. hallway, lunchroom, bathroom, as well as classroom.
- F. expecting support and assistance when requested. (e.g. physically dangerous situations, flagrant disrespect, destruction of property, or chronic disruptions)
- G. being responsible for documentation of parent contact, problematic student behavior, office referrals, etc.
- H. being consistent in the application of the management plan.

*V. THE ROLE OF THE COUNSELOR AND SCHOOL PSYCHOLOGIST*

We believe it is the counselor's and school psychologist's responsibility to help students succeed by:

- A. offering individual and/or small group counseling.

- B. receiving and responding to referrals of a personal nature from the teachers and administrators.

#### VI. THE ROLE OF THE ADMINISTRATOR

We believe it is the administration's responsibility to help children succeed by:

- A. setting the tone by establishing, facilitating, and implementing the student management plan.
- B. assuring the student management plan is reviewed with staff at the beginning of each school year and throughout the year with all new staff members.
- C. scheduling in-services for the skills and processes necessary for students to understand and be successful with the plan.
- D. providing support and assistance from the counselor or school psychologist when necessary. (e.g. physically dangerous situations, flagrant disrespect, destruction of property, or chronic disruptions)
- E. communicating effectively with students, staff members, and parents by providing consistent, frequent feedback.
- F. following district policies and guidelines, consistent with state and federal laws.
- G. coordinating a process for record keeping and data collection.
- H. following through with consequences and providing support for the teachers.
- I. ensuring the front desk is staffed and responsive to school personnel and visitors at all times.
- J. scheduling meetings and parent contacts.

#### VII. THE ROLE OF THE SCHOOL RESOURCE OFFICER (SRO)

We believe it is the SRO's responsibility to help the students succeed by:

- A. Enhancing the safety of the school and protecting the learning environment.
- B. Building relationships with students, staff, parents, and community members.
- C. Providing educational resources for students.

#### BUS RULES

D.C. West Schools contracts bus service for students. The following guidelines are established to maintain appropriate behavior and safety.

1. The schedule of bus stops will be established and made available to each family who has students utilizing bus service. This schedule may be adjusted as situations change.
2. Every effort will be made to maintain a schedule so as to get students to school on time and to return them home promptly. The bus will not leave the stops prior to the scheduled time, nor will it wait at any stop for late riders.
3. Buses shall not exceed the listed seating capacity. Non-bus students may ride the bus when space is available by providing a written request from parents to an administrator.
4. Students are expected to leave the bus only at their designated stops unless they present to the driver a written request from their parents, which has been approved by an administrator.
5. Students are to stand off the roadway until the bus has come to a stop, then board and go directly to their seats. The bus will not move until students are seated.
6. At the discretion of the bus driver, each student may be assigned a seat.
7. When it is necessary to cross the road after leaving the bus, students are to walk to a distance of approximately ten feet in front of the bus, stop, then proceed to cross the road only upon the signal from the driver.
8. Student conduct has a direct bearing on the safety of all passengers, so students are to observe these rules:
  - Comply promptly with bus driver's requests.
  - Remain seated at all times when the bus is in motion and keep the aisles clear.
  - Open and close windows only upon receiving permission from the driver.
  - Never extend head, arms or hands out of bus windows.
  - Avoid unnecessary conversation with the bus driver.
  - Do not eat food, candy or drinks while on the bus.
  - Treat other passengers with respect. Inappropriate language or actions will not be tolerated.
  - Permission from the parent or guardian is necessary each time a student elects to not ride the bus.
9. Violation of bus rules may result in loss of privilege to ride the bus and/or other disciplinary action.

#### BUS DISCIPLINARY PROCEDURES

The procedures listed below will be observed if a student breaks a bus rule: Each case will be handled individually. Due process procedure will be observed. Serious offenses may be subject to more severe consequences.

- First Offense: Written warning and parent notification
- Second Offense: 3-5 day suspension from the bus
- Third Offense: 5-10 day suspension from the bus
- Fourth Offense: suspension from the bus for the remainder of the semester/year

#### STUDENT CONDUCT EXPECTATIONS

Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.

#### **ADDITIONAL STUDENT CONDUCT AND GROUNDS FOR DISCIPLINE**

The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

1. **Student Appearance:** Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school.

Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

#### **CONFLICT RESOLUTION PROCEDURE**

Whenever a student has a problem with another person, the first step is to discuss that problem with the person involved to try to resolve the conflict. If that procedure is unsuccessful, then the problem is to be taken in order, to a classroom teacher, counselor or school psychologist, then to the principal, then to the superintendent, and finally to the Board of Education if not resolved at an earlier step.

#### **DETENTIONS**

Students may be assigned additional time before or after school to receive assistance from their teachers to complete assignments, to make up work, or due to their classroom behavior. Our middle school students, may be assigned to “The Falcon’s Nest” (an after school academic detention area) which will be supervised by a staff member from 3:30-4:00. The student is expected to report immediately after school to work on the missing assignment(s) and/or turn in the missing assignment(s). If a student is assigned to “The Falcon’s Nest” and they need to make transportation arrangements then they may come to the office to do so. All students that are assigned to “The Falcon’s Nest” are expected to report that immediate day after school if the homework has not already been turned into their teacher. Failure to report may result in further disciplinary action to improve the student’s homework completion. The goal is for the students to turn in their completed assignments on time or in a timely manner and to essentially raise our homework completion percentages which will then assist in their overall academic performance.

#### **DISCIPLINARY PROCEDURES**

Early intervention when discipline problems first occur is very important. Often severe discipline problems progress from minor problems. Early parental involvement is mandatory. If a student's behavior is a legal or safety issue, the student will be referred to the office.

#### **OFFICE REFERRALS**

- When a student is referred to the office, a behavior log entry may be entered into Powerschool. With severe or multiple infractions, parents will be notified.
- Standards of acceptable behavior are necessary for us to provide the best educational opportunities possible for students. The enforcement of student discipline without parental support is extremely difficult.

#### **DRESS CODE**

For the health and safety of all students, the following dress code will be enforced:

1. Students will be neat and clean.
2. Students will be clothed in a non-distracting manner. Students are not allowed to wear sagging pants, clothing that has large tears or exposes undergarments, or clothing with references or advertising that includes alcohol, tobacco, or drugs or any inferences that contain sexual overtones.
3. Students will wear footwear at all times. During warm weather, students may wear shorts of mid-thigh length. Cut-off shirts, cut-off pants or sweats, long Johns, mid-riff baring, halter/tank tops and spaghetti string clothing will not be allowed during regular school hours.
4. Students will not be allowed to wear headwear (hats, caps, bandanas) in the building during regular school hours.

Students whose dress for the day is deemed inappropriate by an administrator will be asked to return home to change or have someone bring appropriate attire to the school. Students may be required to make up missed class time. Students should remember that what they wear is a reflection on themselves, their parents, and the school.

### **DRUGS/ALCOHOL/CONTROLLED SUBSTANCES**

Students in attendance at school or school functions/activities and suspected to be under the influence of drugs/alcohol or other controlled substances will be confronted by the administrator and staff on duty. The student will be informed of the charge against him/her, parents/guardians will be called, and the proper authorities will be called according to state law (N.R.S. 79-293). A student suspected of using alcohol may choose to prove his/her innocence by volunteering to take a breathalyzer test. Violations of any of the above prohibitions will result in the student's emergency exclusion from school, during which time a decision will be made with respect to additional disciplinary action.

### **HAZING AND INITIATIONS**

D.C. West School does not condone or encourage initiations or hazing of any kind directed by any group of its students to any other group of students. The school encourages all parents and students to refuse to take part in such actions and activities, and will follow disciplinary action to the extent possible for those students insisting on carrying out such acts of hazing and initiation, regardless of the level of willingness on the part of the participants. School staff are encouraged to report any knowledge of such activities immediately to the administration, and parents will be notified.

### **IN-SCHOOL SUSPENSION (ISS)**

As a means of preserving the educational process for other students, the administration of D.C. West Schools may assign a disruptive or misbehaving student In School Suspension (ISS). The student will be placed under direct adult supervision and will be suspended from taking part in the regular classroom activity, passing time, and lunchroom privileges. Students assigned to ISS are required to report to school at normal times, and will be counted tardy or absent under other policies in this handbook if he/she fails to report. Assignments will be collected from the teachers for the student to complete during ISS. Students are responsible to have all academic work completed upon returning to class following an ISS.

### **INAPPROPRIATE DISPLAYS OF AFFECTION**

Publicly displaying the affection of one student for another is prohibited at school. Physical contact of any kind (kissing, hugging, etc.) is inappropriate in school and is considered an infraction against our attempts to maintain an orderly environment at school.

### **REQUESTS TO CONTACT STUDENTS AND STUDENT INTERVIEWS BY NON-SCHOOL PERSONNEL**

In dealing with law enforcement officials including the school resource officer (SRO), Douglas County West Community Schools' employees are not to obstruct government operations or unreasonably refuse or fail to aid a peace officer, but are also to attempt to prevent undue interference with District operations or educational programming.

### **REMOVAL OF STUDENTS BY LAW ENFORCEMENT OFFICIALS**

Law enforcement officers should not be permitted to remove a child from school while the child is properly in attendance, without permission of the child's parent or guardian, except when legally authorized to do so. For purposes of this policy, a law enforcement officer is defined as: sheriffs, coroners, jailers, marshals, police officers, state highway patrol officers, members of the National Guard on active service by direction of the Governor during periods of emergency, and all other persons with similar authority to make arrests (Neb. Rev. Stat. 49-801)

Law enforcement officers may in the line of duty require a student to accompany him or her for questioning or detention either with or without an arrest warrant. A peace officer has the lawful authority to take immediate temporary custody of children under the age of 18 with an arrest warrant, or without a warrant or order of the court by reasons listed in the board policy #5413.

### **LIBRARY AND MEDIA CENTER RULES**

While in the library, all students are expected to conduct themselves in a manner which enables others to study without interruption. Students should take care of all books, magazines, and other materials used or borrowed. When checking out materials or books, students will be given a "due date". Students are responsible for returning these items on time. Fines will be charged for damaged or lost books. In addition to fines, the library may issue detention time for books not returned on time. The library is available to students at 7:45 a.m. until 3:45 p.m. each day.

### **OUT OF SCHOOL SUSPENSION AND EXPULSION**

An administrator may determine that it is necessary to exclude a student from classes. The decision to exclude would be made after the administrator has investigated the facts, given the student and parent oral or written notice of the charges against the student, and provided an opportunity for the student to present his/her version. The range of possible exclusion includes: short-term out of school suspension, emergency exclusion, long-term out of school suspension, or expulsion. In addition, the administrative and teaching personnel may take other actions regarding student behavior, such as: counseling of students, parent conferences, rearrangement of schedules, alternative educational placement, requirements that a student remain in school after regular hours to do additional work, requirements that a student receive counseling from outside agencies or qualified professionals with written consent of a parent or guardian to such counseling or evaluation, loss of privileges, or restriction of extracurricular activities.

**Additional Student Conduct Expectations and Grounds for Discipline.** The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for short or long-term suspension, expulsion or mandatory reassignment.

**SHORT-TERM OUT OF SCHOOL SUSPENSION:** Students may be excluded by an administrator from school or participation in any school function for a period of up to five school days on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or
2. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a connection between such conduct and school.
3. The following process will apply to short-term suspension:
  - (a) The party considering the short-term suspension shall make a reasonable investigation of the facts and circumstances. In addition, such short-term suspension shall be made only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
  - (b) Prior to commencement of the short-term suspension, the student shall be given oral or written notice of the charges against the student. The student shall be advised of what the student is accused of having done, and the basis of the accusation, and an explanation of the evidence the authorities have.
  - (c) The student shall be afforded an opportunity to explain the student's version of the facts to the person affecting the short-term suspension.
  - (d) An opportunity shall be afforded to the student, and the student's parent or guardian, to have a conference with regard to the matter with the administrator ordering the short-term suspension before or at the time the student returns to school. The administrator shall determine who, in addition to the parent or guardian, shall attend the conference.
  - (e) A student who is on a short-term suspension shall not be permitted to be on school grounds without the permission of the principal.

**EMERGENCY EXCLUSION:** Emergency Exclusion may be enacted for a period of time up to 5 school days if the student's presence is deemed dangerous to himself/herself or others. Emergency Exclusion may also be enacted if school personnel need more time to further investigate the situation. A student cannot attend school or take part in any school functions.

**LONG-TERM OUT OF SCHOOL SUSPENSION:** A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.

**EXPULSION:** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system 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, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.

**OTHER FORMS OF STUDENT DISCIPLINE:** Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or recommendation that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

**STUDENT CONDUCT EXPECTATIONS:** Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.

### **NOTICE TO BE GIVEN FOR LONG-TERM OUT OF SCHOOL SUSPENSION AND EXPULSION**

Upon determination by an administrator that a student will be given a long term suspension or expulsion the administrator will notify the student and parent(s)/guardians in writing. The student and parent(s)/guardians will be given a statement explaining the student's rights to a hearing upon the specified charges. A description of the procedures for the hearing and a time schedule to request a hearing will be included with that statement.

A request for a hearing form must be received by the principal's office within five (5) school days of receipt of the written notification from the school. If no request notice is received, the recommended disciplinary action shall automatically go into effect. If a hearing request form is received more than five (5) days after receipt of the written notice but prior to thirty (30) days after actual receipt, the student shall be entitled to a hearing but disciplinary action that has been taken may continue in effect pending final determination.

### **SCHOOL BOARD AUTHORITY REGARDING LONG-TERM SUSPENSION AND EXPULSION**

School boards may suspend enforcement of a long-term suspension or expulsion and, as a condition, assign the student to an alternative educational setting or rehabilitation program. Students who satisfactorily complete an alternative educational setting program or a rehabilitation program may be reinstated and the expulsion may be expunged from the student's record.

### **STUDENT'S RIGHT TO APPEAL**

Students that have been excluded from school for an emergency exclusion, long-term suspension or expulsion have the right to appeal the disciplinary action taken against them. The procedure to follow in requesting a hearing to appeal the disciplinary action is as follows:

#### *A. THE HEARING PROCEDURE*

1. A hearing examiner is appointed by the Superintendent when a written request by the parent or guardian is received.
2. The hearing examiner may be any person who did not bring charges against the student, is not to be a witness at the hearing, and has no involvement in the charge.
3. Within two days after being appointed, the hearing examiner shall give written notice of the time and place of the hearing.
4. The hearing will be held within a period of five school days after it is requested (unless changed for good cause).
5. No hearing will be held upon less than two school days notice unless otherwise agreed upon by the concerned parties.
6. Records, written statements, and the statement of any witness may be examined and explained prior to the hearing. The hearing examiner will also be available to answer questions concerning the nature and conduct of the hearing.
7. The hearing shall be attended by the hearing examiner, the principal (or designee), the student, and the student's parents or guardian. The student may have a representative.
8. Witnesses shall be present only when testifying.
9. The student may be excluded at the discretion of the hearing examiner in compliance with state statutes.
10. A student may speak in his/her own defense and may be questioned on his/her testimony.
11. The principal (or designee) shall present statements about the student's conduct and/or the student's record.
12. Witnesses may be asked to testify and may be questioned. Their testimony will be under oath or affirmation.
13. The hearing will be recorded at School District expense.
14. The hearing examiner shall prepare a report of his findings and recommendations. This report will be presented to the Superintendent.
15. The Superintendent will review the hearing examiner's report and reach a determination. The Superintendent may not impose a more severe sanction than that recommended by the hearing examiner.
16. The Superintendent's determination will be personally delivered or sent by registered or certified mail to the student, student's parents, or guardian.
17. The punishment takes effect upon receipt of the Superintendent's determination.

#### *B. APPEAL PROCEDURE*

1. The Superintendent's determination may be appealed to the Board of Education within fifteen school days following a hearing.
2. The appeal request must be written and filed with the Secretary of the Board, PO Box 378, 401 S. Pine St.
3. A hearing shall be held before a committee of the Board, consisting of not less than three Board members.
4. The hearing shall be held at or before the next regularly scheduled Board meeting.
5. An appeal shall be made on the record, except that new evidence may be admitted to avoid a substantial threat of unfairness. New evidence shall be recorded at School District expense.
6. After examining the record and taking new evidence, if any, the Board committee may withdraw to deliberate privately upon the record and new evidence.
7. The Board may reopen the hearing to obtain additional evidence.
8. The Board may alter the Superintendent's decision, but may not impose a more severe sanction.
9. Notice of final Board action will be by personal delivery or registered or certified mail.

10. The final Board decision may be appealed by filing a petition in the District Court within thirty days after receipt of notice of the Board decision.

## STUDENT BEHAVIOR

There are 4 Levels of Behavior Infractions:

1. **Productive Personal Environment** – Behaviors that affect students in the classroom. Behavior examples are:
  - a. Coming to class without books, papers, and writing tools
  - b. Sleeping in class
  - c. Not working on intended curriculum
  - d. Refusing to work
  - e. Failing to earn minimum academic credit
  - f. Other behavior determined to be personally nonproductive

DISCIPLINARY CONSEQUENCES FOR LEVEL 1 INFRACTIONS BEGIN WITH THE CLASSROOM TEACHER AND MAY PROGRESS TO THE ADMINISTRATION.

2. **Productive Classroom Environment** – Behaviors that occur in the classroom and interfere with the learning of others. Behavior examples are:

- a. Failing to follow reasonable request of the teacher
- b. Talking out of turn
- c. Disturbing another student in any way
- d. Failing to remain in assigned seat/area
- e. Using equipment improperly
- f. Putting down another person
- g. Cheating, plagiarism, or dishonesty
- h. Other behavior determined to be nonproductive to the class environment

DISCIPLINARY CONSEQUENCES FOR LEVEL 2 INFRACTIONS BEGIN WITH THE CLASSROOM TEACHER AND MAY PROGRESS TO THE ADMINISTRATION.

3. **Orderly Environment** – Behaviors that occur outside the classroom that are not intended to cause physical or mental harm to another individual, are not illegal, but negatively affect an orderly environment. Behavior examples are:

- a. Being disruptive on school property or at school activities
- b. Being out of class or out of the building without permission
- c. Being in or on school property without permission
- d. Being excessively tardy, truant, or absent from class
- e. Using profanity
- f. Using or possessing vulgar or obscene literature or technology
- g. Displaying illegal drug association verbally, with paraphernalia, clothing, jewelry, written work, or pictures
- h. Inappropriately displaying affection to another
- i. Soliciting unauthorized items at school
- j. Violating the dress code
- k. Creating or causing unsanitary conditions (spitting, throwing food, etc)
- l. Other behavior determined to be disorderly to the school environment

DISCIPLINARY CONSEQUENCES FOR LEVEL 3 INFRACTIONS BEGIN WITH THE ADMINISTRATION.

4. **Safe Environment** – Behaviors that intend to cause another physical or mental harm or are illegal. Behaviors that contribute to an unsafe environment will not be tolerated and will be dealt with immediately.

Nebraska State Statute Section 79-267. The following school conduct shall constitute grounds for short-term suspension, long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his/her designee, or at a school-sponsored activity or athletic event.

Behaviors that contribute to an unsafe environment include:

- Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
- Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
- Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.

- Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
- Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
- Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
- Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
- Public indecency or sexual conduct.
- Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
- Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
- Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
- A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
- Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
- The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
- Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
- Willfully violating the behavioral expectations for riding school buses or vehicles.
- A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
  - i. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
  - ii. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

#### DISCIPLINARY CONSEQUENCES FOR LEVEL 4 INFRACTION BEGIN WITH THE ADMINISTRATION

#### ACTIVITIES THAT RESULT IN SUSPENSION OR EMERGENCY EXCLUSION

The following activities that are in violation will result in suspension or emergency exclusion for students.

1. Drinking, possessing, or being under the influence of alcoholic beverages on school premises or at school activities. Students in possession of alcohol or under the influence at school or school activities will be turned over to the proper authorities.
2. Smoking, using or possessing tobacco on the school premises or at school activities.

3. Vandalizing or willfully destructing school property or property of others. Appropriate legal action will be taken and restitution for damages will be demanded.
4. Fighting, stealing, gambling or unlawful threats.
5. Harassing others because of race, nationality, disability, religion, appearance, sex, age, or marital status, etc.
6. Displaying gross disrespect toward a student or adult, to include the use of profanity.
7. Possessing certain items such as weapons, explosives, lasers, firearms, or knives.
8. Using, furnishing, buying, selling, possession of or being under the influence of illegal substances or look- a-like illegal drugs, non-prescribed prescription drugs, or possession of drug paraphernalia.. Any information concerning the use of illegal substances in the school or by students will be turned over to the proper authorities.
9. Filing false emergency reports, such as fire alarms and bomb threats or tampering with fire safety or automatic external defibrillator equipment

#### **RESPECT OF SCHOOL FACULTY & SUPPORT STAFF**

Students are to follow instructions given by those in our school who are responsible for their supervision. The school district hires teachers, bus drivers, custodians, library & teacher paraprofessionals, maintenance crew, food service personnel and secretaries. These are people who carry out the functions of the school and whose directions are to be followed without question or argument. Students are expected to treat all personnel with dignity and respect at all times. Students are to refer to school staff as Dr./Mr./Mrs./Ms. followed by the last name of that individual.

#### **SEARCH AND SEIZURES**

The District shall comply with all applicable state and federal laws related to record maintenance and retention. When it is determined based on searches that a person has violated a Board policy, administrative regulation, building rule, student conduct rule or personnel expectation, or the law, the person shall be subject to appropriate disciplinary action and a report to law enforcement may be made.

Student lockers, desks and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding items placed in or on school property because school property is subject to search at any time by school officials. Periodic, random searches of student lockers may be conducted in the discretion of the administration.

The following procedures will be used for conducting searches:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or rule violation. The search must be conducted in a reasonable manner under the circumstances. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted in the discretion of the administration.
2. School officials may search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file.
3. Searches of the District's computer system may be conducted in the discretion of the administration at any time.

The following procedures will be used for the removal of personal property:

1. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be seized by school officials. Any illegal drugs, firearm or dangerous weapon shall be confiscated and delivered to law enforcement as soon as practicable.
2. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process may be removed from student possession.

The District is not responsible for the security or safety of personal property which employees, students, or other building users may bring to school.

#### **ILLEGAL SUBSTANCE SEARCHES BY LAW ENFORCEMENT/CANINE UNITS**

The district retains the right to utilize the services of Law Enforcement Authorities Canine Units in the detection of illegal drugs and/or contraband at anytime, announced or unannounced at the District's schools and programs.

1. The Superintendent, building principal, or his/her designee may request the canine unit be utilized to search all inside areas of a school building, including lockers, at a time when students are or are not present. If a search takes place in a classroom when students are present, all will exit the room, leaving all items behind. Students may also be instructed to place all personal items in the closest hallway and reenter the classroom while the canine units search personal belongings in the hallway.
2. The Superintendent, building principal, or his/her designee may request that a canine be utilized to search vehicles in a school parking lot or in other areas where student vehicles are parked during or after school hours. If a dog alerts to a student's vehicle, the student will be required to unlock the vehicle doors and trunk for internal inspection. Any refusal to unlock the vehicle will be handled by law enforcement.
3. Any illegal drugs, illegal contraband, or other school-banned substances/items found on school grounds, whether in a student locker, vehicle, or any other place on school grounds, will be confiscated and the student may be subject to disciplinary action specified in the Code of Conduct.
4. The student's parent/guardian shall be notified should illegal drugs and/or contraband be discovered.

### **TRUANCY/SKIPS**

Unauthorized absence from school is considered truancy. Parents of students who are truant from school will be contacted by school personnel. The procedures for dealing with truant students may include a parental conference, counseling, disciplinary action, or changes in the educational program. In the event truancy continues, the County Attorney's office shall be notified of a student who fails to comply with attendance standards of the school and the State of Nebraska. Habitually truant students may be excluded from the school district if attendance does not improve after other disciplinary procedures. A skip shall be defined as a class absence in which proper check-out procedures are not followed, or an absence without an administrator's approval. A student who has skipped a class may receive no credits for the day's work that was missed. An administrator shall be the final authority for excusing any student absence.

### **SCHOOL RESOURCE OFFICER (SRO)**

SRO's or police officers shall not be responsible for normal school discipline issues. SROs and police officers are primarily responsible for responding to criminal law matters where it is mandated by law that such offenses be referred to the criminal justice system. Absent an immediate threat or serious bodily injury and/or criminal law matters, school discipline issues should not be addressed by school staff.

SROs or police officers who witness school rule/policy violations shall locate school personnel to respond to the situation. The SRO shall not act as a school disciplinarian. SROs should act as any school adult in redirecting minor misbehavior, and may choose to de-escalate a situation using conflict resolution techniques and leverage existing positive relationships with those involved. Incidents must be referred to school personnel to determine the appropriate response in relation to the School Code of Conduct.

## **ACADEMIC INFORMATION**

### **ACADEMIC INFORMATION**

The Middle School issues report cards four times during the year. In addition to report cards, progress reports are available during the middle of each 9-week grading period. At other times, parents may receive weekly reports about your child's progress from the teacher or via email from the school's student information system. Teachers are always available to assist the students and students should feel free to ask their teachers for help at any time.

### **ASSEMBLIES, CONVOCATIONS, GUEST SPEAKERS**

Assemblies, convocations and guest speakers provide students with additional learning experiences. When speakers attend a classroom or when students attend assemblies, the students must give the speakers and performers their attention. School rules of behavior are in effect during these events.

### **CLASS SCHEDULE CHANGES**

Each student has a class schedule that has been developed through the cooperation of the advisor, parents, and student. Schedule changes may be made within the designated add/drop period of one week first semester and two days second semester, with involvement from the advisor, counselor, parent, and teacher.

### **CONFERENCES**

Parent-Teacher-Student conferences are used at DC West Schools improve communication between parents, teachers, and students. These conferences will be held twice during the year to give parents an opportunity to meet one-on-one with each of their son/daughter's teachers to discuss academic progress. Parents are invited to call or stop in at school when there is a concern or a question on a child's education.

### **COUNSELING**

The counseling program is available as a service to all students and parents who wish to receive help concerning personal, education and career matters. Students are encouraged to visit with the counselor and should make arrangements to do so before, during, and after school.

### **FALCON REWARD SYSTEM**

The Middle School Student Council sponsors the Falcon Reward System that will be celebrated at the end of each quarter. Students who have no failing grades, no written office referrals, and no missing assignments, will be given the opportunity to participate in a special activity. The activity is a reward for the student's positive behaviors and provides an educational experience as well as some fun for the student. The student's attendance records may be used in determining eligibility.

### **GRADING**

Students will be graded on their classroom work by each teacher, with grades being given to parents at the end of each quarter. The purpose of the grade is to communicate to the student and parents the student's level of ability and progress.

A = 94-100%

B+ = 90-93%

B = 87-89%

C+ = 83-86%

C = 77-82%

D+ = 73-76%

D = 70-72%

F = 69% & Below

### **HELP FROM TEACHERS**

The main role of teachers is to be of assistance to the students. Students should feel free to ask teachers for help at any time. The teachers will arrange time to be available to help students during their classroom time, planning time, or before and after school.

### **HOMEWORK**

Teachers may assign work to the students that cannot be completed during the regular class period. It is the student's responsibility to make sure that this class work is completed by the assigned time. Failure to complete classroom assignments on time may result in the student being assigned to complete the work before or after school and may result in a failing grade. Our 6<sup>th</sup>/7<sup>th</sup>/8<sup>th</sup> grade students may be assigned to "The Falcon's Nest" (an after school academic detention area) which will be supervised by a staff member from 3:30-4:00. The student is expected to report immediately after school to work on the missing assignment(s) and/or turn in the missing assignment(s). If a student is assigned to "The Falcon's Nest" and they need to make transportation arrangements then they may come to the office to do so. All students that are assigned to "The Falcon's Nest" are expected to report that immediate day and failure to do so may result in further disciplinary action to improve the student's homework completion. The goal is for the students to turn in their completed assignments on time or in a timely manner and to essentially raise our homework completion percentages which will then assist in their academic performance.

### **HONOR ROLL AND MERIT ROLL**

An Honor Roll and Merit Roll list will be published at the end of each quarter. This list will recognize the student's academic success. The Honor Roll will consist of all students who have accumulated an average grade of 90.5% or higher for that grading period, without a grade of C or below. The Merit Roll list will consist of students with an average grade of 88%, without a grade of D or below.

### **LOCKERS**

There is a built-in combination locker available for each student. Students are cautioned not to give their locker combinations to

others. Students are not to trade, switch, or share lockers with other students. Students are responsible for their lockers. If a locker is not working properly, it should be immediately reported to the office.

### **MISSED SCHOOL WORK**

Any school work missed because of absence is the responsibility of the student to make up in a designated amount of time as determined by the classroom teacher. Students that will be absent for an extended period of time are required to get assignments and should work on them at home. A student will have one instructional day to make up school work for each consecutive day they have missed due to the illness, injury or other unexpected absence. For example, if a student is absent on Monday, they would be expected to obtain their assignments the next class period (Tuesday) to be due on Wednesday. Any work assigned prior to the absence is due upon the student's return to school.

### **PLAGIARISM/CHEATING**

D.C. West Middle School believes all students should demonstrate honesty and integrity in their work. Each student is expected to do his/her own work. This includes test taking, homework, class assignments, the creation of original essays, compositions, research papers, and scientific research. Sharing work with another student during tests, on in-class essays or assignments, or on homework is considered cheating. If submitted work is not a true reflection of a student's own effort and ability, the student has demonstrated unacceptable academic behavior. The consequences for academic misbehavior will be determined by the classroom teacher, and in most cases the MINIMUM consequence will be NO CREDIT for the assignment. For subsequent infractions, academic dishonesty may result in administrative disciplinary action as well as no credit for the assignment.

- access to information will be viewed as intent
- claiming credit for work not the product of one's own honest effort
- providing unwarranted access to materials or information so that credit may be wrongly claimed by others
- lending work to another
- changing or attempting to change a mark on a report card or other school document
- knowing about and tolerating any of the foregoing
- improper collaboration
- using another's work to prepare an assignment
- discussing or sharing test or quiz information with another student after taking an examination in order to provide the student with information before he/she takes the test or quiz
- going beyond the collaboration directed by the teacher

#### **Plagiarism:**

- using ideas from a source without giving credit and integrating those ideas into your essay or other written assignment or project
- paraphrasing part of a source - merely changing several words in a sentence or paragraph does not permit use of the passage unless credit is given to the author
- verbatim copying: The systematic copying of material from another source is a most serious offense. The nature of the original source is immaterial. You may not copy from any source - a book, an article, or work of another person.

### **PRIDE**

In PRIDE, each student will have a teacher who will serve as the student's mentor throughout their years at the middle school. The mentor and student will work together to provide an educational foundation for success. The mentor assists the student in developing and monitoring long and short term goals, assists the student in maintaining academic progress through the timely completion of school work, assists the student with organizational planning, communicates with the student's teachers and parents on academic progress, maintains the student's records with an educational plan, and is available to serve as a resource person for the student. Pride will last approximately 10 minutes every day followed by a built in Guided Study Hall for all students that will then be approximately 20 minutes every day.

### **STUDENT AWARDS AND HONOR CONVOCATIONS**

At the end of each semester, an awards program will be held to recognize students who have achieved academic excellence during the school year. Teachers will present awards to students in their classes who have exhibited academic excellence, above-average growth, or participation during the semester.

### **STUDENT RECORDS**

A cumulative file is maintained in the guidance office on each student. This file includes the grades and credits earned, special test scores, health records, and other student information. This file is open to the parents and the student upon request. If there appears to be a discrepancy with grades recorded or credits, the guidance office should be notified immediately. Before any information in the file may be forwarded to any other school or agency, a written or personal request from the student and/or parents must be presented to the school. Official records are mailed directly from the school to the school or agency requesting them.

## **SUPPLIES**

Students are expected to provide their own supplies needed for normal classroom work. At times, class assignments may require an additional cost to the student.

## **TESTING AND ASSESSMENT**

D.C. West Schools use test data to assist students in understanding their strengths and weaknesses and to assist in the development of curriculum. Formative and summative classroom assessments are administered throughout the year, as well as criterion referenced and norm referenced assessments. Yearly performance is reported to the public and to the State Department of Education. Tests required by the school are administered without cost to students.

## **STUDENT ATTENDANCE AND MOVEMENT INFORMATION**

### **ATTENDANCE**

A goal of D.C. West Middle School is to promote punctuality, self-discipline, and responsibility in all students. There has been a high correlation between good attendance and good academic performance of students. Nebraska State Statute 79-201 states that “every person residing in a school district within the state of Nebraska who has legal or actual charge or control of any child who is of mandatory attendance age or is enrolled in a public school shall cause such child to enroll in, if such child is not enrolled, and attend regularly a public, primate, denominational, or parochial day school which meets the requirements for legal operation prescribed in Chapter 79, or a school which elects pursuant to section 79.1601 not to meet accreditation or approval requirements, each day that such school is open and in session, except when excused by school authorities or when illness or severe weather conditions make attendance impossible or impracticable”.

Nebraska State Statute 79-209 states that a school must have a written policy on excessive absenteeism. Excessive absenteeism is defined as a student exceeding five days per quarter or the hourly equivalent. Excused and unexcused absences may be used for purposes of this policy. A school district shall render all services in its power to compel such child to attend school to address the problem of excessive absenteeism. Such services shall include, but not be limited to:

- (1) One or more meetings between a member of the school administrative staff to attempt to solve the problem of excessive absenteeism;
- (2) Educational counseling to determine whether curriculum changes, including, but not limited to, enrolling the child in an alternative program that meets the specific educational and behavioral needs of the child, would help solve the problem of excessive absenteeism;
- (3) Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the problem of excessive absenteeism, supplemented by specific efforts by the school to help remedy any condition diagnosed; and
- (4) Investigation of the problem of excessive absenteeism by a member of the school administrative staff to identify conditions which may be contributing to the problem. If services for the child and his/her family are determined to be needed, a member of the school administrative staff shall meet with the parent or guardian and the child 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 problem of excessive absenteeism.

Nebraska State Statute 79-209 further states, “if the child is absent more than twenty days per year or the hourly equivalent, the school shall file a report with the county attorney of the county in which such person resides. The county attorney may file a complaint against a person violating section 79-201 before the judge of the county court of the county in which such person resides charging such person with violation of section 79-201 or may file a petition under the Nebraska Juvenile Code alleging the person violating section 79-201 is a juvenile described in subdivision (3)(a) or (3)(b) of section 43-247. Nothing in this section shall preclude a county attorney from being involved at any stage in the process to address excessive absenteeism”.

To help all students with their attendance, the following procedures will be followed:

1. All parents should contact the school by phone the morning of a known absence of a student or provide their child with a written excuse upon return stating reason for the absence and dates missed. The office will attempt to contact parents when the student is absent and the school has not been notified. The student should check in at the office upon return to school.
2. Students and parents are expected to make medical, dental, personal appointments, and vacations outside the school day.
3. Each teacher will record attendance of all students each class period and Pride.
4. Students not in attendance at school during the day cannot attend school activities that night.

### **DRIVING**

Students are not allowed to drive their vehicles during the school day. In extreme situations, students may receive permission from home and then from office personnel to drive a vehicle to get items from home.

### **PASSES**

Teachers are encouraged to keep students in the classroom. If a student needs to leave class, they are expected to have a pass from their supervising teacher with them at all times.

### **TARDIES**

Students are counted tardy if they are not in their scheduled classroom before the passing bell rings. If students are not in attendance after 15 minutes of the start of the class period, it will be considered an absence. The accumulation of three tardies will result in an absence for that class period. Students are to plan their time so they can move from one class to the next during the passing time. If a student shows a continuous pattern of tardiness a student may be subject to the following consequences: Lunch Detention, Before or After School Detention, Parent Meeting, Tardy/Attendance Plan, or In-School Suspension. The goal is for the student to be in class on time and ready for their daily instruction.

## **ACTIVITY INFORMATION**

### **STUDENT ACTIVITY PASS**

Students in grades 7-12 may purchase a student activity pass from the office. The fee for a student activity pass is (\$35) and that is set on an annual basis. This pass allows the student admission to all home activity events, except tournaments and special events. All students involved in organized groups or athletics must purchase an activity pass. You may also purchase a family pass (\$125) or an adult only pass (\$50). Senior citizens are free in our school district.

### **DANCES AND PARTIES**

Various organizations may sponsor school dances and parties. They must be arranged with their sponsor and approved by the administration. Students will be expected to be at the dance within thirty minutes after the start of the dance and will not be allowed to enter after that time, unless there have been prior arrangements made with an administrator. Once a student enters a school dance or party, he/she will not be allowed to leave and then return. At all times, students are expected to observe school rules. High School students will not be allowed to attend middle school dances and middle school students will not be allowed to attend high school dances. Middle School dances will be attended by DC West students only.

### **ACADEMIC ELIGIBILITY**

Any student who has a cumulative failing grade at the time of the eligibility report, in any two classes will not be eligible for school activities (including dances) the following week, Wednesday through Tuesday. Students attending an activity while on the ineligibility list will be ineligible for an additional week. The duration for the cumulative grade eligibility roster will be for one nine weeks grading period.

Students who are failing a class will be provided a Progress Report on Monday (or asap following a holiday) of each eligibility period. Staff will be notified of all students on the list. Students will have until Wednesday (end of the day) to bring their failing grades up. Once a passing grade is achieved, the student will have their teacher sign off on the Progress Report and return the Progress Report to the Principal's office. If a student raises their grades to meet the eligibility requirement, he/she may participate in activities. All students that are failing two classes by Wednesday will be ineligible for a minimum of one week.

### **FIELD TRIPS, ATHLETICS AND ACTIVITIES**

In some classes, part of the planned activity by the teacher may include field trips away from the building. All field trips must be approved by the administration. At other times, students may represent the school at activities or athletic events. At all times, students are expected to observe regular school rules. A student must have their detention time made up prior to going on a field trip or participating in an activity.

### **INITIATIONS**

Certain organizations may initiate members into their group during the school year. Only formal ceremonies may be held, and must be under the supervision of their sponsor and with the approval of the administration. Any type of informal hazing of students will result in disciplinary action.

### **NEW ORGANIZATIONS**

Any school group that wishes to organize a new club or organization shall submit a proposed constitution to the administration for consideration.

### **OPTION ENROLLED/TRANSFER STUDENTS**

Nebraska School Activities Association guidelines state that Enrollment Option transfers, transfers from public-to-private, private-to-public, private-to-private, intra-district transfers, and transfers from out-of-state must be completed by **May 1<sup>st</sup>** for fall enrollment and the school receiving the transfer student must notify the NSAA in writing, postmarked no later than March 15, in order that the student can be eligible in the fall. Failure to meet this May 1<sup>st</sup> deadline will result in a 90 school days ineligibility period for the transfer student. Only after that period of time can students legally participate in any interscholastic activity governed by the NSAA.

### **STUDENTS ATTENDING ATHLETIC CONTESTS DURING SCHOOL TIME**

A few athletic contests are scheduled during the school day. Students participating in the scheduled activity will be excused from their classes provided they have made arrangements for completing their school work. Students who desire to attend these events as spectators may be excused upon written approval from their parents. Absence from school on these events will be noted on the student's attendance record and will be allowed as any other absence from school.

### **STUDENTS ATTENDING POST-SEASON TOURNAMENTS**

Students wanting to go to DC West post-season tournaments need to have parent permission submitted to the office the day before attending the tournament. Students involved in another activity would be allowed to return to school to practice on the day of their absence if these procedures are followed.

### **ACTIVITIES CODE**

**This Activities Code applies to all students participating in the following extra-curricular activities: Cross Country, Football, Volleyball, Basketball, Wrestling, Track, Instrumental Music, Vocal Music, Yearbook, Art Club, and Student Council.**

**The Activity Code will apply during the entire school year from the first day of fall practices to the final day of the NSAA sponsored spring activities.**

### **EXTRA CURRICULAR ACTIVITY PHILOSOPHY**

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provide experiences that will help students physically, mentally and emotionally.

The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. Participation in activities, both as a competitor and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, team, student body, community and the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better individuals and citizens.

#### Safety

The District's philosophy is to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common-sense.

#### Warning for Participants and Parents

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

### **EXTRA CURRICULAR ACTIVITY CODE OF CONDUCT**

Purpose of the Code of Conduct. Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and rules.

### **SCOPE OF THE CODE OF CONDUCT**

Activities Subject to the Code of Conduct: The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

### **PHYSICAL EXAMINATIONS**

Each student who expects to participate in athletics (grades 7-12) shall present to the head coach of the sport or the Activity Director, once each year, before participation in any practices, a physician's certificate on a form prescribed by the school that he/she is physically fit for athletic participation. The certificate of fitness must be signed by both the doctor and the student's parent. All physician certificates of fitness will be kept on file in the Activity Director's office.

### **PARENTAL PERMISSION**

Once each year, prior to the first practice session, each participant must have on file a signed parental permission form to compete in a sport. (included with this code)

### **INSURANCE RELEASE FORM**

Once each year, prior to the first practice session, each athlete must have on file a signed insurance form which releases the school from responsibility for any injury.

### **INJURY**

In the event of an injury, the athlete will immediately report the injury to the coaching staff. Any type of injury, if not properly treated, may lead to complications, which are harmful to the athlete's physical well-being and detrimental to his/her recovery time for practice and competition.

If injured, the athlete must continue to attend practices and games. This means being on the bench during the games. It will be the understanding of the coach that the failure to attend the practice and game will mean the student has quit the activity and cannot letter in that sport. Practice attendance may be waived through written permission by the coach. Copies of this waiver will be given to the student and kept by the coach and Activities Director.

### **EQUIPMENT**

All equipment will be checked out to individuals at the beginning of the season by the coach in charge. The athlete will be responsible for this equipment and should be prepared to pay for the cost of replacement if it is not checked in at the end of the season in reasonable condition.

It is the responsibility of the participant to check in the equipment at the end of the season or immediately should they quit an activity. If a participant fails to check in their equipment at the designated time (immediately, should they quit an activity), he/she will be expected to pay for the cost of replacement.

All collections for lost equipment will be handled by the Activity Director. The student cannot participate in the next sport and grades will be withheld until all equipment is turned in.

### **PRACTICE ATTENDANCE**

Activity participants are expected to be at all practices scheduled by the coach/sponsor. Should a participant not be able to attend a practice or contest, he/she must contact the coach/sponsor in advance. The coach will determine whether the reason for absence is excused or unexcused. Students must be in attendance by the start of 3<sup>rd</sup> period to be able to participate in practice, games, or contests that day. Any deviation from these procedures must be approved by the Activities Director and communicated to students and parents.

### **SUNDAY PRACTICES**

Sunday activity practices will only be held when a varsity team is schedule to compete on Monday. Practices which are scheduled for Sundays must have the approval of an administrator. There will be no other team or partial team gatherings by any coach/sponsor unless authorized by an administrator.

### **SCHOOL ATTENDANCE/ACTIVITY PARTICIPATION**

All students who participate in school activities must attend school **periods 3-8** the day the activity is scheduled to be eligible for participation. If a student is absent from school the day of an activity due to a dental/doctor appointment, funeral, family emergency, etc., they may participate upon return to school with an excused note from the professional office or parent (family emergency). This would need to be approved by an administrator. This applies to all practices, meets, contests, etc. All class work should be completed and turned in prior to leaving on the activity. Only students participating in the school activity will be excused from school on the day of the activity.

If any student participating in a school activity has a cumulative failing grade in any two classes one week, he/she becomes ineligible to participate in activities until he/she no longer appears on the ineligibility list. The ineligibility list will be reported on the first day of the school week. Students attending an activity when on the ineligibility list will be ineligible for an additional week.

**CLASSROOM WORK**

The Activities Director and Principal, along with the coaching staff, shall reserve the right to withhold any student from participation should the classroom work indicate at any time that the student is not working up to his/her ability.

**DRESSING ROOMS**

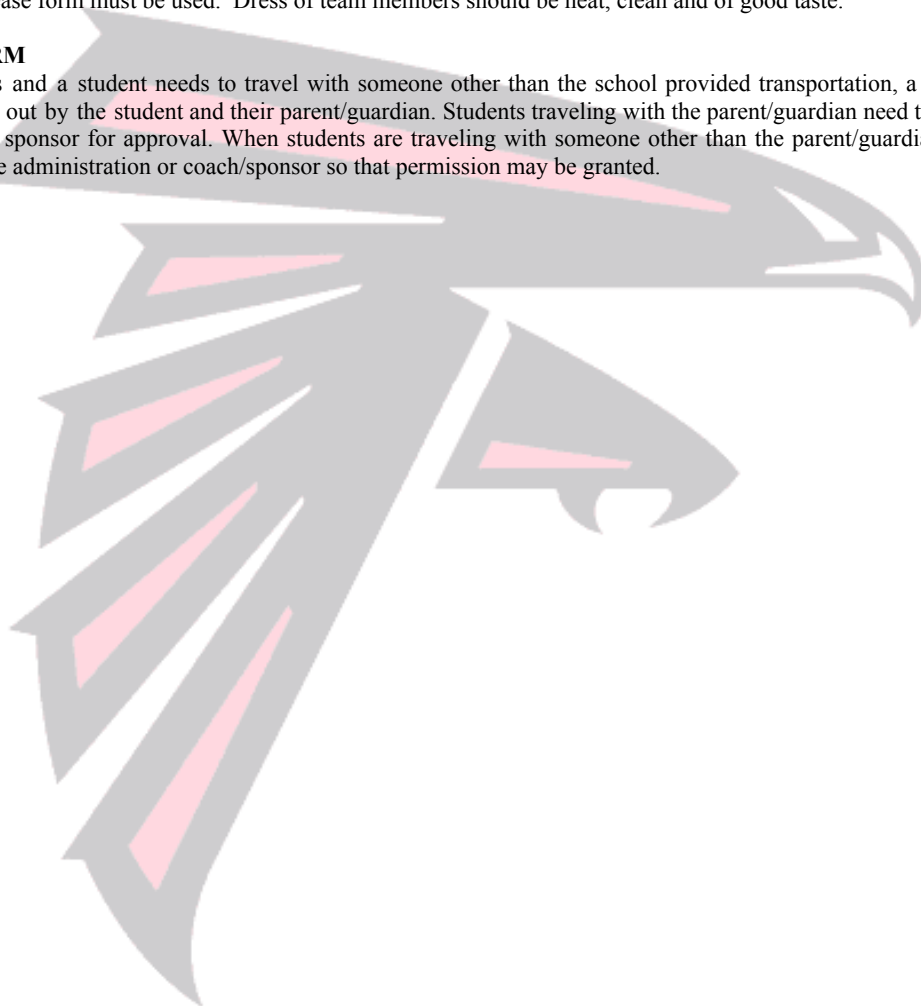
All athletes will be under the direct supervision of the coach in charge while dressing. An athlete must not linger in the dressing room, or endanger the safety of others. All cases of misconduct while dressing will be dealt with by the coach in charge.

**TEAM TRAVEL**

All participants must ride to and from contests and practices by means of approved school transportation. All member of an activity will return from a contest or practice by the same transportation provided for taking them to the contest or practice. If circumstances exist that an athlete or participant needs to go home separately, approval must first be obtained from the administration. A travel release form must be used. Dress of team members should be neat, clean and of good taste.

**TRAVEL RELEASE FORM**

When an emergency arises and a student needs to travel with someone other than the school provided transportation, a travel release form must be filled out by the student and their parent/guardian. Students traveling with the parent/guardian need to give the completed form to the sponsor for approval. When students are traveling with someone other than the parent/guardian the form must be turned into the administration or coach/sponsor so that permission may be granted.



# **DC WEST** **COMMUNITY SCHOOLS**

**[www.dcwest.org](http://www.dcwest.org)**

**2022 - 2023**

## **Student Handbook**

**Douglas County West Community High School  
401 S. Pine St.  
Valley, NE 68064  
402-359-2121**

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**DOUGLAS COUNTY WEST COMMUNITY HIGH SCHOOL**  
**401 South Pine St. – P.O. Box 378 Valley, NE 68064**  
**Office: 402-359-2121 Fax: 402-359-2893**

**MISSION STATEMENT**

Douglas County West Community Schools creates passionate learners by maximizing student achievement through dynamic learning experiences which inspire and provide a quality education for all students within a safe and community-supported environment.

**PREAMBLE**

The purpose of this handbook is to provide procedural guidelines for situations that may arise for students and parents throughout the school year and to provide answers to questions with daily procedures. While this handbook covers many of the possible scenarios and situations encountered, it is not intended as an all-inclusive document. The administration reserves the right to manage the unexpected situations not covered in this handbook.

**SCHOOL COLORS - Red, Black, & Silver - SCHOOL MASCOT – Falcon**  
**SCHOOL CONFERENCE – Nebraska Capitol Conference**  
**NSAA CLASSIFICATION – Class C-1**

**ADMINISTRATIVE STAFF**

Dr. Melissa Poloncic, Superintendent.....402-359-2583  
Mr. Jim Knott, Principal .....402-359-2121  
Mr. Nathan Ter Beest, Assistant Principal/Activities Director.....402-359-2121  
Mrs. Nicole Pechous, Special Education Director.....402-359-2121  
Dr. Dawn Marten, Director of Learning.....402-359-2583

**SCHOOL RESOURCE OFFICER**

Deputy Corbin Brown.....402-359-2121

**SCHOOL ADMINISTRATIVE ASSISTANT STAFF**

Mrs. Jenny Finck, Administrative Assistant.....402-359-2121  
Mrs. Barb Feldhacker, Medical Para/Administrative Assistant.....402-359-2121  
Mrs. Nicole Billedeaux, Counselor Assistant.....402-359-2121

**DC WEST HIGH SCHOOL TEACHING STAFF**

Art .....Mr. Sean Pralle  
Alternative Education .....Mr. Randy Donner  
Business .....Mr. Ben Knobbe  
Computer Technology .....Mr. Ben Knobbe  
Counselor .....Mr. Ron Michael  
English Language Learners.....Ms. Alyssa Lindahl  
Health/Family & Consumer Science.....Ms. Cynthia Thomas  
Industrial Technology .....Mr. John Brockhaus, Mrs. Lisa Leonard  
Language Arts.....Mr. Trey Baker,  
Mrs. Tracy Larsen, Mrs. Gayle Smith  
Library/Media .....Mrs. Jennifer Webster  
Mathematics.....Ms. Heather Cox, Mr. Chip Daehling  
Mr. Dalton Tremayne  
Music.....Mrs. Dawn Beyl, Mr. Brian Bohn  
Mrs. Liz Guinn  
Physical Education & Health.....Mr. Brant Loewe, Mr. Russ Ninemire  
Mr. Adam Loftis  
Science .....Mrs. Lindsey Boardman, Mr. Mike Troy,  
Mr. Ian Waterman  
Social Studies.....Mr. Matt Caldwell, Mr. Ty Hansen  
Mrs. Kim Remmick  
Special Education.....Mrs. Peggy Cooper, Mr. Ty Hansen  
Mr. Nick Sims  
World Languages .....Ms. Mary Clare Liescheski (French)  
Mrs. Crystal Ramirez (Spanish)

**HIGH SCHOOL DAILY CLASS SCHEDULE**

<b>MONDAY-THURSDAY</b>	
Teachers Available	7:45
Breakfast Served	7:30 - 7:52
Students Enter	7:50
Warning Bell	7:55
Period 1	8:00 - 8:45
Period 2	8:48 - 9:33
Period 3	9:36 - 10:21
Period 4	10:24 - 11:09
Period 5	11:12-11:57
<b>Lunch=11:57-12:27, Keystone=12:30-1:00</b>	
Period 6	1:03 - 1:48
Period 7	1:51 - 2:36
Period 8	2:39 - 3:24

<b>FRIDAY</b>	
Teachers Available	7:45
Breakfast Served	7:30 - 7:52
Students Enter	7:50
Warning Bell	7:55
Period 1	8:00 - 8:35
Period 2	8:38 - 9:13
Period 3	9:16- 9:51
Period 4	9:54 - 10:29
Period 5	10:32 - 11:07
Period 6	11:10-11:45
<b>Lunch=11:45-12:15, Keystone=12:18-12:48</b>	
Period 7	12:51-1:26
Period 8	1:29-2:04
Teacher Professional Development	2:30 - 3:45

### GENERAL INFORMATION

#### ACCIDENTS AND ILLNESS AT SCHOOL

Any accident or illness that occurs at school is to be reported immediately by the student to the teacher in charge. If medical help is needed, the office will notify parents and the appropriate agency. Emergency numbers must be provided by the parent/guardian at the beginning of each school year. When accidents occur in the classroom or are observed by a teacher, an accident report is completed by the teacher and is on file in the office.

#### ANNOUNCEMENTS

Any organization, student, teacher, or staff member wishing to include a message in the daily announcements should have it submitted to the HS secretary before 8:30 a.m. that morning. All announcements are subject to administrative review.

#### BIRTH CERTIFICATES

All new students entering the school district must provide the Guidance Counselor’s office with a registered copy of the student’s birth certificate. This must be on file with the district within thirty days after enrollment. State law requires school district personnel to report students missing a birth certificate to the local police for investigation.

#### CHANGE OF ADDRESS

Changes of address or phone number, as well as any new members of the family (new babies, adoptions), should be reported to the office so that we may keep our census up-to-date.

#### CLOSED CAMPUS

DC West High School operates under a closed-campus policy. Students are not allowed to leave the building during the school day without permission from the student’s parents/guardian and the administration. All students leaving the building for any reason (which includes going to a car to get something) must receive permission from an administrator. Students leaving without permission will be considered truant and dealt with accordingly. Students will not be excused to leave for lunch. Students must always have a pass in their possession when they are not in the area they are assigned.

#### DISASTER DRILLS

We must have set rules to follow for the safety of all persons during a disaster, therefore disaster drills are practiced. When there is notification of a disaster, students should follow the procedures designated by the teacher. Students may practice an evacuation procedure and be transferred to an off-site location.

#### DRUG FREE ZONE

The DC West Schools have taken steps to insure that the school premises will be free from drugs, alcohol, and imitation substances. In addition to declaring the school property a Drug Free Zone, the school prohibits the unlawful possession, use or distribution of illicit drugs, look alike drugs, alcohol and its container, tobacco and its container, vaping products and its container (and vaping paraphernalia), edibles, non-prescribed pills, and steroids by any student during school hours or after school hours as part of the school's activities program.

## **ELECTRONIC DEVICES**

### Electronic Devices

- a. Philosophy and Purpose. The District strongly discourages students from bringing and/or using personal electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.
- b. Definitions.
- (1) "Electronic devices" include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.
  - (2) "Sexting" means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:
    - (i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
    - (ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,
    - (iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.
- c. Violations:
- (1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.
  - (2) Penalties for Prohibited Use of Electronic Devices: Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of whether the message was received while on school grounds or at a school activity.
  - (3) Reporting to Law Enforcement: Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

**Responsibility for Electronic Devices:** Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

### **Cell Phone Violations:**

- 1) Cell phone use and visibility are subject to individual classroom teacher and administrative procedures.
- 2) Students may be required to place cell phones in a certain area of the classroom for the entire period or parts of the period as directed by the teacher or administrator.
- 3) Students may be required to turn in or relinquish cell phones to staff members for procedure violations. Students will be able to pick up their cell phone at the end of the period or school day as dictated by the teacher or administrator.

## **EQUAL OPPORTUNITY EMPLOYER**

The DC West School is an equal opportunity employer in accordance with Title VII, Civil Rights Act of 1964, and does not discriminate on the basis of race, color, national origin, sex, age or handicapping condition.

The Federal Family Educational Rights and Privacy Act (FERPA) gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the right have transferred are "eligible students". Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, dates and attendance, and the height and weight of students for activity programs. While it is the general practice of the DC West Schools to not release this information, interested persons may examine these records unless a parent/legal guardian wishes to have all or part of this information excluded from release.

### **FIELD TRIPS**

Teachers may include a field trip away from the building as part of a planned class activity. Students are expected to observe regular school rules and to follow the directions of their teacher or supervisor. All field trips must be approved by the administration.

### **FIRE DRILLS**

Schools are required to have periodic fire drills during each school year. All students are to leave the building immediately through the nearest exit at the time the fire alarm bell is sounded. Students are not to stop to take coats or books with them and are required to move a distance of one hundred feet from the building. The classroom instructor is responsible for the class during the fire drill. The administration will notify the students when they should return to their classes.

### **FOOD AND DRINK**

Food and drinks are strictly prohibited outside of the cafeteria area. Beverage machines are provided for student use before and after the school day. Proper disposal of all bottles will insure that the machines will stay in place. Students are not allowed to take food or beverages into academic classes or the library. Bottled water is allowed as long as the container is less than 32oz.

Sometimes the consumption of food or beverage is part of the regular planned classroom activity. The administration will give permission for the classroom teacher to allow consumption of these items during these special times. Students that bring or consume food or beverage items, with the exception of these planned activities, are in violation of school rules.

### **GRIEVANCE**

Whenever a student or a parent of a student in DC West Schools has a problem with another person, the first step is to discuss that problem with that person to try to resolve the conflict. If that procedure is unsuccessful, then the problem is to be taken in order to a classroom teacher, then to the principal, then to the superintendent, and finally to the Board of Education for resolution.

### **HARASSMENT/BULLYING/INTIMIDATION/VIOLENCE (including dating violence)**

It shall be the policy of the DC West Schools to ensure that all students have a right to work and study in a safe, supportive environment that is free from harassment, bullying, intimidation and violence (including dating violence). This policy applies to the premises of the DC West Schools and any other premises where the school district can lawfully exert its jurisdiction. It is a violation for any supervisory personnel (administrator or teacher) to knowingly permit harassment, bullying, intimidation and violence (including dating violence) in the school.

Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his/her designee, or at school-sponsored activities or at school-sponsored athletic events. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. This applies when it is directed toward a student which has an effect of interfering with academic performance/grades or creating an intimidating, hostile, offensive, unsafe, or unwholesome learning environment. Dating violence means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal or emotional abuse to control his or her dating partner. Observed or experienced violations of this policy by students should be immediately reported to the classroom teacher, advisor, counselor, or administrator.

### **HOT LUNCH PROGRAM**

Credit for the automated lunch accounting system can be purchased in the cafeteria before school. Students are expected to pay for their lunches in advance. If a check is returned by the bank due to insufficient funds, the funds will be deducted from your student's lunch account, along with a \$5.00 fee.

1. The cost of breakfast and lunch will be set by the school.
2. Students may bring lunch from home.
3. Students will not be allowed to charge their lunch for the day. Students with negative balances or no money in their account will not be allowed a lunch.
4. Free or reduced priced lunches are provided for those children whose parents qualify. Application forms are available in the superintendent's office.
5. Students will remain in the cafeteria until the end of the lunch period.
6. Students will remove trays and materials from the table when finished unless they have permission to leave from an administrator.
7. Breakfast will be served in the cafeteria from 7:30 to 7:52 a.m.
8. Eating in the cafeteria is considered a privilege. Continued occurrences of improper conduct during breakfast or lunch may result in a student being required to make other arrangements for meals.
9. If a parent, guardian or relative would like to eat lunch with a current student they may do so under the following conditions:
  - They must report and sign into the office.
  - They must wear a visitor badge, which is available in the office.
  - They must wait in the office for the student to meet them and escort them to the lunchroom.
  - They must eat at the designated eating area.
  - They must under no circumstance talk with other students in a negative or confrontational manner.
  - They must sign back out in the office after lunch.

#### Nondiscrimination Statement

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

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

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

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

#### IMMUNIZATIONS AND COMMUNICABLE DISEASES

LB 79-217 states that each school district shall require each student to be protected against measles, mumps, rubella, poliomyelitis, diphtheria, pertussis, and tetanus by immunization prior to enrollment. Any student who does not comply with this shall not be permitted to continue in school until he or she so complies.

LB-222 states that a student may be provisionally enrolled in school if the student has begun immunizations required under section 79-217 and is receiving immunizations as rapidly as is medically feasible. As a condition for the provisional enrollment, a parent or guardian of the student shall provide the school with a signed written statement certifying that the student has completed the course of immunizations required by section 79-217. The provisional enrollment of a student qualified for such enrollment shall not continue beyond sixty days from the date of such enrollment. At such time the school shall be provided written evidence of compliance with section 79-217. The student shall not be permitted to continue in school until such evidence of compliance is provided.

LB 79-248 states that whenever a child apparently shows symptoms of any contagious or infectious disease, such child shall be sent home immediately or as soon as safe and proper conveyance can be found. Such student may be excluded from school until medical documentation is provided for the student to safely return to school.

The Nebraska School Immunization Rules and Regulations effective July 1, 2001, require the following immunizations for students before attending classes. The school must have a record of these immunizations. Students failing to comply will be excluded from school until such requirements are met:

*Grade K-12 students -*

- 3 doses DTaP, DTP, DT or Td vaccine with at least one dose at or after 4 years of age.
- 3 doses polio vaccine.
- 2 doses MMR or MMRV vaccine with first dose at or after 12 months of age with the 2 doses separated by at least 28 days.
- 3 doses hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age
- 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age or written documentation (including year) of varicella disease from parent, guardian, or health care provider. If the child has had varicella disease, the child does not need any varicella shots.

## **INCLEMENT WEATHER**

Television and radio stations will announce school cancellations due to inclement weather. Parents may also be notified by a phone call from the school district "alert now" system. Parents are requested to refrain from calling the school for this information. Parents or designated adults who become fearful of the weather conditions may pick up their children at any time. Occasionally, weather conditions force the closing of school during the day. It is suggested that parents make arrangements for their children to stay with friends or neighbors when necessary.

## **INSURANCE**

DC West Schools offers an insurance program to students through a qualified insurance carrier. Information concerning the cost to parents, type of coverage, and other information will be made available in the yearly registration materials before school begins in the fall. Students will not be required to purchase this insurance; however, it is required for students who are participating in athletics to be covered by some type of insurance.

## **INTERNET CONTRACT**

Students of DC West Schools will use the internet to complete projects in various classes. Students will access the internet through the use of a filtered computer system. This filtered system will ease the use of the internet while locking out sites deemed inappropriate. To obtain permission to use such technology at school, students must first sign an agreement of rights and responsibilities and receive training and a security code. Parents will also need to sign this contract, indicating their knowledge and agreement of the guidelines. Students and parents will receive a copy of this contract and the procedures for use of the Internet system. Violations of this contract may result in loss of computer privileges.

## **LOST AND FOUND**

Lost and found items will be turned into the office. Items not claimed will periodically be given to deserving agencies in the local area.

## **MEDICATION**

When a physician prescribes medication for a student to take during school hours, it is the duty of the parent or guardian to make necessary arrangements with office personnel.

1. Parents who come to school to administer medication to a student must ask that the student be called to the office.
2. No students are allowed to administer their own medication without the prior approval of the administration.
3. The following procedure is to be used if the school is to give medication:
  - a. The parent must submit a permission form (to take medication) and the medication to the office.
  - b. The nurse or designee will administer the medication at the scheduled time.
  - c. The medication must be in the original container and labeled with the name of the medicine and the dosage.
  - d. For each different prescription duration, a new medication form must be filled out with new instructions for that medication. If new prescription duration is prescribed for the same medication, the form must be re-dated and signed.
4. It is illegal for a student to consume or dispense medication that is prescribed for someone else.

## **NON-RESIDENT STUDENTS**

Pupils whose parent(s) or guardian(s) are not legal residents of the DC West School District may attend DC West School upon acceptance by the School Board. The tuition amount is established annually by the Board of Education. Information concerning non-resident tuition can be obtained from the Superintendent's Office.

## **NOTICE CONCERNING DISCLOSURE OF STUDENT RECRUITING INFORMATION**

Federal law requires DC West Schools to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request in writing that DC West Schools not provide this information (i.e. not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher learning. DC West Schools will comply with any such written request.

## **NOTICE CONCERNING STAFF QUALIFICATIONS**

Upon written request, DC West Schools will give parents/guardians the following information about their child's classroom teacher:

- (1) The teacher's state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- (2) Whether the instructor is teaching under an emergency or provisional teaching certificate.
- (3) The baccalaureate degree major of the teacher. Parents/guardians may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.

DC West Schools will also inform parents/guardians whether their child is being provided services by a paraprofessional and the qualifications of the paraprofessional. The request for this information should be made in writing to an administrator in your child's school building. The information will be provided to you in a timely manner.

## **NOTICE OF NONDISCRIMINATION**

The DC West School does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning the schools compliance with Title IX, Section 504, and the American Disabilities Act is directed to contact the School District's Board of Education Secretary, PO Box 378, 401 South Pine St., Valley, NE 68064. Telephone 359-2583. The Principals have been designated to coordinate the school district's efforts to comply with Title IX, Section 504 and the American Disabilities Act.

## **Title IX and Section 504 Grievance Procedures**

The following policies and procedures are established in order to assist in the fair resolution of a student, faculty, or staff grievance (a claim by a student, faculty member, or staff member that a violation of Title IX or Section 504 regulations has occurred). Whenever a grievance occurs, the following procedure will be followed, with every effort to secure an appropriate resolution as early as possible.

1. The term "grievant" means the individual student, parent, faculty member, or staff member filing a grievance under this policy; the term "days" means days when school is in session except when a grievance is filed on or after May 15, when "days" refers to Mondays through Fridays, except for legal holidays.
2. A grievance may be filed by an individual or by a parent on behalf of a student, if the grievant feels that sex discrimination or discrimination on the basis of handicap has occurred in this school district.
3. No grievance shall be recognized unless it is filed at the appropriate level within ten (10) days after the occurrence of the event which is the subject of the grievance.
4. The purpose of time limits in this policy is to insure prompt action. In circumstances where the grievant does not pursue the next step of the procedure within the time period specified, unless there is a mutually agreed extension of time, the grievance shall be considered settled and no further action shall be required. In the absence of a written reply to a grievance by the appropriate administrator within the required time period, the grievance shall be considered denied, and the grievant may submit the grievance in writing to the next level.

## **Procedures**

**Level One:** A grievant shall make an appointment with his or her principal or immediate supervisor and discuss the matter of the grievance within ten (10) days after the occurrence of the event of the grievance. Every effort will be made to resolve the grievance informally at this level, with the principal or immediate supervisor giving an oral response.

**Level Two:** If the grievant is not satisfied with the disposition of the grievance at Level One, he/she shall submit the signed grievance in writing to the principal or immediate supervisor within five (5) days after the oral response at Level One. A written grievance shall contain a detailed description of the factual circumstances upon which the grievance is based, and an explanation of how these facts result in sex discrimination or discrimination on the basis of handicap. The principal or immediate supervisor must submit a written answer within five (5) days after receipt of the written grievance.

**Level Three:** If the grievant is not satisfied with the resolution of the grievance at Level Two, he/she may submit the written grievance within five (5) days thereafter to the area superintendent, who will respond in writing to the written grievance within five (5) days.

**Level Four:** If the grievant is not satisfied with the disposition of the grievance at Level Three, he/she may submit the written grievance to the Director of Title IX and Section 504, who will convene a grievance committee for the purpose of examining evidence of sex discrimination or discrimination on the basis of handicap in the case submitted. The grievance committee will consider all relevant evidence presented in connection with the grievance, and may request individuals to testify before the committee. Within twenty (20) days after receipt of the written grievance, the grievance committee shall determine what action, if any, should be taken to resolve the grievance. The decision of the grievance committee is final, and a copy of the decision shall be delivered to the grievant.

## **NURSE AND MEDICAL HELP**

The DC West Schools utilize service of the Douglas County Visiting Nurses Association. The nurse is available on a limited basis. Any student needing these services must make an appointment in the office.

## **OFFICE USE**

The school offices are available to help students, parents, and teachers. The offices will best be able to assist the student if a businesslike atmosphere exists. The office is not a social gathering place. Students who have specific business in the office should complete that business and return to class as quickly as possible. Students are to address the secretaries, who will direct them to the person who can assist them.

## **OPTION ENROLLMENT**

The Nebraska Department of Education, as established in Title 92, Chapter 19, Section 7, allows the DC West Schools to participate in the option enrollment program. Application of option students submitted between September 1 and March 15 for enrollment during the following and subsequent school years will be approved subject to capacity limitations. Applications submitted after March 15 shall be accompanied by a written release from the resident school district. The option school district shall provide the resident school district with the name of the applicant on or before April 1. The option school district shall notify, in writing, the parent or legal guardian of the students and the resident school district, and the State Department of Education whether the application is accepted or rejected on or before April 1. Further information regarding option enrollment policies of the district may be obtained by contacting the office of the Superintendent.

## **POSTERS**

Any student, group, or organization will need to have the approval of the sponsor and of the administration before any poster or sign is allowed to be hung on school property.

## **PROPERTY CHECKED OUT TO STUDENTS**

Books and other school equipment or materials will be checked out to students throughout the school year for specific schoolwork. Students are responsible for these materials and for their safekeeping. At the end of the year, the student will be expected to return the materials in good condition or to pay for any loss or abnormal wear.

## **PURCHASING MATERIALS**

Students cannot purchase any items for use by a club or organization. Purchase orders will be accepted only from the organizations' sponsors. Unauthorized purchases will not be paid for by the school organization. Students are not to use the school address when making any private purchases.

## **SCHOOL BILLS AND FINES**

Students are responsible to meet all financial obligations they incur at DC West Schools. All fines and bills are to be paid as soon as possible. Parents will be notified of any outstanding bills, and the bills must be paid before the student's report card or records will be released. Students who fail to correct the situation after that notification may be subject to exclusion from school and/or school activities until arrangements are made by agreement with the principal, parent and student.

## **SMOKE-FREE ENVIRONMENT**

DC West Schools declares all of our school buildings and grounds to be smoke and tobacco free. We would appreciate parent help in meeting the goal of a smoke- and tobacco-free environment for our children. When parents attend school events, including athletic events, we ask that parents please remember that our grounds are smoke and tobacco free and abide by our District's policy.

## **STUDENT FEES POLICY**

The District does provide activities, programs, and services to children, which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

## **STUDENT PARKING/ CAMPUS SAFETY**

Students driving their cars to school must register that car in the office. Students are to park in designated parking areas and at no time should students park in areas behind the school or in spaces reserved for faculty parking. Students are expected to park on school property and not on any of the side streets or lots surrounding the school property. Students are not to be in their cars during the school day or during the lunch period. Students needing to go to their car to get items must first get permission from the administration. Violations of these procedures may result in disciplinary action, including a parking fine.

## **STUDENT PROPERTY**

Students should not bring valuable personal possessions or large sums of money into the school building. These items include electronic devices, collectibles, or any other valuable items. Students, not the school, are responsible for their private property. Do not leave valuables in your locker and make sure your locker is locked at all times, including locker room lockers. The sale or trading of personal property will not be allowed on school premises. If the occasion exists that you must bring large sums of money or other items of value, it is recommended that you deposit them with the office for safekeeping. Unapproved items found in a student's possession may be confiscated for a time to be determined by the administration.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

Students shall have the right to express themselves by speaking, writing, wearing, or displaying symbols of ethnic, cultural, or political values; except that the administration may regulate expression, provided there is factual basis for believing a specific form of expression by a specific student will cause or is causing substantial disruption of school activities or the learning process of other students. No student shall disrupt the educational process within a school.

## **SUBSTITUTE TEACHERS**

A substitute teacher may be asked to teach the class in the absence of the regular classroom teacher. All students are expected to follow the regular established classroom procedures under the direction of the substitute teacher and will address the substitute teacher in the same manner as any other staff member.

## **TELEPHONE USE**

The telephone in the office is provided for emergencies or official business only. If a student must make a voice phone call, he or she needs to bring a pass from the teacher to the office. Students should not be released from class to use the phone, unless it is an emergency. If a student receives a phone call during class time, a message will be taken and given to the student.

## **VISITORS AT SCHOOL**

Parents or guardians are encouraged to visit school during school hours. All visitors are asked to please report to the school office prior to going to their child's classroom. We feel it is important for the safety and well-being of all persons that the office personnel know who is in the building at all times. Students will not be allowed to bring friends to school to visit during regular school hours, unless the visiting student is considering transferring to our school. The following procedures are designed to help parents feel comfortable about visiting school. These procedures are also designed to help teachers create a learning environment free from undue disturbances and are designed to create a safe place for all students. The procedures are not intended to interfere with parental desires to be involved in the education of their child/children.

1. All visitors arriving at school are asked to report and sign in at the office.
2. All visitors must wear a visitor badge, which is available in the office.
3. Parents who need to pick up children during the school day are asked to come to the office. The office will contact the teacher and request the student's release.
4. Parents are asked to contact the office if they need to have someone else pick up their child/children. This is especially true if school personnel are unfamiliar with the visitor. Visitors should report to the office and students will be sent to the office to meet the visitor.
5. Parents are encouraged to visit the school and classrooms. Parents interested in visiting school are asked to contact the teacher or the principal to arrange the visit. By communicating with teachers, parents can explain what they hope to observe and the teacher can then schedule the optimum times for the visit.
6. Parents who would like to talk with a teacher before or after school are asked to contact the teacher to schedule a mutually agreeable time. "Unannounced" visits before or after school may interrupt a teacher's plan to work with students or other staff members.
7. If a teacher is contacted by someone who is unfamiliar to him or her, they are expected to refer that person to the office area.

8. Teachers may not authorize any contact between students and visitors that they do not know.
9. A teacher who has concerns about an unfamiliar visitor is to immediately contact an administrator.
10. Visitors will not be allowed to record or videotape any classroom activities without the consent of the building administrator and teacher.

### **VIDEO SURVEILLANCE**

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

### **WELLNESS POLICY**

The Douglas County West Community School District is to provide curriculum, instruction, and experiences in a health-promoting school environment to instill habits of lifelong learning and health. The district has a School Nutrition and Wellness Committee to monitor and review the School Wellness Policy and, if necessary, make recommendations for revision to the Board of Education.

### **DISCIPLINE INFORMATION**

A. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, lunch detention, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term and long-term) and expulsion.

B. The purpose of the DC West Behavior Management Plan is to support the mission of DC West Schools. The management plan is designed to help students develop self-responsibility, self-management, ownership for behavior, and life-long problem solving skills. The district believes that skills can and will be taught to all students.

#### **I. GOALS:**

- A. To create an environment that enhances learning for all students.
  1. To teach, model, and practice responsible choices, problem solving, and conflict resolution.
  2. To recognize appropriate behavior by the use of positive interventions, class incentives, and/or rewards.
  3. To teach classroom, lunchroom, hallway, and common area rules and procedures.
  4. To work cooperatively with parents to promote our student management policies.
  5. To focus on prevention.
- B. To promote effective communication skills that enable students to be successful in their social and educational environments.
- C. To promote behavior management skills that enable students to be successful in their social and educational environments.
- D. To increase all individuals' sense of respect for self and others by enhancing self-esteem and personal responsibility.
- E. To enhance positive parent-student-teacher interaction.
- F. To focus on using instruction to develop responsible staff and student decision-making.
- G. To promote the care and respect of school and personal property.
- H. To incorporate problem solving and conflict resolutions for the prevention of behavior problems.

#### **II. THE ROLE OF THE STUDENT**

It is the student's responsibility to help himself/herself succeed by:

- A. respecting others and their property.
- B. doing his/her best and helping others to do their best.
- C. respecting the building and school grounds.
- D. being responsible and held accountable for the choices that he/she makes.
- E. working to maintain a positive attitude and an eagerness for learning.
- F. learning and using problem solving and conflict management strategies.
- G. behaving in a manner which allows other students to learn. Behavior that distracts students or the teacher is not appropriate.

#### **III. THE ROLE OF PARENT/GUARDIAN**

It is the parents' responsibility to help their students succeed by:

- A. knowing what kind of behavior is expected of high school students.
- B. discussing with their children what the high school expects of its students and the consequences for failing to meet those expectations.
- C. being aware of their children's behavior and successes and/or challenges at school.
- D. supporting and following through with school rules and policies to include signing for receipt of the handbook and doing their best to maintain communication with staff members.
- E. making sure their children arrive in good health, including sufficient rest, hygiene, and nourishment.
- F. providing necessary school supplies.
- G. getting their children to school on time.
- H. notifying the school of their child's absence or tardiness.
- I. insuring their children complete all missing assignments.
- J. reviewing office referrals with their child.

#### IV. THE ROLE OF THE STAFF

It is the staff's responsibility to help students succeed by:

- A. setting the tone by teaching appropriate behaviors and manners.
- B. encouraging student self-discipline and cooperation while respecting the rights, property, and safety of others.
- C. reviewing the rules, incentives, and consequences of the student management plan.
- D. teaching and modeling the skills and processes necessary for students to understand and be successful within the plan.
- E. teaching appropriate behaviors for specific areas of school, e.g. hallway, lunchroom, bathroom, as well as classroom.
- F. expecting support and assistance when requested. (e.g. physically dangerous situations, flagrant disrespect, destruction of property, or chronic disruptions)
- G. being responsible for documentation of parent contact, problematic student behavior, office referrals, etc.
- H. being consistent in the application of the management plan.

#### V. THE ROLE OF THE COUNSELOR AND SCHOOL PSYCHOLOGIST

It is the counselor's and school psychologist's responsibility to help students succeed by:

- A. offering individual and/or small group counseling.
- B. receiving and responding to referrals of a personal nature from the teachers and administrators.

#### VI. THE ROLE OF THE ADMINISTRATOR

It is the administration's responsibility to help students succeed by:

- A. setting the tone by establishing, facilitating, and implementing the student management plan.
- B. assuring the student management plan is reviewed with staff at the beginning of each school year and throughout the year with all new staff members.
- C. scheduling in-services for the skills and processes necessary for students to understand and be successful with the plan.
- D. providing support and assistance from the counselor or school psychologist when necessary. (e.g. physically dangerous situations, flagrant disrespect, destruction of property, or chronic disruptions)
- E. communicating effectively with students, staff members, and parents by providing consistent, frequent feedback.
- F. following district policies and guidelines, consistent with state and federal laws.
- G. coordinating a process for record keeping and data collection.
- H. following through with consequences and providing support for the teachers.
- I. ensuring the front desk is staffed and responsive to school personnel and visitors at all times.
- J. scheduling meetings and parent contacts.

#### VII. THE ROLE OF THE SCHOOL RESOURCE OFFICER (SRO)

It is the SRO's responsibility to help students succeed by:

- A. Enhancing the safety of the school and protecting the learning environment.
- B. Building relationships with students, staff, parents, and community members.
- C. Providing educational resources for students and staff.

#### BUS RULES

DC West Schools contracts bus service for students. The following guidelines are established to maintain appropriate behavior and safety.

1. The schedule of bus stops will be established and made available to each family who has students utilizing bus service. This schedule may be adjusted as situations change.
2. Every effort will be made to maintain a schedule so as to get students to school on time and to return them home promptly. The bus will not leave the stops prior to the scheduled time, nor will it wait at any stop for late riders.
3. Busses shall not exceed the listed seating capacity. Non-bus students may ride the bus when space is available by providing a written request from parents to an administrator.
4. Students are expected to leave the bus only at their designated stops unless they present to the driver a written request from their parents, which has been approved by an administrator.
5. Students are to stand off the roadway until the bus has come to a stop, then board and go directly to their seats. The bus will not move until students are seated.
6. At the discretion of the bus driver, each student may be assigned a seat.
7. When it is necessary to cross the road after leaving the bus, students are to walk to a distance of approximately ten feet in front of the bus, stop, then proceed to cross the road only upon the signal from the driver.
8. Student conduct has a direct bearing on the safety of all passengers, so students are to observe these rules:
  - Comply promptly with bus driver's requests.
  - Remain seated at all times when the bus is in motion and keep the aisles clear.
  - Open and close windows only upon receiving permission from the driver.
  - Never extend head, arms or hands out of bus windows.
  - Avoid unnecessary conversation with the bus driver.
  - Do not eat food, candy or drinks while on the bus.
  - Treat other passengers with respect. Inappropriate language or actions will not be tolerated.
  - Permission from the parent or guardian is necessary each time a student elects to not ride the bus.
9. Violation of bus rules may result in loss of privilege to ride the bus and/or other disciplinary action.

#### BUS DISCIPLINARY PROCEDURES

The following procedures will be observed if a student breaks a bus rule. Each case will be handled individually. Due process procedure will be observed. Serious offenses may be subject to more severe consequences.

First Offense: Warning and parent notification

- Second Offense: 3-5 day suspension from the bus
- Third Offense: 5-10 day suspension from the bus
- Fourth Offense: Suspension from the bus for the remainder of the semester/year

### **CONDUCT AT SCHOOL ACTIVITIES**

Students participating in or attending school events are to abide by school rules and are accountable to school personnel. They are expected to conduct themselves at all school activities in a manner that brings credit to them, their parents, and the community. Students showing inappropriate behavior at any school activity may be banned from attending or participating in school activities, home and away, for a period up to 90 days. Further offenses may result in a ban from all home and away activities for the remainder of the school year. Such behavior includes, but is not limited to: involvement in physical or verbal altercations, use of inappropriate language towards others including players and officials, use of inappropriate signs or slurs, and the inability to abide by redirection from DC West staff, administrators, or supervisors.

### **CONFLICT RESOLUTION PROCEDURE**

Whenever a student has a problem with another person, the first step is to discuss that problem with the person involved to try to resolve the conflict. If that procedure is unsuccessful, then the problem is to be taken in order, to a classroom teacher, counselor or school psychologist, then to the principal, then to the superintendent, and finally to the Board of Education if not resolved at an earlier step.

### **DISCIPLINARY PROCEDURES**

Early intervention when discipline problems first occur is very important. Often severe discipline problems progress from minor problems. Early parental involvement is mandatory. If a student's behavior is a legal or safety issue, the student will receive an office referral.

### **OFFICE REFERRALS**

- When a student is referred to the office, a behavior log entry may be entered into Powerschool. With severe or multiple infractions, parents will be notified.
- Standards of acceptable behavior are necessary for the school to provide the best educational opportunities possible for students. The enforcement of student discipline without parental support is extremely difficult.

### **DRESS CODE**

For the health and safety of all students, the following dress code will be enforced:

1. Students will be neat and clean.
2. Students will be clothed in a non-distracting manner. Students are not allowed to wear clothing that exposes undergarments, or clothing with references or advertising that includes alcohol, tobacco, or drugs or any inferences that contain sexual overtones.
3. Students will wear footwear at all times. Students may wear shorts of mid-thigh length. Cut-off shirts, cut-off pants or sweats, long johns, midriff baring, halter/tank tops and spaghetti string clothing will not be allowed during regular school hours.
4. Students will not be allowed to wear headwear (hats, caps, bandanas) in the building during regular school hours.

Students whose dress for the day is deemed inappropriate by an administrator/ or appointee will be asked to return home to change or have someone bring appropriate attire to the school. Students may be required to make up missed class time. Students should remember that what they wear is a reflection on themselves, their parents, and the school.

### **DRUGS/ALCOHOL/CONTROLLED SUBSTANCES**

Students in attendance at school or school functions/activities and suspected to be under the influence of drugs/alcohol or other controlled substances will be confronted by the administrator and staff on duty. The student will be informed of the charge against him/her, parents/guardians will be called, and the proper authorities will be called according to state law (N.R.S. 79-293). A student suspected of using alcohol may choose to prove his/her innocence by volunteering to take a breathalyzer test. Violations of any of the above prohibitions will result in the student's emergency exclusion from school, during which time a decision will be made with respect to additional disciplinary action.

### **HAZING AND INITIATIONS**

DC West School does not condone or encourage initiations or hazing of any kind directed by any group of its students to any other group of students. The school encourages all parents and students to refuse to take part in such actions and activities, and will follow disciplinary action to the extent possible for those students insisting on carrying out such acts of hazing and initiation, regardless of the level of willingness on the part of the participants. School staff are encouraged to report any knowledge of such activities immediately to the administration, and parents will be notified.

### **IN SCHOOL SUSPENSION (ISS)**

As a means of preserving the educational process for other students, the administration of DC West Schools may assign a disruptive or misbehaving student In-School-Suspension (ISS). The student will be placed under direct adult supervision and will be suspended from taking part in the regular classroom activity, passing time, and lunchroom privileges. Students assigned to ISS are required to report to school at normal times, and will be counted tardy or absent under other policies in this handbook if he/she fails to report. Assignments will be collected from the teachers for the student to complete during ISS. Students are responsible to have all academic work completed upon returning to class following an ISS. All personal and school issued electronic devices must be turned into the Assistant Principal before the suspension begins.

### **INAPPROPRIATE DISPLAYS OF AFFECTION**

Publicly displaying the affection of one student for another is prohibited at school. Physical contact of any kind (kissing, hugging, etc.) is inappropriate in school and is considered an infraction against our attempts to maintain an orderly environment at school.

### **REQUESTS TO CONTACT STUDENTS AND STUDENT INTERVIEWS BY NON-SCHOOL PERSONNEL**

In dealing with law enforcement officials (including the school resource officer), Douglas County West Community Schools' employees are not to obstruct government operations or unreasonably refuse or fail to aid a peace officer, but are also to attempt to prevent undue interference with District

operations or educational programming.

### **REMOVAL OF STUDENTS BY LAW ENFORCEMENT OFFICIALS**

Law enforcement officers should not be permitted to remove a student from school while the student is properly in attendance, without permission of the student's parent or guardian, except when legally authorized to do so. For purposes of this policy, a law enforcement officer is defined as sheriffs, coroners, jailers, marshals, police officers, school resource officers, state highway patrol officers, members of the National Guard on active service by direction of the Governor during periods of emergency, and all other persons with similar authority to make arrests. (Neb. Rev. Stat. 49-801).

Law enforcement officers may in the line of duty require a student to accompany him or her for questioning or detention either with or without an arrest warrant. A peace officer has the lawful authority to take immediate temporary custody of children under the age of 18 with an arrest warrant, or without a warrant or order of the court by reasons listed in board policy #5413.

### **LIBRARY AND MEDIA CENTER RULES**

While in the library, all students are expected to conduct themselves in a manner that enables others to study without interruption. Students should take care of all books, magazines, and other materials used or borrowed. When checking out materials or books, students will be given a "due date". Students are responsible for returning these items on time. Fines will be charged for damaged and lost books. In addition to fines, the library may issue detention time for books not returned on time. The library is available to students at 7:45 a.m. until 3:45 p.m. each day.

### **OUT OF SCHOOL SUSPENSION AND EXPULSION**

An administrator may determine that it is necessary to exclude a student from classes. The decision to exclude would be made after the administrator has investigated the facts, given the student and parent oral or written notice of the charges against the student, and provided an opportunity for the student to present his/her version. The range of possible exclusion includes: short-term out of school suspension, emergency exclusion, long-term out of school suspension, or expulsion. In addition, the administrative and teaching personnel may take other actions regarding student behavior, such as: counseling of students, parent conferences, rearrangement of schedules, alternative educational placement, requirements that a student remain in school after regular hours to do additional work, requirements that a student receive counseling from outside agencies or qualified professionals with written consent of a parent or guardian to such counseling or evaluation, loss of privileges, or restriction of extracurricular activities.

**ADDITIONAL STUDENT CONDUCT EXPECTATIONS & GROUNDS FOR DISCIPLINE:** The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for short or long-term suspension, expulsion or mandatory reassignment.

**SHORT-TERM OUT OF SCHOOL SUSPENSION:** Students may be excluded by an administrator from school or participation in any school function for a period of up to five school days on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or
2. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a connection between such conduct and school.
3. The following process will apply to short-term suspension:
  - (a) The party considering the short-term suspension shall make a reasonable investigation of the facts and circumstances. In addition, such short-term suspension shall be made only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
  - (b) Prior to commencement of the short-term suspension, the student shall be given oral or written notice of the charges against the student. The student shall be advised of what the student is accused of having done, and the basis of the accusation, and an explanation of the evidence the authorities have.
  - (c) The student shall be afforded an opportunity to explain the student's version of the facts to the person affecting the short-term suspension.
  - (d) Within 24 hours or such additional time as is reasonably necessary following the suspension, the administrator shall send a written statement to the student, and the student's parents or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity shall be afforded to the student, and the student's parent or guardian, to have a conference with regard to the matter with the administrator ordering the short-term suspension before or at the time the student returns to school. The administrator shall determine who, in addition to the parent or guardian, shall attend the conference.
  - (e) A student who on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

**EMERGENCY EXCLUSION:** Emergency exclusion may be enacted for a period of time up to 5 school days if the student's presence is deemed dangerous to himself/herself or others. Emergency exclusion may also be enacted if school personnel need time to further investigate the situation. A student who is emergency excluded cannot attend school or take part in any school functions.

**LONG-TERM SUSPENSION:** A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.

**EXPULSION:** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system 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, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.

**OTHER FORMS OF STUDENT DISCIPLINE:** Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or recommendations that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

**STUDENT CONDUCT EXPECTATIONS:** Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.

#### **NOTICE TO BE GIVEN FOR LONG TERM OUT OF SCHOOL SUSPENSION AND EXPULSION**

Upon determination by an administrator that a student will be given a long term suspension or expulsion the administrator will notify the student and parent(s)/guardians in writing. The student and parent(s)/guardians will be given a statement explaining the student's rights to a hearing upon the specified charges. A description of the procedures for the hearing and a time schedule to request a hearing will be included with that statement.

A request for a hearing form must be received by the principal's office within five (5) school days of receipt of the written notification from the school. If no request notice is received, the recommended disciplinary action shall automatically go into effect. If a hearing request form is received more than five (5) days after receipt of the written notice but prior to thirty (30) days after actual receipt, the student shall be entitled to a hearing but disciplinary action that has been taken may continue in effect pending final determination.

#### **SCHOOL BOARD AUTHORITY REGARDING LONG-TERM SUSPENSION AND EXPULSION**

School boards may suspend enforcement of a long-term suspension or expulsion and, as a condition, assign the student to an alternative educational setting or rehabilitation program. Students who satisfactorily complete an alternative educational setting program or a rehabilitation program may be reinstated and the expulsion may be expunged from the student's record.

#### **STUDENT'S RIGHT TO APPEAL**

Students that have been excluded from school for an emergency exclusion, long-term suspension or expulsion have the right to appeal the disciplinary action taken against them. The procedure to follow in requesting a hearing to appeal the disciplinary action is as follows:

##### **A. THE HEARING PROCEDURE**

1. A hearing examiner is appointed by the Superintendent when a written request by the parent or guardian is received.
2. The hearing examiner may be any person who did not bring charges against the student, is not to be a witness at the hearing, and has no involvement in the charge.
3. Within two days after being appointed, the hearing examiner shall give written notice of the time and place of the hearing.
4. The hearing will be held within a period of five school days after it is requested (unless changed for good cause).
5. No hearing will be held upon less than two school days notice unless otherwise agreed upon by the concerned parties.
6. Records, written statements, and the statement of any witness may be examined and explained prior to the hearing. The hearing examiner will also be available to answer questions concerning the nature and conduct of the hearing.
7. The hearing shall be attended by the hearing examiner, the principal (or designee), the student, and the student's parents or guardian. The student may have a representative.
8. Witnesses shall be present only when testifying.
9. The student may be excluded at the discretion of the hearing examiner in compliance with state statutes.
10. A student may speak in his/her own defense and may be questioned on his/her testimony.
11. The principal (or designee) shall present statements about the student's conduct and/or the student's record.
12. Witnesses may be asked to testify and may be questioned. Their testimony will be under oath or affirmation.
13. The hearing will be recorded at School District expense.
14. The hearing examiner shall prepare a report of his findings and recommendations. This report will be presented to the Superintendent.
15. The Superintendent will review the hearing examiner's report and reach a determination. The Superintendent may not impose a more severe sanction than that recommended by the hearing examiner.
16. The Superintendent's determination will be personally delivered or sent by registered or certified mail to the student, student's parents, or guardian.
17. The punishment takes effect upon receipt of the Superintendent's determination.

##### **B. APPEAL PROCEDURE**

1. The Superintendent's determination may be appealed to the Board of Education within fifteen school days following a hearing.
2. The appeal request must be written and filed with the Secretary of the Board, PO Box 378, 401 S. Pine St.

3. A hearing shall be held before a committee of the Board, consisting of not less than three Board members.
4. The hearing shall be held at or before the next regularly scheduled Board meeting.
5. An appeal shall be made on the record, except that new evidence may be admitted to avoid a substantial threat of unfairness. New evidence shall be recorded at School District expense.
6. After examining the record and taking new evidence, if any, the Board committee may withdraw to deliberate privately upon the record and new evidence.
7. The Board may reopen the hearing to obtain additional evidence.
8. The Board may alter the Superintendent's decision, but may not impose a more severe sanction.
9. Notice of final Board action will be by personal delivery or registered or certified mail.
10. The final Board decision may be appealed by filing a petition in the District Court within thirty days after receipt of notice of the Board decision.

### **RESPECT OF SCHOOL FACULTY & SUPPORT STAFF**

Students are to follow instructions given by those in our school who are responsible for their supervision. The school district hires teachers, bus drivers, custodians, library & teacher paraprofessionals, maintenance crew, food service personnel and secretaries. These are people who carry out the functions of the school and whose directions are to be followed without question or argument. Students are expected to treat all personnel with dignity and respect at all times. Students are to refer to school staff as Dr./Mr./Mrs./Ms. followed by the last name of that individual.

### **SATURDAY SCHOOL DETENTION**

Saturday School Detention may be used as a consequence for misbehavior or to replace a number of in-school or out-of-school suspension days at the Principal or Assistant Principal's discretion. The goal of Saturday School Detention is to deter disruptive behavior and encourage academic improvement.

#### **Schedule**

- 6:50 AM -Students are allowed to enter the building, supervisor will designate area.
- 7:00 AM -Students are required to have all books and study materials ready
- 7:15 AM -Supervisor calls parents of absent students
- 8:30 AM -Students allowed 10 minute restroom/drink break
- 10:00 AM -Supervisor will dismiss students
- Reports filled out in notebook and returned to Principal's office
- Students not receiving credit for Saturday school attendance may be suspended out of school and required to make up the missed Saturday school.

### **SEARCH AND SEIZURES**

The District shall comply with all applicable state and federal laws related to record maintenance and retention. When it is determined based on searches that a person has violated a Board policy, administrative regulation, building rule, student conduct rule or personnel expectation, or the law, the person shall be subject to appropriate disciplinary action and a report to law enforcement may be made.

Student lockers, desks, iPads, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding items placed in or on school property because school property is subject to search at any time by school officials. Periodic, random searches of student lockers may be conducted with the discretion of the administration.

The following procedures will be used for conducting searches:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or rule violation. The search must be conducted in a reasonable manner under the circumstances. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted in the discretion of the administration.
2. Searches of the District's computer system may be conducted in the discretion of the administration at any time.

The following procedures will be used for the removal of personal property:

1. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be seized by school officials. Any illegal drugs, firearm or dangerous weapon shall be confiscated and delivered to law enforcement as soon as possible.
2. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process may be removed from student possession.

The District is not responsible for the security or safety of personal property which employees, students, or other building users may bring to school.

### **ILLEGAL SUBSTANCE SEARCHES BY LAW ENFORCEMENT/CANINE UNITS**

The District retains the right to utilize the services of Law Enforcement Authorities Canine Units in the detection of illegal drugs and/or contraband at any time, announced or unannounced at the District's schools and programs.

1. The Superintendent, building principal, or his/her designee may request the canine unit be utilized to search all inside areas of a school building, including lockers, at a time when students are or are not present. If a search takes place in a classroom when students are present, all will exit the room, leaving all items behind. Students may also be instructed to place all personal items in the closest hallway and reenter the classroom while the canine units search personal belongings in the hallway.
2. The Superintendent, building principal, or his/her designee may request that a canine unit be utilized to search vehicles in a school parking lot or in other areas where student vehicles are parked during or after school hours. If a dog alerts to a student's vehicle, the student will be required to unlock the vehicle doors and trunk for internal inspection. Any refusal to unlock the vehicle will be handled by law enforcement.
3. Any illegal drugs, illegal contraband, or other school-banned substances/items found on school grounds, whether in a student locker, vehicle, or any other place on school grounds, will be confiscated and the student may be subject to disciplinary action specified in the Code of Conduct.

4. The student's parent/guardian shall be notified should illegal drugs, illegal contraband, or other school-banned substances/items be discovered.

### **SNEAK DAYS**

DC West Schools will not sanction any unsponsored or unapproved sneak days for any student or groups of students. Students involved in unsponsored sneak days will be counted absent for the class time that is missed and will be given detention time for the time missed from class. Furthermore, the building administrators reserve the right to prohibit students involved in sneak days from receiving a signed diploma until time is made up for the unapproved absences.

### **SCHOOL RESOURCE OFFICER (SRO)**

SROs or police officers shall not be responsible for normal school discipline issues. SROs and police officers are primarily responsible for responding to criminal law matters where it is mandated by law that such offenses be referred to the criminal justice system. Absent an immediate threat of serious bodily injury and/or criminal law matters, school discipline issues should be addressed by school staff.

SROs or police officers who witness school rule/policy violations shall locate school personnel to respond to the situation. The SRO shall not act as a school disciplinarian. SROs should act as any school adult in redirecting minor misbehavior, and may choose to de-escalate a situation using conflict resolution techniques and leverage existing positive relationships with those involved. Incidents must be referred to school personnel to determine the appropriate response in relation to the School Code of Conduct.

### **STUDENT BEHAVIOR**

There are 4 Levels of Behavior Infractions:

1. **Productive Personal Environment** – Behaviors that affect students in the classroom. Behavior examples are:

- a. Coming to class without books, papers, and writing tools
- b. Sleeping in class
- c. Not working on intended curriculum
- d. Refusing to work
- e. Failing to earn minimum academic credit
- f. Other behavior determined to be personally nonproductive

DISCIPLINARY CONSEQUENCES FOR LEVEL 1 INFRACTIONS BEGIN WITH THE CLASSROOM TEACHER AND MAY PROGRESS TO THE ADMINISTRATION.

2. **Productive Classroom Environment** – Behaviors that occur in the classroom and interfere with the learning of others. Behavior examples are:

- a. Failing to follow reasonable request of the teacher
- b. Talking out of turn
- c. Disturbing another student in any way
- d. Failing to remain in assigned seat/area
- e. Using equipment improperly
- f. Putting down another person
- g. Cheating, plagiarism, or dishonesty
- h. Other behavior determined to be nonproductive to the class environment

DISCIPLINARY CONSEQUENCES FOR LEVEL 2 INFRACTIONS BEGIN WITH THE CLASSROOM TEACHER AND MAY PROGRESS TO THE ADMINISTRATION.

3. **Orderly Environment** – Behaviors that occur outside the classroom that are not intended to cause physical or mental harm to another individual, are not illegal, but negatively affect an orderly environment. Behavior examples are:

- a. Being disruptive on school property or at school activities
- b. Being out of class or out of the building without permission
- c. Being in or on school property without permission
- d. Being excessively tardy, truant, or absent from class
- e. Using profanity
- f. Using or possessing vulgar or obscene literature or technology
- g. Displaying illegal drug association verbally, with paraphernalia, clothing, jewelry, written work, or pictures
- h. Inappropriately displaying affection to another
- i. Soliciting unauthorized items at school
- j. Violating the dress code
- k. Creating or causing unsanitary conditions (spitting, throwing food, etc.)
- l. Other behavior determined to be disorderly to the school environment

DISCIPLINARY CONSEQUENCES FOR LEVEL 3 INFRACTIONS BEGIN WITH THE ADMINISTRATION.

4. **Safe Environment** – Behaviors that intend to cause another physical or mental harm or are illegal. Behaviors that contribute to an unsafe environment will not be tolerated and will be dealt with immediately. Nebraska State Statute Section 79-267.

The following school conduct shall constitute grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his/her designee, or at a school-sponsored activity or athletic event.

Behaviors that contribute to an unsafe environment include:

- Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.

- Use of violence (including dating violence), force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
- Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
- Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
- Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
- Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
- Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes and all other vaporizing devices and paraphernalia), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
- Public indecency or sexual conduct.
- Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school, being used for a school purpose by a school employee or his/her designee, or at school-sponsored activities or school-sponsored athletic events.
- Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
- Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
- A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
- The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
- Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
- A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish.
  - i. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary.
  - ii. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

## **FIREARMS**

The expulsion of a student for knowing and intentional possession, use, or transmission of a firearm, as defined in 18 U.S.C. 921, shall be for a period as provided by the school district policy adopted pursuant to section 79-263. (Ref. 79-283 (4) ).

### **POLICY**

- (i). Calendar Year – Each school district shall adopt a policy requiring the expulsion from school for a period of not less than one calendar year of any student who is determined to have knowingly and intentionally possessed, used, or transmitted a firearm:
  - a. On school Grounds,
  - b. In a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or
  - c. At a school-sponsored activity or athletic event. (Ref. 79-263 (1) ).
- (ii) Firearm Definition – For the purpose of this offense, the federal definition of "firearm," as provided in 18 U.S.C. 921, will apply. (Ref. 79-263 (1) ).
- (iii) Modification – The policy shall authorize the superintendent or the school board of education to modify the expulsion requirement on an individual basis. (Ref 79-263 (1) )

**DISCIPLINARY CONSEQUENCES FOR LEVEL 4 INFRACTIONS BEGIN WITH THE ADMINISTRATION.**

## **ACTIVITIES THAT RESULT IN SUSPENSION OR EMERGENCY EXCLUSION**

The following activities that are in violation will result in suspension or emergency exclusion for students.

1. Drinking, possessing, or being under the influence of alcoholic beverages on school premises or at school activities. Students in possession of alcohol or under the influence at school or school activities will be turned over to the proper authorities.
2. Smoking, vaping, or using or possessing tobacco or vaping products on the school premises or at school activities.
3. Vandalizing or willfully destructing school property or property of others. Appropriate legal action will be taken and restitution for damages will be demanded.
4. Fighting, stealing, gambling or unlawful threats.
5. Harassing others because of race, nationality, disability, religion, appearance, sex, age, or marital status, etc.
6. Displaying gross disrespect toward a student or adult, to include the use of profanity.
7. Possessing certain items such as weapons, explosives, lasers, firearms, or knives.
8. Using, furnishing, buying, selling, possession of or being under the influence of illegal substances or look- a-like illegal drugs, non-prescribed prescription drugs, or possession of drug paraphernalia.. Any information concerning the use of illegal substances in the school or by students will be turned over to the proper authorities.
9. Filing false emergency reports, such as fire alarms and bomb threats or tampering with fire safety or automatic external defibrillator equipment

## **TRUANCY/SKIPS**

Unauthorized absence from school is considered truancy. Parents of students who are truant from school will be contacted by school personnel. The procedures for dealing with truant students may include a parental conference, counseling, disciplinary action, or changes in the educational program. Students will lose credit for any work that was due on the day of the truancy. In the event truancy continues, the County Attorney's office may be notified of a student who fails to comply with attendance standards of the school and the State of Nebraska. Habitually truant students may be excluded from the school district if attendance does not improve after other disciplinary procedures. A skip shall be defined as a class absence in which proper check-out procedures are not followed, or an absence without an administrator's approval. A student who has skipped a class may receive no credits for the day's work that was missed. An administrator shall be the final authority for excusing any student absence.

## **ACADEMIC INFORMATION**

### **ACADEMIC INFORMATION**

The High School issues report cards four times during the year. In addition to report cards, progress reports are available during the middle of each 9-week grading period. At other times, parents may receive weekly reports about your child's progress from the teacher or via email or may log in and view their student's grades from the school's student information system. Teachers are always available to assist the students and students should feel free to ask their teachers for help at any time.

### **ACADEMIC RECOGNITION PROGRAM**

Near the conclusion of the school year, an academic recognition program will be held during keystone time. Students who have achieved academic excellence or above-average growth will be recognized.

### **ALTERNATIVE HIGH SCHOOL**

The Douglas County West Alternative High School is available for at-risk students who, for a variety of reasons, are not able to be successful in the traditional high school setting.

#### **GOALS OF THE ALTERNATIVE HIGH SCHOOL:**

1. Improve the academic engagement and achievement of at-risk students.
2. Emphasize student strengths to meet their academic and social needs.
3. Provide progressive academic and behavioral expectations
  - Each student will have a AEP (Alternative Education Plan)
  - Each student will have a schedule that is conducive to his or her individual needs.
4. Provide for social and emotional growth.
5. Promote perseverance, productivity, and work ethic.
6. Explore future educational, career, and technical interests.
7. Ensure community and family involvement.

#### **SELECTION TO THE ALTERNATIVE HIGH SCHOOL:**

There is a set process that must be followed before a student is selected to the DC West Alternative High School. Below are the three main ways a student can be brought to the admission committee:

1. Student (or parent) application
2. Suggestion by the High School Principal, Assistant Principal, or Counselor
3. Assigned by the High School Principal or Assistant Principal

After a referral is made, a committee made up of the parent, student, high school principal, high school assistant principal, high school counselor, student services director, and the alternative school lead teacher will meet to discuss possible selection to the DC West Alternative High School. Topics that may be discussed and considered are academic, social, and behavioral struggles along with other extreme hardships that may make the alternative high school the right "fit" for the student. The high school principal or his/her designee will make the final decision on student acceptance within five school days of the committee meeting.

Each student (and their parent/guardian) who is selected to the alternative high school will be required to sign a behavioral and academic contract. The contract spells out behavioral, academic, and attendance expectations and consequences.

### **ASSEMBLIES, CONVOCATIONS, GUEST SPEAKERS**

Assemblies, convocations and guest speakers provide students with additional learning experiences. When speakers attend a classroom or when students attend assemblies, the students must give the speakers and performers their attention. School rules of behavior are in effect during these

events.

### **CLASS SCHEDULE CHANGES**

Each student has a class schedule that has been developed through the cooperation of the advisor, parents, and student. Schedule changes may be made within the designated add/drop period of one week the first semester and two days the second semester, with involvement from the advisor, counselor, parent, and teacher. Students changing their schedule after the designated time will receive a failing grade for classes dropped.

### **COLLEGE/CAREER REPRESENTATIVES**

The counseling department arranges times for college and career representatives to speak to students. Students are notified and encouraged to contact these people when they have been scheduled. Scheduled times usually occur before or after school and during the lunch period.

### **COMMUNITY SERVICE – SENIOR REQUIREMENT**

At DC West we believe it is important for all students to understand the value of giving back to their communities. In an effort to promote community service, a required four-hour service project may be scheduled during the spring semester during the school day. Students who miss this required community service project for any reason will be required to make up four hours of community service outside of the school day. The principal or his/her designee will coordinate make up community service hours.

### **CONFERENCES**

Parent-Teacher-Student conferences are used at DC West Schools improve communication between parents, teachers, and students. These conferences will be held twice during the year to give parents an opportunity to meet one-on-one with each of their son/daughter's teachers to discuss academic progress. Parents are invited to call or stop in at school when there is a concern or a question on a child's education.

### **CREDIT RECOVERY**

The Douglas County West administration and staff believes strongly that the best education for high school students is in the classroom. However, students occasionally may need to recover credits to stay on track for graduation because of a failing grade in the classroom. In these instances, the Principal or his/her designee may offer the student an online or alternative course to make up credits. The discretion to offer online or alternative credit recovery is completely up to the principal or his/her designee.

Occasionally, for varied reasons, the administration may decide that it is best for a student to receive all of his/her classes online outside of the school building. In these instances, the school will check the student's progress and communicate with the student and/or parent at least once per month. Students completing all classes online outside of the school building during their final semester may not participate in the graduation ceremony and will receive their diploma by mail or by arrangement during the week following graduation.

### **COUNSELING**

The counseling program is available as a service to all students and parents who wish to receive help concerning personal, education and career matters. Students are encouraged to visit with the counselor and should make arrangements to do so before, during, and after school.

### **DUAL-ENROLLMENT AT COLLEGE**

Some students may have the experience of attending college, taking college classes through distance learning, taking independent study courses, or receiving college course instruction on site while still enrolled in high school. Interested students should contact a counselor for the list of courses and arrangements. In most circumstances, the student is responsible for the tuition, fees and books for the course(s).

### **EARLY GRADUATION**

#### Early Completion Plan

Douglas County West Community Schools supports the concept of early completion as a means of accelerating students toward the achievement of lifetime plans. The following guidelines have been established for students to be eligible for early completion. The failure to meet any of the criteria or time lines listed in the policy may cause the student to become ineligible for early completion.

- (1) A student will be allowed to transfer in a maximum of eight hours from educational courses taken outside the Douglas County West Community School. These courses must have prior approval by the high school principal in order to be used to meet the graduation requirements of the Douglas County West Community Schools. Students transferring into Douglas County West Community Schools may transfer in hours that are listed on their official transcript.
- (2) Students must meet all completion requirements established by the Board of Education in order to be eligible for completion as well as the credit hour requirements in each specific subject matter area.
- (3) Application for early completion must be requested, in writing, to the high school principal one semester prior to the requested early graduation of the applicant's Junior year of high school. The application must be accompanied by a written plan of action stating the reasons why the student is requesting early completion. The application must contain the signatures of the applicant's parents/parent/guardian to verify parental approval of early completion.
- (4) Once given approval, the applicant will have until February 1 of the applicant's Senior year to notify the high school principal of the applicant's decision in regards to participating in the regularly scheduled graduation ceremony. The applicant must also attend the commencement practice in order to participate in the commencement ceremony. No early graduation ceremonies will be provided for a student who opts for the early completion route. If a student completes the graduation requirements at the conclusion of their third year (or earlier) of high school, they retain the option of going through the graduation ceremony with their four-year cohort class. However, they WILL NOT have the option of taking part in the graduation ceremony of an earlier graduation class.

- (5) A student who decides to opt for early completion is not eligible to participate in school-sponsored activities following the last day the student attends classes. The effective date for participation will end with the last day that the student is enrolled in classes. The only school activity that the applicant is eligible for will be prom and the regularly scheduled graduation ceremony.
- (6) This policy shall be evaluated annually by the high school principal or his/her designee.

### **FALCON REWARD SYSTEM**

The High School Student Council sponsors the Falcon Reward System. Once per year, students who have not been on the failing list and have not received an ISS/OSS detention, will be given the opportunity to attend a school sponsored field trip. Transportation is provided by the school district. The student may incur all other costs. The field trip is a reward for student's positive behaviors and provides an educational experience as well as some fun for the students. The student's attendance records may be used in determining eligibility.

### **GRADING**

Students will be graded on their classroom work by each teacher, with grades being given to parents at the end of each quarter. The purpose of the grade is to communicate to the student and parents the student's level of ability and progress.

A = 94 -100% - Excellent

B = 87 - 93% - Good

C = 77 - 86% - Average

D = 70 - 76% - Below Average

F = Below 70% - Failing

NC = No Credit (used for withdrawal after the first week of first semester and after the first two days of second semester).

NG = No Grade and is given to students that have not completed work by the end of the semester. Students have one week to complete course work in those subject areas. Course work not made up will result in a failing grade.

NM = No Mark may be given for any class that a student wishes to retake. The NM will be given at the time the student designates which grade they wish to have listed on their permanent record.

The NM is not a credit and if the course is a requirement for graduation, students will need to successfully pass the class before credit is given for completed work.

P-NP = Pass or No Pass grades will be issued under special circumstances as approved by the administration.

### **GRADUATION REQUIREMENTS**

The high school will give students a structured educational pattern for a four year education, help students meet the needs of new college entrance requirements, prepare citizens for the future and experience a wide range of activities to develop students as a complete person. The following requirements for graduation have been established by the Board of Education for students at DC West High School. In addition to the High School Diploma, students may choose a second diploma path (High School Diploma with Distinction). Students may choose the path which best meets their educational needs and future goals. The two-diploma paths area is outlined below.

The credits in each department required for graduation are listed below.

#### **High School Diploma – 47 Credits**

8 credits – Language Arts

6 credits – Mathematics

6 credits – Science

6 credits – Social Science

4 credits – Career and Technical Education

4 credits – Health and Physical Education

2 credits – Fine Arts

11 credits – Electives

#### **High School Diploma with Distinction– 56 Credits**

9 credits – Language Arts

6 credits – Mathematics

6 credits – Science

8 credits – Social Science

4 credits – Career and Technical Education

4 credits – Health and Physical Education

2 credits – Fine Arts

17 credits – Electives

\*\*\* 8 Total Credits of Which Must Be Weighted

### **HELP FROM TEACHERS**

The main role of teachers is to be of assistance to the students. Students should feel free to ask teachers for help at any time. The teachers will arrange time to be available to help students during their classroom time, planning time, or before and after school.

### **HOMEWORK**

Teachers may assign work to the students that cannot be completed during the regular class period. It is the student's responsibility to make sure that

this class work is completed by the assigned time. Failure to complete classroom assignments on time may result a failing grade and the student may be assigned to Academic Support.

**HONOR ROLL, ACADEMIC LETTERS and ACADEMIC EXCELLENCE RECOGNITION**

An Honor Roll of Distinction and an Honor Roll of Merit will be published at the end of each quarter. These lists will recognize the student’s academic success. The **Honor Roll of Distinction** will consist of all students who have accumulated a grade point average of 3.5 or higher for that grading period. Students who maintain an “A” average in all classes, will be recognized by an asterisk next to their name. The **Honor Roll of Merit** will consist of students with a grade point average of 3.0 to 3.5.

All students that have made the Honor Roll for all four quarters will receive an **Academic Letter**. This letter represents high achievement in school course work. Qualifying students will receive a Douglas County West Academic Letter (chenille letter) for year 1; a bronze academic star for year 2, a silver academic star for year 3 and a gold academic star for year 4. Graduating seniors will wear their academic medals during the Commencement Program.

Any senior with a 4.0 G.P.A. or higher will be recognized during the graduation ceremonies and will receive an academic excellence award representing their academic achievement during their four years of high school. The top 10% of the graduating class will have the option to speak at commencement.

**CLASS RANK**

All courses taken in high school are counted for class rank.

Weighted courses at DC West will include advanced placement courses, on-campus college dual-credit courses, and the more academically rigorous courses.

Points Are Earned As Follows:

Letter Grade	Mark Points	Weighted
A	= 4.0 points	= 5.0 points
B+	= 3.5 points	= 4.5 points
B	= 3.0 points	= 4.0 points
C+	= 2.5 points	= 3.5 points
C	= 2.0 points	= 3.0 points
D+	= 1.5 points	= 2.5 points
D	= 1.0 points	= 2.0 points
F	= 0.0 points	= 0.0 points

NC = 0 Points (Given For Late Withdrawals.)  
 NG = Doesn't Effect Honor Roll Or Class Rank

**Course Options For Weighted Credits**

***Full Weighted Classes***

**Language Arts**

- Honors English 11
- Metro English 12 including:
  - Metro Composition 1010
  - Metro Composition 1020
  - Metro Ethnic Literature 2530
- Career & Technical English (CTE) including:
  - Metro Technical Writing 1220
  - Metro Oral & Written Reports 1240
- Metro Creative Writing 1310
- Metro Intro To Literature 2450

**Science**

- Physics
- Online Metro Biology
- Honors Chemistry
- Online Metro Chemistry

**Social Sciences**

- Online Metro Psychology
- Metro US History
- Metro World Civilizations I
- Metro World Civilizations II
- Metro Government and Politics

**Career & Technical Education**

- Metro Entrepreneurship 1050
- Metro Financial Literacy (Personal Finance) 1000
- Metro Business 1000
- Metro Marketing 1010

***Half Weighted Credits***

**Language Arts**

- Honors English 9
- Honors English 10

**Science**

- Chemistry
- Zoology

**Social Science**

- Economics

**Fine Arts**

- Band IV
- Choir IV
- Advanced Art IV

**Other**

- Digital Journalism IV

### **Mathematics**

Metro Calculus/Calculus  
Metro Pre-Calculus Algebra/Pre-Calculus  
Metro Trigonometry/Trigonometry  
Metro Statistics/Statistics  
Career & Technical Math (CTE) 1240

### **Health Sciences**

Metro Health Careers 1050, 1120, 1510

### **Other**

UNO French IV  
Spanish IV  
Metro Career Academy Courses  
UNMC Health High School Alliance Courses

## **NATIONAL HONOR SOCIETY – Douglas County West Chapter**

The National Honor Society is founded on four core principles:

- **Scholarship:** Scholarship is a commitment to learning, both inside and outside the classroom.
- **Service:** Service is the willingness to help others, and the action to make it happen.
- **Leadership:** Leadership is the ability to set examples where others want to follow you.
- **Character:** Character is the will to make the right choice, even if it isn't the most popular.

Each of these core principles is important, not only for membership in the organization, but also to become productive citizens outside of high school. Ultimately, NHS should not only recognize students with these talents but also train them to better utilize their skills to be successful no matter what they do after high school.

To be considered eligible for DC West Chapter of NHS, a student must...

- have and maintain a 3.0 GPA (on a 4 point scale).
- demonstrate examples of service that are both current and varied. It is especially important for applicants to volunteer during the school year in which they wish to apply. This shows commitment to the school and community.
- demonstrate examples of current leadership that go beyond merely participating in voluntary events. A leader is someone who steps up to take positive roles in their activities, as well as someone who is recognized by their peers or supervisors for outstanding leadership qualities. For example, if a student is a participant in Student Council, they can demonstrate leadership by taking on leadership roles within the activities in which they are participating (volunteering to organize a food drive or organizing Valentine's Day sales).
- be willing to go out of their way to be inclusive of others.

There are numerous opportunities to accumulate service as a member of other student organizations, athletics, and activities. Interested applicants should be willing to take advantage of these opportunities leading up to their candidacy.

Students who are not selected are encouraged to work on their application deficiencies and apply again the following year.

Those chosen for DC West NHS are expected to maintain their adherence to the core principles by taking on leadership positions, completing outside service hours, participating in NHS service projects, and acting as an upstanding student and citizen both inside and outside of school.

For a more detailed explanation of the purpose, goals, rules, and procedures of the Douglas County West Chapter of the National Honor Society, please refer to the *DC West High School National Honor Society Bylaws* under High School Activities on the DC West School website.

### **KEYSTONE & ACADEMIC SUPPORT**

A KEYSTONE is the wedge shaped stone at the top of an arch that locks its parts together. Without its support, the arch would collapse. At DC West, Keystone plays much the same role, serving as the central unified source of support and stability for the student's educational program. In Keystone, each student will have a teacher who will serve as a mentor. The mentor and student will work together to provide an educational foundation for success. The mentor will assist the student in developing and monitoring long and short term goals, assist the student in selecting appropriate courses in his/her career field, communicate with the parents of the student about his/her progress, maintain student records in his/her personal folder, and be available to serve as a resource person for the student. Students who are struggling academically and are on the weekly

ineligibility list two or more times will be required to attend ACADEMIC SUPPORT sessions during Keystone time. Students or parents should contact the mentor with any questions regarding the educational program. Keystone is an integral part of every student's daily schedule.

### **LOCKERS**

Each student will have the option of checking out a school locker in which to keep books and other school materials. Students should not leave personal items of value in the lockers, and are cautioned not to give their locker combinations to others. Students are not to trade, switch, or share lockers with other students. Students are responsible for their locks and lockers. If a locker is not working properly, it should be immediately reported to the office.

### **MISSED SCHOOL WORK**

Any schoolwork missed because of absence is the responsibility of the student to make up in a designated amount of time as determined by the classroom teacher. Students that will be absent for an extended period of time are required to get assignments and should work on them at home. A student will have one school day to make up schoolwork for each consecutive day he or she has missed due to the illness, injury or other unexpected absence. For example, if a student is absent on Monday, they would be expected to obtain their assignments the next school day (Tuesday) to be due on Wednesday. Any work assigned prior to the absence is due upon the student's return to school.

### **PLAGIARISM/CHEATING**

DC West High School believes all students should demonstrate honesty and integrity in their work. Each student is expected to do his/her own work. This includes test taking, homework, class assignments, the creation of original essays, compositions, research papers, and scientific research. Sharing work with another student during tests, on in-class essays or assignments, or on homework is considered cheating. If submitted work is not a true reflection of a student's own effort and ability, the student has demonstrated unacceptable academic behavior. The consequences for academic misbehavior will be determined by the classroom teacher, and in all cases the MINIMUM consequence will be NO CREDIT for the assignment. For second or subsequent infractions, students may be dismissed from the class entirely and receive NO CREDIT for the course.

#### **Cheating:**

- access to information will be viewed as intent
- claiming credit for work not the product of one's own honest effort
- providing unwarranted access to materials or information so that credit may be wrongly claimed by others
- lending work to another
- changing or attempting to change a mark on a report card or other school document
- knowing about and tolerating any of the foregoing
- improper collaboration
- using another's work to prepare an assignment
- discussing or sharing test or quiz information with another student after taking an examination in
- order to provide the student with information before he/she takes the test or quiz
- going beyond the collaboration directed by the teacher

#### **Plagiarism:**

- using ideas from a source without giving credit and integrating those ideas into your essay or other written assignment or project
- paraphrasing part of a source - merely changing several words in a sentence or paragraph does not permit use of the passage unless credit is given to the author
- verbatim copying: The systematic copying of material from another source is a most serious offense. The nature of the original source is immaterial.
- You may not copy from any source -a book, an article, or work of another person.

### **RETAKE A COURSE TO IMPROVE GRADE**

Students will be allowed to retake a course with the intention of improving their grade. Students wishing to retake a course previously passed will need to complete a request form and receive permission from the counselor. After meeting with the student and parent(s), the counselor will make a determination of whether this is in the best interest of the student. A course that is retaken cannot be counted twice for credit but students will be allowed to receive the higher grade between the two classes, while the other grade will then be deleted. This option will allow students an opportunity to increase their knowledge of the material, improve their grade and be more successful when taking more advanced courses. When the retaken course has been completed the student will then declare the grade they wish to have recorded for that course on their permanent record file and the other class section will still remain but will be given the NM designation.

### **SCHOLARSHIP AND FINANCIAL AIDE**

The counseling department will assist students in becoming aware of scholarships and financial aid, which are available for college students. College representatives visit the school to discuss possibilities at their institution. A Senior Parents Night is held to help parents and students understand the process of obtaining financial aid and completing the necessary forms. After selecting a college or technical school, the student, with the help of the counselor, should contact the department of financial aid of that institution for obtaining financial assistance. Seniors are eligible for many kinds of scholarships and the counseling department will help them become aware of what is available. It is the responsibility of the student to complete the application forms and to take other necessary steps in securing the scholarships.

## **STUDENT AIDES**

Juniors and seniors may request to be a student aid for a teacher or in the office. Students should make the request through the counselor's office, get approval from the teacher or the office then receive final approval from the counselor.

## **STUDENT RECORDS**

A cumulative file is maintained in the guidance office on each student. This file includes the grades and credits earned, special test scores, health records, and other student information. This file is open to the parents and the student upon request. If there appears to be a discrepancy with grades recorded or credits, the guidance office should be notified immediately. Before any information in the file may be forwarded to any other school or agency, a written or personal request from the student and/or parents must be presented to the school. Official records are mailed directly from the school to the school or agency requesting them.

## **SUPPLIES**

Students are expected to provide their own supplies needed for normal classroom work. At times, class assignments may require an additional cost to the student.

## **TESTING AND ASSESSMENT**

DC West Schools use test data to assist students in understanding their strengths and weaknesses and to assist in the development of curriculum. Formative and summative classroom assessments are administered throughout the year, as well as criterion referenced and norm referenced assessments. Yearly performance is reported to the public and to the State Department of Education. Tests required by the school are administered without cost to students. The Nebraska Department of Education has designated that all Juniors are required to take the ACT exam during the spring semester.

Students are also provided with information about other tests administered by agencies outside the school district. These tests can be taken by students who meet qualifying criteria and are taken at the student's own expense. Such tests include the ACT test for college entrance (this test is the qualifier for the Nebraska Regents Scholarship), the PSAT (the National Merit Scholarship qualifying exam), and SAT.

## **WORK RELEASE**

Except under unusual circumstances, only students in the twelfth grade will be considered for part-time employment during school hours. Students should make application for work release through the counselor and must have on file in the counselor's office an application with signatures indicating approval from the student, parent and counselor. Work release will only be allowed during the last period of the day.

## **STUDENT ATTENDANCE AND MOVEMENT INFORMATION**

### **ATTENDANCE**

A goal of DC West High School is to promote punctuality, self-discipline, and responsibility in all students. There has been a high correlation between good attendance and good academic performance of students. Nebraska State Statute 79-201 states that "every person residing in a school district within the state of Nebraska who has legal or actual charge or control of any child who is of mandatory attendance age or is enrolled in a public school shall cause such child to enroll in, if such child is not enrolled, and attend regularly a public, primate, denominational, or parochial day school which meets the requirements for legal operation prescribed in Chapter 79, or a school which elects pursuant to section 79.1601 not to meet accreditation or approval requirements, each day that such school is open and in session, except when excused by school authorities or when illness or severe weather conditions make attendance impossible or impracticable".

79-209. Compulsory attendance; nonattendance; school district; duties; collaborative plan; considerations; referral to county attorney; notice.

(1) In all school districts in this state, any superintendent, principal, teacher, or member of the school board who knows of any violation of subsection (2) of section 79-201 shall within three days report such violation to the attendance officer of the school, who shall immediately investigate the case. When of his or her personal knowledge or by report or complaint from any resident of the district, the attendance officer believes that there is a violation of subsection (2) of section 79-201, the attendance officer shall immediately investigate such alleged violation.

(2) All school boards shall have a written policy on attendance developed and annually reviewed in collaboration with the county attorney of the county in which the principal office of the school district is located. The policy shall include a provision indicating how the school district will handle cases in which excessive absences are due to illness. The policy shall also state the circumstances and number of absences or the hourly equivalent upon which the school shall render all services to address barriers to attendance. Such services shall include, but not be limited to:

(a) Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of any child; and  
(b) One or more meetings between, at a minimum, a school attendance officer, a school social worker, or a school administrator or his or her designee, the person who has legal or actual charge or control of the child, and the child, when appropriate, to attempt to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance.

The plan shall consider, but not be limited to:

- (i) Illness related to physical or behavioral health of the child;
- (ii) Educational counseling;
- (iii) Educational evaluation;
- (iv) Referral to community agencies for economic services;
- (v) Family or individual counseling; and

(vi) Assisting the family in working with other community services.

(3) The school may report to the county attorney of the county in which the person resides when the school has documented the efforts it has made as required by subsection (2) of this section that the collaborative plan to reduce barriers identified to improve regular attendance has not been successful and that the child has been absent more than twenty days per year. The school shall notify the child's family in writing prior to referring the child to the county attorney. Failure by the school to document the efforts required by subsection (2) of this section is a defense to prosecution under section 79-201 and adjudication for educational neglect under subdivision (3)(a) of section 43-247 and habitual truancy under subdivision (3)(b) of section 43-247. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney.

(4) Nothing in this section shall preclude a county attorney from being involved at any stage in the process to address excessive absenteeism.

Operative Date: July 18, 2014

To help all students with their attendance, the following procedures will be followed:

1. All parents should contact the school by phone the morning of a known absence of a student or provide their child with a written excuse upon return stating reason for the absence and dates missed. The office will attempt to contact parents when the student is absent and the school has not been notified. The student should check in at the office upon return to school.
2. Students and parents are expected to make medical, dental, personal appointments, and vacations outside the school day.
3. Each teacher will record attendance of all students each class period and Keystone.
4. Students not in attendance at school during the day cannot attend school activities that night.

#### **PLANNED ABSENCES**

Students who know in advance when they are going to miss classes due to school activities or for personal reasons are expected to communicate with their teachers before the planned absence in order to formulate a plan to complete the work and gain the knowledge missed. It is the responsibility of the student to communicate with the teacher and follow up after the absence to make sure all work is completed and turned in.

#### **COLLEGE VISITATIONS**

Each senior will be allowed two college visitation days during his or her senior year. A junior student will be allowed one day for college visitation during their junior year. All college visitation days must be taken prior to May 1st. Arrangements must be made in the Guidance Office, and an activity sheet obtained. An assignment sheet will be needed for succeeding visitation days. Students may not use both visitation days to visit the same college unless extended travel time is required.

#### **DRIVING**

Students are not allowed to drive their vehicles during the school day. In extreme situations, students may receive permission from home and then from office personnel to drive a vehicle to get items from home.

#### **PASSES**

Teachers are encouraged to keep students in the classroom. If a student needs to leave class, the pass must be signed by the teacher and carried with the student.

#### **STUDENT WITHDRAWAL FROM SCHOOL**

Any student wishing to withdraw from school is required to meet with the counselor. A checkout form must be completed and signed by all necessary school personnel. Students will not be allowed to withdraw from school until the parent/guardian has agreed with, and signed, the necessary forms.

#### **TARDY TO CLASS**

Promptness to class is necessary to enhance the effectiveness of the day-to-day operations of the school. Students who are late to class delay the beginning of the class which wastes valuable instructional time for the majority of the students who are present. Students are counted tardy if they are not in their scheduled classroom before the passing bell rings. If students are not in attendance after 15 minutes of the start of the class period, it will be considered an absence and will also count towards a student's tardy total. Students are to plan their time so they can move from one class to the next during the passing time.

If a student shows a continuous pattern of tardiness, he or she may be subject to the following consequences: lunch detention, before or after school detention, Saturday school detention, required parent meeting with the creation of a tardy/attendance plan, in-school suspension, or out-of-school suspension.

### **ACTIVITY INFORMATION**

#### **Section 1**

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provide experiences that will help students physically, mentally and emotionally.

The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. Participation in activities, both as a competitor and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege

that carries with it responsibilities to the school, team, student body, community and the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill, and emotional patterns that they possess, thereby making better individuals and citizens.

### Safety

The District's philosophy is to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common-sense.

### Warning for Participants and Parents

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

## **Section 2**

### **Extracurricular Activity Code of Conduct**

Purpose of the Code of Conduct. Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and rules.

### **Scope of the Code of Conduct.**

Activities Subject to the Code of Conduct: The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

### **ACADEMIC ELIGIBILITY**

Any student who has a cumulative failing grade at the time of the eligibility report, in any two classes will not be eligible for school activities (excluding dances) the following week, Wednesday through Tuesday. The duration for the cumulative grade eligibility roster will be for the current semester grading period.

Students who are failing a class will be provided a Progress Report on Monday (or as soon as possible following a holiday) of each eligibility period. Staff will be notified of all students on the list. Students will have three days (Monday-Wednesday) to bring their failing grades up. For example, if the progress report comes out on Monday, students will have until the end of the school day on Wednesday to bring their failing grades to passing. However, if school is not in session on Monday, the Progress Report may come out on Tuesday and students would have until the end of the school day on Thursday to bring their failing grades to passing. Once a passing grade is achieved, the student will have their teacher sign off on the Progress Report and return the Progress Report to the Assistant Principal/AD's office. If a student raises their grades to meet the eligibility requirement, he/she may participate in activities. All students who are failing two classes at the end of the school day on Wednesday (or other designated day due to the school calendar) will be ineligible until the following week. Special consideration on the enforcement of this policy will be given to special education students through the IEP team decision-making process. The eligibility period may be suspended due to holiday breaks, snow days, etc, at the discretion of the administration.

### **DANCES AND PARTIES**

Various organizations may sponsor school dances and parties. They must be arranged with their sponsor and approved by the administration. Students will be expected to be at the dance within thirty minutes after the start of the dance and will not be allowed to enter after that time, unless there have been prior arrangements made with an administrator. Once a student enters a school dance or party, he/she will not be allowed to leave and then return. At all times, students are expected to observe school rules. High school students will not be allowed to attend middle school dances and middle school students will not be allowed to attend high school dances. Unless currently enrolled in our school district, individuals attending must be twenty years or younger. The school district reserves the right to test for drugs/alcohol at any school dance/party. Any violations of the code of conduct are subject to school discipline procedures. Law enforcement may be contacted by school personnel.

### **FIELD TRIPS, ATHLETICS AND ACTIVITIES**

In some classes, part of the planned activity by the teacher may include field trips away from the building. All field trips must be approved by the administration. At other times, students may represent the school at activities or athletic events. At all times, students are expected to observe regular school rules. Students must fill out an activity sheet from the sponsor and have parent permission before attending the scheduled event.

### **INITIATIONS**

Certain organizations may initiate members into their group during the school year. Only formal ceremonies may be held, and must be under the supervision of their sponsor and with the approval of the administration. Any type of informal hazing of students will result in disciplinary action.

#### **NEW ORGANIZATIONS**

Any school group that wishes to organize a new club or organization shall submit a proposed constitution to the administration for consideration.

#### **OPTION ENROLLED/TRANSFER STUDENTS**

Nebraska School Activities Association guidelines state that Enrollment Option transfers, transfers from public-to-private, private-to-public, private-to-private, intra-district transfers, and transfers from out-of-state must be completed by **May 1st** for fall enrollment and the school receiving the transfer student must notify the NSAA in writing, postmarked no later than May 1<sup>st</sup> in order that the student can be eligible in the fall. Failure to meet this May 1<sup>st</sup> deadline will result in a 90 school days ineligibility period for the transfer student. Only after that period of time can students legally participate in any interscholastic activity governed by the NSAA.

#### **PEP RALLIES**

Pep Rallies may be held during the day to help support the athletic program. Cheerleaders will arrange the activities under the supervision of the sponsor. Good sportsmanship, good manners, and a high degree of school spirit should be a part of each rally.

#### **STUDENTS ATTENDING ATHLETIC CONTESTS DURING SCHOOL TIME**

A few athletic contests are scheduled during the school day. Students participating in the scheduled activity will be excused from their classes provided they have made arrangements for completing their school work. Students who desire to attend these events as spectators may be excused upon written approval from their parents. The permission sheet needs to be submitted to the office the day before attending the contest. Absence from school on these events will be noted on the student's attendance record.

#### **STUDENTS ATTENDING POST-SEASON TOURNAMENTS**

Students wanting to go to DC West post-season tournaments need to have parent permission sheet completed and submitted to the office the day before attending the tournament. Students involved in another activity would be allowed to return to school to practice on the day of their absence if these procedures are followed.

#### **STUDENT ACTIVITY FEE/PASS**

Students in grades 9-12 are required to pay a student activity fee which includes free admittance to all home activity events, except tournaments and special conference, district, or state-level events. The School Board will set all fees on an annual basis.

### **ACTIVITIES CODE**

#### **CLASSROOM WORK**

The Activities Director and Principal, along with the coaching staff, shall reserve the right to withhold any student from participation should the classroom work indicate at any time that the student is not working up to his/her ability.

#### **DRESSING ROOMS**

All athletes will be under the direct supervision of the coach in charge while dressing. An athlete must not linger in the dressing room, or endanger the safety of others. All cases of misconduct while dressing will be dealt with by the coach in charge.

#### **DUE PROCESS**

All cases of misconduct by the participant concerning the above rules will be reviewed by the head coach/sponsor, Activities Director, and Principal. Students should consult with these individuals if there are questions concerning these rules.

In appealing a decision relating to the Nebraska School Activities Association (NSAA) or DC West High School, the NSAA Annual Yearbook due process procedures will be followed. This publication is available in the high school office.

#### **ELIGIBILITY RULES OF THE NEBRASKA SCHOOL ACTIVITIES ASSOCIATION**

In order to represent a high school in interscholastic activity competition, a student must abide by eligibility rules of the Nebraska School Activities Association. A summary of the major rules is given below. Contact the Principal or Activities Director for an explanation of the complete rule.

1. Student must be an undergraduate.
2. Student must be enrolled in at least twenty hours per week and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.
3. Student must be enrolled in some high school on or before the 11th day of the current year.
4. Student is ineligible if 19 years of age before August 1 of the current school year. (Student may participate on a high school team if he/she was 15 years of age prior to August 1 of current school year.)
5. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership.
6. Student must have been enrolled in school the immediate preceding semester.
7. Student must have received twenty semester hours of credit the immediate preceding semester. (4 full credits)

8. Once the season of a sport begins, a student shall compete only in athletic contests/meets in that sport which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.
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 undergraduate.
11. A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high is eligible. After making a choice of high schools, any subsequent transfer will cause the student to be ineligible for ninety school days. If a student has participated on a high school team at any level as a seventh, eight, or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days.
12. When the parents of a student change their domicile from one school district which has a high school to another school district which has a high school, the student is ineligible for ninety school days except:
  - (a) If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.
  - (b) If a student has been attending the same high school since initial enrollment in grade nine and the school is located in the school district from which the parents moved, he/she may remain at that high school located in the school district where the parents established their domicile and be eligible.
  - (c) If the parents moved during the summer months and the student is in grade twelve, the student may remain at the high school he/she has been attending and retain eligibility.
13. Guardianship does not fulfill the definition of parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for his review and a ruling.
14. A student shall not participate in a contest under an assumed name.
15. A student must maintain his/her amateur status

**END OF THE SEASON/YEAR AWARDS**

The following four end of the year awards will be given in the Activities Program:

1. Female Athlete of the Year
2. Male Athlete of the Year

The athlete awards will be chosen from a list of students in grades 9-12 currently participating in two sports. The head coaches in each sport will vote for one female and one male athlete.

3. Female Fine Arts Student of the Year
4. Male Fine Arts Student of the Year

The fine arts awards will be selected by the fine arts coaches, based upon the criteria established by the Arts & Humanities Committee.

Each of the four recipients will receive a small plaque and have their name placed on the appropriate large plaque for that individual award.

Each activity program will give the following two end-of-the-season awards:

1. Most Improved Participant
2. Most Dedicated Participant

These awards will be determined by the coach/sponsor of that activity. Each recipient will receive a medal.

Each activity program may give up to six additional end-of-the-season awards. These awards will be determined by the coach/sponsor, based upon statistics and criteria established for that program. Each recipient will receive a certificate.

**EQUIPMENT**

All equipment will be checked out to individuals at the beginning of the season by the coach in charge. The athlete will be responsible for this equipment and should be prepared to pay for the cost of replacement if it is not checked in at the end of the season in reasonable condition.

It is the responsibility of the participant to check in the equipment at the end of the season or immediately should they quit an activity. If a participant fails to check in their equipment at the designated time (immediately, should they quit an activity), he/she will be expected to pay for the cost of replacement. The Activity Director will handle all collections for lost equipment. The student cannot participate in the next sport and grades will be withheld until all equipment is turned in.

**INJURY**

In the event of an injury, the athlete will immediately report the injury to the coaching staff. Any type of injury, if not properly treated, may lead to complications, which are harmful to the athlete's physical well-being and detrimental to his/her recovery time for practice and competition.

If injured, the athlete must continue to attend practices and games. This means being on the bench during the games. It will be the understanding of the coach that the failure to attend the practice and game will mean the student has quit the activity and cannot letter in that sport. Practice attendance may be waived through written permission by the coach. Copies of this waiver will be given to the student and kept by the coach and Activities Director.

**INSURANCE RELEASE FORM**

Once each year, prior to the first practice session, each athlete must have on file a signed insurance form, which releases the school from

responsibility for any injury.

### **LETTERING REQUIREMENTS**

Students will letter based on the lettering policy of each individual sport or activity. Lettering represents a higher level of mastery of the sport or activity than simply being a part of the team or activity. Each coach or sponsor will disseminate lettering information to participants at the beginning of the season. Letters will apply to NSAA sponsored activities only.

### **NSAA ELIGIBILITY RULES (Participation on Other Teams)**

Any individual who is a member of any DC West interscholastic athletic squad cannot participate in the same sport, in school or out of school, during the period that he/she is a member of the DC West interscholastic squad.

Examples: NO town team or church league basketball during basketball season

NO AAU track or sponsored marathon runs during track season.

NSAA Eligibility: (1) You were not 19 years of age before August 1; (2) You have not attended grades 9-12 more than 8 semesters; (3) You were enrolled in school by the 11<sup>th</sup> day; (4) You were in school the preceding semester; (5) You passed 20 semester hours of credit the preceding semester; (6) You are currently passing 20 semester hours; (7) You have not graduated from high school; (8) You do not play on an independent team during the season of that sport; (9) You do not play on an all-star team during the school year; (10) You have not changed schools without your parents changing residence or your parents have not changed their residence to another school district. (Exception – If school has started you will be eligible to compete that year.) (11) You shall not participate in a contest under an assumed name; (12) You must maintain your amateur status; (13) Students are eligible for eight semesters.

### **PARENTAL PERMISSION and STUDENT PARTICIPATION**

Before students are allowed to participate in school-sponsored activities, students and parents must acknowledge with a written signature, that they have read and understand the student activities standards and code of conduct that have been developed and are in effect.

### **PHYSICAL EXAMINATIONS**

Each student who expects to participate in athletics (grades 7-12) shall present to the head coach of the sport or the Activity Director, once each year, before participation in any practices, a physician's certificate on a form prescribed by the school that he/she is physically fit for athletic participation. The certificate of fitness must be signed by both the doctor and the student's parent. All physician certificates of fitness will be kept on file in the Activity Director's office.

### **PRACTICE ATTENDANCE**

Activity participants are expected to be at all practices scheduled by the coach/sponsor. Coaches will set expectations for participants who miss a practice.

### **SCHOOL ATTENDANCE/ACTIVITY PARTICIPATION**

All students who participate in school activities must attend school all day the day the activity is scheduled to be eligible for participation. If a student is absent from school the day of an activity due to a dental/doctor appointment, funeral, family emergency, etc., they may participate upon return to school with an excused note from the professional office or parent (family emergency). This would need to be approved by an administrator. This applies to all practices, meets, contests, etc. All class work should be completed and turned in prior to leaving on the activity. Only students participating in the school activity will be excused from school on the day of the activity.

### **STUDENTS IN SIMULTANEOUS ACTIVITIES**

When a student chooses to participate in more than one activity in a season, conflicts in scheduling will occur. While these situations are rare, they create difficulties for the students and their sponsors/coaches. It is important that these conflicts be resolved with open communication between the student, the two coaches or sponsors, and the activities director. The affected parties should work together to resolve the conflict with the student's best interest as the primary focus. The purpose of these guidelines is to aid the students, sponsors, coaches and administrators in resolving these conflicts.

- Sponsors, coaches and administrators should communicate to the students their responsibilities regarding practices, performances, and competitions prior to an athletic season or co-curricular activity.
- Sponsors, coaches and administrators are strongly encouraged to investigate prior to the start of each season any potential conflicts that might occur. Careful attention should be given to the members involved in each activity to determine whether a student is involved in concurrent activities.
- Consideration should be given as to the impact a student has on a particular group or activity.
- A student should not be adversely affected or receive negative repercussions from the coach/sponsor as a result of a decision.
- If the events in conflict are of the same priority level in these guidelines, the two sponsors/coaches involved with the student in conflict should meet with the activities director to discuss the conflicting events and reach a decision that is best for the student.

The following grouping of activities is a suggested guide for sponsors, coaches and administrators to use in resolving student participation conflicts. Activities have been tiered into three levels. Events within each grouping are listed in no particular order. Level 1 events take priority over levels 2 and 3, and level 2 events take priority over level 3.

Level 1

- National competitions and/or participation

- State competitions and/or performance events sponsored either by the NSAA or recognized state professional organizations (music, business, etc.)
- District or Sub-district competitions and/or performances, or national and state qualifying competitions and/or performances.

#### Level 2

- Nebraska Capitol Conference events, multi-school events of four or more schools participating (invitational tournaments)
- Major annual events within the school (All-school Play)
- Multi-school events of three or less schools participating, multi-school events and/or festivals involving any number of schools which are non-rated (parades, regular two-school athletic contests, marching festivals for participation only, etc.)

#### Level 3

- Single varsity athletic competitions, individual school concerts or performances
- Single sub-varsity athletic competitions
- Regular practices and/or rehearsals outside regular school hours

### SUNDAY PRACTICES

Sunday activity practices will only be held when a varsity team is scheduled to compete on Monday. Practices that are scheduled for Sundays must have the approval of an administrator. There will be no other team or partial team gatherings by any coach/sponsor unless authorized by an administrator.

### TRAVEL RELEASE FORM

When an emergency arises and a student needs to travel with someone other than the school provided transportation, a travel release form must be signed by the parent/guardian. Coaches/sponsor will have travel release forms with them the day of the event.

## STUDENT 24-HOUR ACTIVITY CODE OF CONDUCT

The DC West High School athletic teams and activities groups are before the public eye throughout the school year. Therefore, it is imperative that a high standard of conduct, training, and eligibility is established as part of the program. Regulations governing participation have been developed into a 24-Hour Activity Code (the 24 Hour Code means this code is in effect for 24 hours a day, seven days a week). The Activity Code will apply during the entire school year from the first day of fall practices to the final day of the NSAA sponsored spring activities. All students participating in or attending school sponsored activities will be held accountable for these expectations. Junior High violations of this policy will not carry over to the high school, however, eligibility requirements will need to be met.

It is the philosophy of DC West Community Schools that it is important for students to conduct themselves as responsible representatives of the school and conduct themselves in such a manner during the season (activity) or out of season, in uniform or out of uniform, on campus or off campus. Membership of a team or organization, as well as, participation as a spectator of school activities is considered a privilege and failure to abide by the Code of Conduct is subject to disciplinary/restorative action.

This Activities Code applies to all students participating in the following extra-curricular activities: Cross Country, Football, Volleyball, Softball, Basketball, Wrestling, Baseball, Golf, Soccer, Track, Instrumental Music, Vocal Music, Newspaper, Yearbook, Speech/Drama, One-Act Play, All School Production, FBLA, Robotics, Academic Decathlon/Quiz Bowl, Cheerleading, Dance Team, Art Club, Science Club, World Language Club, Student Council, and National Honor Society.

Activity participants and attendees should note that a Violation of the Activities Code could occur through **improper activities related to poor conduct choices**. The HS Administration will deal with these violations on an independent basis, will weigh the severity and repetitiveness of poor conduct choices, and will place sanctions after completing their investigation on all conduct violations. If the infraction is severe, progressive discipline may jump to the second or third offense immediately.

## BEHAVIOR / TOBACCO / ALCOHOL & DRUG VIOLATIONS

The banned substances for DC West participants are: tobacco (and its container), alcohol (and its container), illegal drugs and inhalants, vaporizing devices and its contents and containers, or controlled substances (except under authorized prescription), including look-alike substances of this nature. The use or possession of such substances, or procuring such substances for others, is a violation of DC West Schools Code of Conduct for extra-curricular and co-curricular activity participation.

Possession, for purposes of the Code of Conduct, has a less strict meaning and is much broader than possession under criminal laws. It includes actual, constructive and other types of possession as defined herein. It includes situations where, for example: (1) alcohol or the substance is in a vehicle in which a participant is present—the participant is considered to be in possession if the participant is aware that the alcohol or substance is in the vehicle, even though the participant has not touched or consumed the alcohol or substance, provided that the alcohol or substance is not in the control of a parent or guardian or other responsible adult (age 21 or older) and (2) alcohol or the substance is present at a party attended by the participant—the participant is considered to be in possession if the participant is aware that alcohol or substance is at the party, even though the participant has not touched or consumed the alcohol or substance, provided that the alcohol is not in the control of a parent or guardian or other responsible adult (age 21 or older). Smoking shall be defined as being seen holding a lit or unlit cigarette (or any vaporizing device or paraphernalia), or being seen throwing a cigarette/vaping device or contents away, or being seen with smoke coming out of the nose or mouth, or

admitted to having smoked or vaped.

### **1. BEHAVIOR**

In addition, DC West participants are expected to not engage in violation of the criminal laws. A student charged with a criminal offense or upon completion of the investigation by school administration is reasonably suspected to be in violation of the Code of Conduct shall be considered to be in violation of the DC West Schools Code of Conduct for extra-curricular and co-curricular activity participation. In the event school officials determine a violation of the law has occurred or that, if the conduct had been committed on school grounds, such would be a violation of school rules.

### **2. TOBACCO/CIGARETTES/VAPORIZING DEVICES**

Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes and all other vaporizing devices and paraphernalia), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Any participant seen smoking, using vaporizing devices, or chewing tobacco (or possessing these items) by a coach/sponsor, faculty member, administrator, or legal authority, or who admits to smoking, using vaporizing devices, or chewing tobacco (or possessing these items), or upon completion of the investigation by school administration are reasonably suspected to be in violation of the Code of Conduct.

### **3. ALCOHOLIC BEVERAGES AND DRUGS/CONTROLLED SUBSTANCES**

Any participant seen drinking alcoholic beverages or using drugs/controlled substances by a coach/sponsor, faculty member, administrator, or legal authority, or who admits to drinking alcoholic beverages or using drugs/controlled substances, or who shows evidence of having had alcoholic beverages/drugs/controlled substances, or who is in possession of alcoholic beverages/drugs/controlled substances, or is present at a location in which alcoholic beverages/drugs/controlled substances are available (according to the previous definitions) or upon completion of the investigation by school administration are reasonably suspected to be in violation of the Code of Conduct.

#### **First Offense:**

After a discussion with the high school Assistant Principal/AD or Principal, the student and/or parent/s must choose two or three of the following consequences/restorative actions. 1) Suspension from participation in school activities/competitions for 10 calendar days. 2) School-provided course work relating to the poor student choice/offense. 3) A minimum of 8 hours of community service worked at the school. The 10-day suspension shall start the day of the school student/parent/school administrator report. A reasonable timeline will be provided by the school administrator, with input from the parent, on the course-work and community service options. The failure of the student to fulfill his or her course work and/or community service obligation will result in suspension from school activities until completion of the obligation/s. While the participant is suspended, he/she will participate in practices and attend (not in uniform) contests/competitions if contests/competitions are not during school hours.

#### **Second Offense:**

The student will be suspended from participation in school activities/competitions for 21 calendar days. The suspension shall start of the day of the student/parent/school administrator report. The second offense signifies a second violation of any of the items listed above, not necessarily two violations of the same regulation, within the same school year of the first offense. While the participant is suspended, he/she will participate in practices and attend (not in uniform) contests/competitions if contests/competitions are not during school hours.

#### **Third Offense:**

The student will be suspended from participation in school activities/competitions for the remainder of the school year. The suspension shall start the day of the student/parent/school administrator report. Third offense signifies a third violation of any of the items listed above, not necessarily three violations of the same regulation, within the same school year of the first and second offense. While the participant is suspended, he/she will participate in practices and attend (not in uniform) contests/competitions if contests/competitions are not during school hours.

### **INAPPROPRIATE BEHAVIOR**

Non-participating students displaying inappropriate behavior at any school activity may be banned from attending or participating in school activities, home and away, for a period of up to 90 days. Further offenses may result in a ban from all home and away activities for the remainder of the school year. Such behavior includes, but is not limited to: involvement in physical or verbal altercations, use of inappropriate language towards others including players and officials, use of inappropriate signs or slurs, and the inability to abide by redirection from DC West staff, administrators, or supervisors. Activity participants that act inappropriately during their activity are subject to suspension from the activity by the coach/administration.

### **SUSPENSIONS**

A participant may be suspended from competition and/or practice in an activity for any conduct that interferes with school purposes. The suspension may be for a period not to exceed the remainder of the school year. Such conduct shall include, but not be limited to, the following:

- Use of violence (including dating violence), force, coercion, threat, intimidation, provocation, or similar conduct in a manner that constitutes a substantial interference with school purposes;

- Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
- Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
- Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
- Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
- Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103, or being under the influence of a controlled substance or alcoholic liquor;
- Public indecency as defined in section 28-806, except that this subdivision shall apply only to students at least twelve years of age but less than nineteen years of age;
- Engaging in bullying, which is defined as any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his/her designee, or at school-sponsored activities or school-sponsored athletic events;
- Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 29-319.01, as such sections now provide or may hereafter from time to time be amended;
- Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
- A repeated violation of any rules and standards validly established pursuant to section 79-262 if such violations constitute a substantial interference with school purposes.

**Douglas County West Community Schools  
STUDENT FEES POLICY**

The Board of Education of Douglas County West Community Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "1," which provides further specifics of student fees and materials required of students for the 2018-2019 school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

(1) Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity. The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metal or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

(a) Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) Courses

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not

limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(iii) Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(v) Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

(3) Extracurricular Activities-Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(4) Extracurricular Activities-Fees for participation. Any fees for participation in extracurricular activities are further specified in Appendix 1. Admission fees are charged for extracurricular activities and events.

(5) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

(6) Transportation costs. Students are responsible for fees established for transportation services provided by the District and to the extent permitted by federal and state laws and regulations.

(7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(8) Participation in before-and-after-school or prekindergarten services. Students are responsible for fees required for participation in before-and-after-school or prekindergarten services offered by the District, except to the extent such services are required to be provided without cost.

(9) Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(10) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(11) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

(12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

(13) Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.



**DC West Elementary  
Student Handbook  
2022-2023**

### **PREAMBLE**

The purpose of this handbook is to provide procedural guidelines for any situation that may arise for the students and parents throughout the school year and to provide answers to any questions that students and parents have with regard to the daily practices at DC West Community Schools. While this handbook covers many of the possible scenarios and situations encountered, it is not intended as an all-inclusive and rigid document. The administration reserves the right to discipline and manage the unexpected situations not covered in this handbook.

This handbook is a reflection of the current Board of Education Policies as of June 2020. The contents of this handbook do not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the rules and policies. The contents of this handbook, all school, and all board policies apply to all school-sponsored events, even those occurring off-campus.

### **MISSION STATEMENT**

Douglas County West Community Schools creates passionate learners by maximizing student achievement through dynamic learning experiences that inspire and provide a quality education for all students within a safe and community-supported environment.

### **DC WEST ELEMENTARY BELIEFS**

We believe . . .

- Student achievement builds self-esteem.
- Every student can learn and develop through successful experiences.
- Each child will be provided with educational opportunities to challenge and meet their full potential.
- Each child is important and is a unique individual with special talents.
- The district is accountable to the community for student performance and fiscal responsibility.
- Physical and emotional safety is essential for learning.
- A positive learning and teaching environment can be created through courtesy and through mutual respect for the dignity of every person.
- The educational process should prepare students to live with and affect change.
- Students, parents, and teachers share the responsibility for learning.
- Public Education is the responsibility of the entire community.

### **DC WEST BOARD OF EDUCATION**

<b>President</b>	Luke Janke
<b>Vice President</b>	Dr. Kelly Hinrichs
<b>Treasurer</b>	Liz Mayer
<b>Members</b>	Dr. Pat McCarville, Bill Koile, Jamie Jorgensen

### **DC WEST ELEMENTARY ADMINISTRATION**

Dr. Melissa Polonic, Superintendent                      402-359-2583  
 Dr. Jeffrey Kerns, Principal                                      402-359-2151

**SCHOOL RESOURCE OFFICER**

Officer Corbin Brown

DC West Elementary Teaching Staff

**SCHOOL NURSE**

Christine Kohnekamp

Pre - K	Rachelle Schurman Lindi Gray Emily McEvoy	Educational Facilitator Family Facilitator/ Home Visitor	Mary Beth Pistillo Dr. Dee Acklie
Kindergarten	Natalie Janssen Diane Sweetman Stefanie Stanek Mandi Stansberry	Title I Reading	Jessica Seng Rosie Krauel
1st Grade	Jamie Herchenbach Danie Peterson Mattie Subbert	Math Instructional Facilitator	Kelsey Nabity
2nd Grade	Amy Ethen Lyndsy Listenberger Tatum West Brandi Price	Guidance Counselor	Robin Jensen
3rd Grade	Rhonda Jonas Danielle Svoboda Crystal Peterson Riley Toelle	Speech	Kelly Berggren Linsey Bellinger
4th Grade	Maggie Bottorff Shari Fischer Niccole Kennec Sonya Lutze	PSR	Michelle Luthy
5th Grade	Jana Giles Justin Presler Amber Axline Taya Craven	Health Para	Natalie Lavendar
Music	Kaitlin Beck	SPED	Michelle Nolasco Mekenna Haahr Cindy Hayden Jake Subbert Lisa Masters Leigh Groth
PE	Elise Lima Picht	Secretary	Larissa Travis
Art	Amber Bradley	HAL	Danelle Brown

Instructional Paras

Michelle Luthy, Yuliana Axomuico, Jessica bonacci, Angie Gaver, Louise Whitley, Hannah Morrison, Crystal Bangers, Teri Lehmkuhl, Megan Nelson, Aidan Remmick, Patti Jensen, Larisa Travis, Teresa Mejstrik, Lindsay Schurman, Jana Wise, Shawn Rochford, Jenn Hall, Charlie Walvoord, Chris Douglas, Kim Humphrey, Becky Erikson

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## DC WEST ELEMENTARY SCHOOL

All elementary students and their parents are encouraged to review all sections of the student handbook. The DC West Community Schools exist to provide each student with the experiences needed to become a good, responsible citizen. Parents and school personnel work together to guarantee that each student has the best possible opportunity to gain the academic, social and practical skills needed for the future.

The DC West school administrators believe that a strong school-parent partnership developed through cooperation and home-school communication and understanding will help provide your child with the skills necessary to become informed, independent citizens that have developed self-control and self-direction.

Dr. Jeffrey Kerns, Elementary Principal

## SCHOOL COLORS AND MASCOT

DC West's school colors are black and red. The DC West school mascot is the Falcons. The Falcon emblem promotes school pride.

## SCHOOL SONG

We stand united as DC West  
 It's where we'll always give our very best  
 Standing firm by our mascot's side  
 Red, black, n' silver, Falcon pride  
 We're going to rise above the rest  
 DC West, DC West  
 We're going to rise above the rest with  
 Falcon pride at DC West

## SCHOOL HOURS

DC West Elementary Student Day: **8:00 AM - 3:24 PM (Monday-Thursday)**

DC West Elementary Student Day: **8:00 AM - 2:04 PM (Friday)**

- Students may enter the building starting at 7:30 AM if they are eating breakfast at school.
- All students not eating school breakfast will be able to enter the building starting at 7:45 AM for walking club.

## PICK-UP/DROP-OFF

Children's safety is everyone's responsibility. The following procedures have been developed to provide a safe and efficient way to get all of our students to and from school safely each day.

- Please pick-up/drop-off your child in the drop off zone in front of the school.
- If you would like to walk your child to the front door, we ask that you park in the parking lot and escort your child to the front doors. Please do not encourage your student to walk

- without an adult in the parking lot.
- Students walking to/from school from Valley will need to walk down the sidewalk between the two high school parking lots proceeding around the bus barn to the elementary parking lot. Adults will be on duty in the parking lot after school to escort students to the sidewalk and staff will also be in front of the Elementary Building in the parent drop off area.

## **BICYCLES**

Students who ride bicycles to school must obey the same traffic rules that apply to automobiles. Students will follow the same designated route as the students walking from Valley. It is the responsibility of the parent to determine whether or not students ride their bicycles to school. The school principal may limit this privilege if a student is not riding in a safe manner. Students should walk their bicycles on any school sidewalk with students who are walking.

## **ATTENDANCE**

A goal of DC West Elementary School is to promote punctuality, self-discipline, and responsibility in all students. There has been a high correlation between good attendance and good academic performance of students. Nebraska State Statute 79-201 states that “every person residing in a school district within the state of Nebraska who has legal or actual charge or control of any child who is of mandatory attendance age or is enrolled in a public school shall cause such child to enroll in, if such child is not enrolled, and attend regularly a public, primate, denominational, or parochial day school which meets the requirements for legal operation prescribed in Chapter 79, or a school which elects pursuant to section 79.1601 not to meet accreditation or approval requirements, each day that such school is open and in session, except when excused by school authorities or when illness or severe weather conditions make attendance impossible or impracticable”.

All school boards shall have a written policy on attendance developed and annually reviewed in collaboration with the county attorney of the county in which the principal office of the school district is located. The policy shall include a provision indicating how the school district will handle cases in which excessive absences are due to illness. The policy shall also state the circumstances and number of absences or the hourly equivalent upon which the school shall render all services to address barriers to attendance. Such services shall include, but not be limited to:

- (a) Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of any child; and
- (b) One or more meetings between, at a minimum, a school attendance officer, a school social worker, or a school administrator or his or her designee, the person who has legal or actual charge or control of the child, and the child, when appropriate, to attempt to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:
  - (i) Illness related to physical or behavioral health of the child;
  - (ii) Educational counseling;
  - (iii) Educational evaluation;
  - (iv) Referral to community agencies for economic services;
  - (v) Family or individual counseling; and
  - (vi) Assisting the family in working with other community services.
- (3) The school may report to the county attorney of the county in which the person resides when the school has documented the efforts it has made as required by subsection (2) of this section that the collaborative plan to reduce barriers identified to improve regular attendance has not been successful and that the child has been absent more than twenty days per year. The school shall notify the child's family in writing prior to referring the child to the county attorney. Failure by the school to document the efforts

required by subsection (2) of this section is a defense to prosecution under section 79-201 and adjudication for educational neglect under subdivision (3)(a) of section 43-247 and habitual truancy under subdivision (3)(b) of section 43-247. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney.

(4) Nothing in this section shall preclude a county attorney from being involved at any stage in the process to address excessive absenteeism.

Operative Date: July 18, 2014

#### **When the student is absent:**

1. Parent/guardian should call the Office before 8:00 AM to inform the school of the absence.
2. When a student returns to school after an absence and the parent/guardian has not contacted the school to explain the absence, a note should be sent from the parent/guardian explaining the reason for the absence. The written excuse should be given to the elementary office when the student returns to school.
3. After an absence, the student is to ask the classroom teacher for any assignments that have been missed. Students are responsible for the completion of assigned work.
4. If a child is sick, or has missed school for a long period of time, the parent/guardian should contact the school to make arrangements to pick up assignments.
5. For the safety of all children, please call the elementary office at 402-359-2151 if your child is going to be absent or tardy. The office opens at 7:30 a.m. If no call is received, the school will make an attempt to contact the parents/guardians at home or work.
6. Students who have excessive absences/tardies will meet with the building principal and parents.

#### **TARDY**

1. The student should check-in at the office upon arrival at school.
2. Parents/guardians must accompany students who arrive late.
3. If possible, students should have a written excuse for being tardy.
4. Students that are habitually tardy or begin to develop a pattern of being tardy may be assigned a lunch detention equal to the tardy for that day.

Students who have more than 5 tardies per quarter may have a student, parent, and guidance counselor conference to write up a plan for solving the problem.

#### **COMPULSORY ATTENDANCE AGES**

Nebraska State Statute 79-201 states that every person residing in a school district within the state of Nebraska who has legal or actual charge or control of any child not less than seven nor more than sixteen years of age, shall cause such child to regularly attend school each day that schools are open and in session except when excused by school authorities.

#### **ACADEMIC INFORMATION**

DC West Elementary School issues report cards four times during the year. Every nine weeks is a grading period. In addition to these report cards, progress reports may be mailed or sent home with your child during the middle of each quarter grading period. At other times you may receive weekly statements about your child's individual classes. Teachers are always available to assist the students. Students should feel free to ask their teachers for help at any time.

## GRADING SYSTEM

The grading system of Douglas County West Community School shall be as follows:

- A. Grading periods of approximately nine (9) weeks shall be used four (4) times per year.
- B. Achievement marks shall be given on a numerical basis for all grades 3-12, with the marks of 69 or lower considered a failure. A special grading report for the K-2, on a different basis, shall be used.
- C. The grading and conversion scale are as follows:

<b>A</b>	<b>94-100</b>	<b>Excellent</b>
<b>B</b>	<b>87-93</b>	<b>Good</b>
<b>C</b>	<b>77-86</b>	<b>Average</b>
<b>D</b>	<b>70-76</b>	<b>Below Average</b>
<b>F</b>	<b>Below 70</b>	<b>Failing</b>

NC = NO Credit (used for withdrawal after the first semester and after the first 2 days of the second semester)

NG = No Grade is given to students that have not completed work by the end of the semester. Students have one week to complete coursework in those subject areas. Course work not made up will result in a failing grade.

NM = No Mark may be given for any class that a student wishes to retake. The NM will be given at the time the student designates which grade they wish to have listed on their permanent record. The NM is not a credit and if the course is a requirement for graduation, students will need to successfully pass the class before credit is given for completed work.

P-NP = Pass or No Pass grades will be issued under special circumstances as approved by the administration.

- A. For all other grading reports received on transfer students, the Superintendent and/or principal shall convert these to an approximately equal grade on our system.
- B. Staff members may use whatever method they determine professionally appropriate in the day-to-day grading, but shall prepare grade reports based on numerical values. Each staff member, however, must be able to defend whatever method chosen. The following criteria should be used in determining the numerical value of the grade.
  - a. Achievement in relation to class objectives.
  - b. Class participation.
  - c. Mental ability of a student in relation to the total class and required work.
  - d. Evidence the student is exceeding the class requirements and delving further.
- C. All grade reports will contain the numerical grade for each subject, as well as the following: absences, tardiness, deportment, comments (if instructor desires).

## HOMEWORK

Students in grades K-5 may have assigned homework. If you have any questions concerning your child's homework, please call the school at 402-359-2151 and the school secretary will either connect you to the teacher's voicemail or take a message.

## MAKE-UP WORK

The date when make-up work is due will be determined by the Principal, with two (2) days being

allowed for each day absent up to a maximum of ten (10) days. Students who plan to miss school due to scheduled school activity or a parent requested prearranged absence may request assignments and make arrangements to complete part of all of the work prior to the absence.

At the beginning of each semester, or during the semester for students who enter during the semester, a) the principal will provide students with information about the district regulations for absences and make-up work and b) teachers will explain the procedures students should use for requesting assignments and completing make-up work in their courses.

Students and parents/guardians are advised that equivalent experiences for students who miss class are difficult and sometimes impossible to recreate. Parents/guardians are also advised that testing and summarizing activities often are scheduled at the end of the quarter and the end of the semester; parent requested prearranged absences should be avoided during these times.

## **ACADEMIC INTEGRITY**

Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

## **SPECIAL EDUCATION SERVICES**

DC West Community Schools serve students with special needs in the district's special education program birth to 21 years of age. Young children with disabilities (birth through age three) are served in home-based programs. An early education center serves preschool children with disabilities. School age special education students are served in the least restrictive environment in neighborhood schools. Disabilities served in the district include autism, behavior disorder, hearing impairment, orthopedic impairment, traumatic brain injury and visual impairment. For further information regarding special education services, contact the district Director of Special Services, Mrs. Nicole Pechous.

## **LIBRARY MEDIA CENTER**

While you are in the library, keep your voice low. There are others who are also working in the library. Take care of all books, magazines, and other materials you use or borrow. When you check out materials or books, you have a "due date". You are responsible for returning these items on time. Fines may be charged for damaged or lost books. The library is available to students at 8:00 a.m. until 3:24 p.m. each day. All students are expected to conduct themselves in a manner which enables others to study without interruption.

## **PROPERTY CHECKED OUT TO STUDENTS**

Books and other school equipment or materials will be checked out to students throughout the school year for specific schoolwork. Students are responsible for these materials and for their safekeeping. At the end of the year the student will be expected to return the materials in good condition or to pay for any loss or abnormal wear.

## **COPYRIGHT PROCEDURES AND MATERIALS**

The DC West Community Schools (employees and students) will comply with the federal guidelines concerning the Copyright Act. Posted copyright warnings shall be placed near all duplication machines.

## **RECESS**

The Administration of DC West Elementary School feels that every student needs to go out for recess to release tension, exercise muscles, and have the freedom to play. Parents who wish to have their child miss recess need to write a note to the classroom teacher. If a student needs to miss more than 2 days of recess, a doctor's note is needed. Students who lose the privilege of recess may miss part or all of their recess as determined by the staff.

## **ASSEMBLIES AND GUEST SPEAKERS**

Assemblies, convocations and guest speakers provide students with additional learning experiences. When speakers attend your classroom or when you attend assemblies, be sure to give the speakers and performers your attention. Remember that school rules of behavior are in effect for these events.

## **CONFERENCES**

Because of the great need for improved communication between parents, teachers, and students, the Parent-Teacher-Student Conference is used at DC West Community Schools. This is a carefully planned conference session during which parents, teachers, and students will sit down to discuss the total development of a child (his/her school work, his/her interests and abilities, his/her physical and social growth) and will plan together for the student's future. The educational plan will list education priorities, goals, and activities for the students. These conferences will be held two times during the year. Parents are invited to call, email, or stop in at school when there is a concern or a question on your child's education.

## **FIELD TRIPS**

In some classes, part of the planned activities by the teacher may include a field trip away from the building. At all times students are expected to observe regular school rules and to follow the orders of their supervisor. Siblings of students are not allowed to ride school transportation. Parents may choose to leave with their child at the conclusion of the field trip in their vehicle if the proper forms have been signed before leaving on the field trip. The school does not assume any liability of non school-age children allowed on the field trip.

## **CHILD SAFETY**

Your child's safety is a major concern of the school. Cooperation between the school and the home is necessary to build proper habits of safety. Children are urged to:

1. Start getting to school early enough to arrive between 7:40 and 7:55.
2. Walk on the sidewalk. Parents should designate the safest route if there is no sidewalk.
3. Refuse to approach or enter strange automobiles or to accept gifts from strangers.
4. Proceed directly to school or home before beginning to play. Loitering children are likely to get into unsafe situations.
5. Be considerate of smaller children.
6. Refrain from throwing rocks and snowballs or other unsafe activities.

## **FIRE DRILLS**

Schools are required to have one fire drill during each month. All students are to leave the building immediately through the nearest exit at the time the fire alarm bell is sounded. The fire signal is an automated message with an intermittent ring. Students are not to stop to take coats or books with them and are required to move a distance of one hundred feet from the building. The classroom instructor is responsible for the class during the fire drill. Upon the signal of the school bell, all students will return to their classes.

## **TORNADO DRILLS**

When the tornado bell rings and an announcement is made over the intercom. Everyone will proceed to the designated storm shelter, which is the entire preschool wing. Classrooms will have specific rooms to take shelter within this pod.

## **EMERGENCY PLAN**

All other emergencies will follow the crisis management plan. Students will follow the direction of the classroom teachers. Students and staff practice one or two emergency evacuation drills in a school year which will take us to a site off school grounds.

## **BAD WEATHER**

In the event of school cancellations due to inclement weather, parents/guardians will be notified by our automated calling system. This system can send out a recorded message to all staff and students within seconds. KFAB (1110 AM on your radio dial) and local TV stations will also announce school cancellations due to bad weather. Parents are requested to refrain from calling the school for this information. Parents or designated adults who become fearful of the weather conditions may pick up their children any time. Occasionally weather conditions may force the closing of school during the day. It is suggested that parents make arrangements for their children to stay with friends or neighbors if the need should arise.

## **STUDENT HEALTH**

Each child may be weighed and measured and given a vision screening test and hearing test each school year by the school nurse or other personnel. Parents and guardians will be notified in writing if the results are not found to be within the normal limits. These routine health inspections are not intended to replace a regular medical and dental checkup. Please notify the school when your child has had a dental check-up and/or booster shots so that these may be entered in the student's permanent records.

Parents and guardians are also asked to inform the school of any changes in their child's general health or physical limitations. If it is necessary for a child to stay in recess or if he/she cannot participate in Physical Education because of ill health, please get a statement from your doctor excusing them from this activity.

## **ACCIDENTS AND ILLNESS AT SCHOOL**

Any accident or illness that occurs at school is to be reported by the student to the teacher in charge of the class or activity where such illness occurs. If medical help is needed, parents or guardians will be notified. Emergency numbers must be filled out at the beginning of each school year (two friends or relatives can be listed). They would need to be someone that is

home so that we can reach them. When accidents occur in the classroom or are observed by a teacher, an accident report is filled out by the teacher and sent home with the student. A copy of the accident report is kept and is on file in the office.

## **NURSE AND MEDICAL HEALTH PARA**

The DC West Schools utilize services of the Douglas County Visiting Nurses Association. The nurse is available on a limited basis. DC West employs a health para who is trained by the school nurse to assist with health plans, respond to accidents around school, and to assist the nurse with collection and completion of required reports. Any student needing these services must make an appointment through the office.

## **IMMUNIZATIONS**

In the fall of 2014, the Nebraska School Immunization Rules and Regulations required all students, kindergarten through 12<sup>th</sup> grade, to provide proof of 2 doses of varicella (chickenpox) vaccine on or after 12 months of age OR documentation of the varicella (chickenpox) disease before attending classes. According to the state law there is no grace period. All children under the age of 12 must have up-to-date immunizations in order to attend school. The list of immunizations includes: measles, rubella (German measles), polio, diphtheria, whooping cough, and tetanus (DPT). The school must have a record of these immunizations. Students failing to comply will be excluded from school until such requirements are met. The Nebraska School Immunization Rules and Regulations require the following immunizations for students before attending classes. Please list the dates, including month and year, on the immunization section of the physical examination card.

### **Grades: Kindergarten, 1, 7, and out-of-state transfer students**

- 4 doses DTaP, DTP, DT or Td vaccine, with at least one dose at or after 4th birthday
- 3 doses polio vaccine
- 3 doses of Hib or 1 dose of Hib given at or after 15 months of age.  
\*Hib is not required after a child reaches 5 yrs of age.
- 1 dose MMR vaccine with first dose at or after 12 months of age and 2 doses separated by at least one month
- 3 doses pediatric hepatitis B vaccine (except grade 8)
- 1 dose varicella (chickenpox) or MMRV given at or after 12 months of age.

Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.

- 4 doses pneumococcal or 1 dose of pneumococcal given at or after 15 months of age.  
\*Pneumococcal not required after child reaches 5 years of age

### **All other students:**

- 3 doses DTaP, DTP, DT or Td vaccine, with at least one dose at or after 4th birthday
- 3 doses polio vaccine
- 2 doses MMR vaccine with first dose given at or after 12 months of age
- 3 doses pediatric Hep. B vaccine
- 2 doses varicella (chickenpox) if given on or after 12 mos. of age OR written documentation (incl. year) of varicella disease.

## **PHYSICAL EXAMINATIONS**

Nebraska School Law requires all students entering kindergarten, seventh grade or transferring from an out-of-state school have a physical examination by a physician, physician assistant or nurse practitioner within 6 months prior to the entrance of school. Exceptions to this requirement

may be made if the parent/guardian submits a written statement refusing a physical examination. Dental examinations are also recommended at this time.

## **VISION REQUIREMENTS**

Nebraska State Law now requires all students entering the beginner grade or transferring from an out-of-state school to provide proof of a vision evaluation within six (6) months prior to school entrance. The vision evaluation may be performed by a physician during the physical examination.

## **MEDICATION**

When a student is to take over-the-counter or prescribed medication during school hours it is the duty of the parent or guardian to make necessary arrangements with the office.

1. Parents who come to school to administer medication to a student must go to the office and ask that the student be called to the office.
2. No students are allowed to administer their own medication.
3. The following procedure is to be used if the school is to give over the counter or prescribed medication
4. Pick up a medication permission form from the office.
5. Deliver ALL medication to the office.
6. The principal, or designee, will administer the medication at the scheduled time.
7. The medication must be in the original bottle and labeled with the name of the medicine and the dosage.
8. Each time your child is to take medication, a new medication form must be filled out with new instructions for that medication. If there are any changes for either over the counter or prescribed medication the form must be re-dated and signed.
9. The school requires a physician's signature to administer both over-the-counter and prescribed medication.

## **EMERGENCY RESPONSE POLICY TO LIFE-THREATENING ASTHMA OR SYSTEMIC ALLERGIC REACTIONS (ANAPHYLAXIS)**

DC West Elementary School has adopted the Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis) protocol mandated by the Nebraska Board of Education in Rule 59. Trained responders will be available to provide an EpiPen injection and Albuterol nebulizer treatments to ANY student or school staff member should an emergency arise in the school building while school is in session. A copy of the mandated protocol is available in the school office for review.

**IMPORTANT:** The emergency EpiPen and Albuterol are not intended to replace a child's own prescribed medications for asthma/allergy control and management. Parents are expected to ensure their children have inhalers, EpiPen, etc. available at school and have an Asthma/Allergy Action Plan or emergency medical plan on file with the school.

## **FOOD AND DRINK**

Sometimes the consumption of food or beverage items is part of the regular planned classroom activity. The principal has given permission for the classroom teacher to allow consumption of these items during these special times. Students that bring or consume food or beverage items, with the exception of these planned activities, are in violation of school rules.

## **STUDENT APPEARANCE**

For the health and safety of all students, the following dress code will be enforced:

Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school.

1. Students will be clothed in a non-distracting manner. Students are not allowed to wear clothing with references or advertising that include alcohol, tobacco, drugs, or any inferences that contain sexual overtones or religious/sacrilegious clothing items.
2. Students will wear shoes at all times. During warm weather, students may wear shorts of mid-thigh length. Cut-off shirts, cut-off pants or sweats, long Johns, and midriff baring clothing, and spaghetti strap tops will not be allowed during regular school hours.
3. Students will not be allowed to wear hats, caps or bandanas in the building during regular school hours.

Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

The school administration will determine whether or not a student is appropriately dressed. Students should remember that what they wear is a reflection on themselves, their parents, and their school.

## **LOST AND FOUND**

Lost and found items will be turned into the bin in the cafeteria. Items not claimed will be given to deserving agencies.

## **INAPPROPRIATE PUBLIC DISPLAYS OF AFFECTION (PDA)**

Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others.

If this type of behavior continues, or if the PDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

## **HARASSMENT/BULLYING**

It shall be the policy of the DC West Community Schools to prohibit harassment, bullying, and intimidation of students. This policy applies to the premises of the DC West Community Schools and any other premises where the school district can lawfully exert its jurisdiction. It is a violation for any supervisory personnel (administrator or teacher) to knowingly permit harassment in the school.

Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his/her designee, or at school-sponsored activities or at school-sponsored athletic events. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. This applies when it is directed toward a student which has an effect of interfering with academic performance/grades

or creating an intimidating, hostile, offensive, unsafe, or unwholesome learning environment. Observed or experienced violations of this policy by students should be immediately reported to the classroom teacher, advisor, counselor, or administrator.

## **SPORTING EVENTS**

During football games students are requested to sit in the bleachers to watch the football game. Students may be on the sideline if they are with their parents. Football catch, tag, tackle football or other games are not allowed in or around the football field. Students are encouraged to sing the school song and promote school spirit by cheering for the Falcons.

## **STUDENT PROPERTY**

Students should not bring personal possessions or large sums of money into the school building. These items include radios, beepers, cellular phones, cameras or other valuable items, sport collection cards or other collectibles. Students, not the school, are responsible for their private property. The sale or trading of personal property will not be allowed on school premises. If the occasion exists that you must bring large sums of money or other items of value, it is recommended that you deposit them with the office for safekeeping.

## **TEACHER AUTHORITY**

All teachers have the authority and responsibility to promote good discipline. All students are expected to follow directions given by any teacher or other school personnel.

## **RESPECT SCHOOL FACULTY & SUPPORT STAFF**

Students are to follow instructions given by those in our school that are responsible for their supervision. The school district hires teachers, noon hour helpers, bus drivers, custodians, library & teacher helpers, maintenance, food service personnel and secretaries. These are the people who carry out the functions of the school and whose directions are to be followed. Students are expected to treat all personnel with dignity and respect at all times. Students are to refer to school staff as Mr./Mrs./Miss followed by the last name of that individual.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

Students shall have the right to express themselves by speaking, writing, wearing, or displaying symbols of ethnic, cultural, or political values; except that the principal may regulate expression, provided there is factual basis or believing a specific form of expression by a specific student will cause or is causing substantial disruption of school activities. No student shall disrupt the educational process within a school.

## **ELECTRONIC DEVICES**

1. Philosophy and Purpose. The District strongly discourages students from bringing and/or using personal electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and

procedures to address student misuse of electronic devices.

2. Definitions.
  - a. "Electronic devices" include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, laptop computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.
  - b. "Sexting" means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:
    - i. Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
    - ii. Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,
    - iii. Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.
3. Violations
  - a. Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.
  - b. Penalties for Prohibited Use of Electronic Devices: Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic devices. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of whether the message was received while on school grounds or at a school activity.
  - c. Reporting to Law Enforcement: Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.
4. Responsibility for Electronic Devices. Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic

devices.

## **INTERNET**

Students and staff of DC West Community Schools will use worldwide communication via the Internet to complete projects in various classes. Students will access the Internet through the use of a computer system. This filtered system will ease the use of the internet while locking out sites deemed inappropriate as well as e-mail and chat room sites.

## **EXTRACURRICULAR ACTIVITIES**

### **Section 1 Extracurricular Activity Philosophy**

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provide experiences that will help students physically, mentally and emotionally.

The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. Participation in activities, both as a competitor and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, team, student body, community and the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better individuals and citizens.

### **Safety**

The District's philosophy is to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common-sense.

### **Warning for Participants and Parents**

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

### **Section 2 Extracurricular Activity Code of Conduct**

Purpose of the Code of Conduct. Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and rules.

### **Scope of the Code of Conduct.**

Activities Subject to the Code of Conduct: The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school

## **STUDENT FEES POLICY**

The District does provide activities, programs, and services to children, which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

## **SCHOOL BILLS AND FINES**

Students are responsible to meet all financial obligations they incur at DC West Schools. All fines and bills are to be paid as soon as possible. Parents will be notified of any outstanding bills, and the bills must be paid before the student's report card or records will be released

## **HOT LUNCH PROGRAM**

DC West Elementary School has an automated system to purchase breakfast, lunch and snacks. Money is to be deposited at the office on your child's account or through our new on-line program e-Funds. Each child will use an ID card to access his or her account.

The DC West School District uses a program call e-Funds for Schools. This program offers various options for parents/guardians who choose to make payments on-line and is extremely user friendly. Not only will you have the ability to have various school fees and lunch payments electronically withdrawn from your checking account or charged to your credit card, you also have the flexibility to make a payment at any time through the school's website. The e-Funds For Schools service is offered to you by a third party service provider and they charge for processing your payment(s), similar to other on-line banking services. The district does not request or keep records of family checking or credit card account information. (Look for more information on e-Funds in your back to school packets and/or the website).

1. Copies of the menu will be posted in the cafeteria and also in the local paper.
2. Students are expected to prepay for any meal before being served.
3. Free or reduced priced lunches are provided for those children whose parents are unable to pay

for them. The purchase of snacks and/or kindergarten snack milk is not covered by this program. Application forms for this assistance are available in the elementary school office.

4. If a check is returned by the bank due to insufficient funds, the funds will be deducted from your student's lunch account along with a \$5.00 fee.
5. Students may bring sack lunches if they wish.
6. No carbonated beverages are allowed in the cafeteria during breakfast or lunch.
7. Breakfast will be served in the elementary cafeteria from 7:30 to 7:55 on Monday through Friday.
8. Eating at school should be considered a privilege and continued absences of proper conduct during the noon hour may result in a student being required to make other arrangements for lunch.

In accordance with Federal Law and U.S. Department of Agriculture policy, "This institution is an equal opportunity provider."

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

## **OFFICE INFORMATION**

### **OFFICE USE**

The school offices are available to help students, parents, and teachers. The offices will best be able to assist the student if a businesslike atmosphere exists. The office is not a social gathering place. Students who have specific business in the office should complete that business and return to class as quickly as possible. Students are to address the secretaries, who will direct them to the person who can assist them.

### **TELEPHONE USE**

The telephone in the office is provided for emergencies or official business only. If you must use the phone, please bring a pass from your teacher with you to the office. The use of cell phones is prohibited during school hours.

### **POSTERS**

Any student, group, or organization will need to have the approval by the sponsor and office before a poster or sign is allowed to be hung.

### **INSURANCE**

DC West Community Schools makes an insurance program available to students through a qualified insurance carrier. Information concerning the cost to parents, type of coverage, and other information will be made available. Students will not be required to purchase this insurance; however, it is important for students who are participating in athletics to be covered by some type of insurance.

### **BIRTH CERTIFICATES**

All new students entering the school district must provide the office with a registered copy of the

student's birth certificate. This must be on file with the district within thirty days after enrollment. State law requires school district personnel to report students missing a birth certificate to the local police for investigations.

## **CHANGE OF ADDRESS**

Whenever a student moves or changes his address or phone number, the student should report this change to the office immediately.

## **CENSUS**

So that we may keep our census up-to-date, we appreciate you notifying us of any new members of the family (new babies, adoption, etc.).

## **OPTION ENROLLMENT**

The Nebraska Department of Education, as established in Title 92, Chapter 19, Section 7, allows the DC West Schools to participate in the option enrollment program. Application of option students submitted between September 1 and March 15 for enrollment during the following and subsequent school years will be approved subject to capacity limitations. Applications submitted after March 15 shall be accompanied by a written release from the resident school district. The option school district shall provide the resident school district with the name of the applicant on or before April 1. The option school district shall notify, in writing, the parent or legal guardian of the students and the resident school district, and the State Department of Education whether the application is accepted or rejected on or before April 1.

## **PROCEDURES FOR VISITORS AT SCHOOL**

All visitors are asked to please report to the school office prior to going to their child's classroom. We feel it is important for the safety and well being of all for the staff to know who is in the building. Students will not be allowed to bring friends to school to visit during regular classroom times.

The following written guidelines for visitors are provided for a number of important purposes. The procedures are designed to help parents feel comfortable about visiting school. These procedures are also designed to help teachers create a learning environment free from undue disturbances and are designed to create a safe place for all students. The procedures are not intended to interfere with parental desires to be involved in the education of their child/children.

1. All visitors arriving at school while classes are in session are asked to report, sign in, and obtain a visitor's sticker at the principal's office.
2. Parents who need to pick up children during the school day in the elementary school are asked to come to the office. The office will contact the teacher and request the student's release.
3. Parents are asked to contact the office if they need to have someone else pick up their child/children. This is especially true if school personnel are unfamiliar with the visitor. Visitors should report to the office and students will be sent to the office to meet the visitor.
4. Parents are encouraged to visit the school and classrooms. Parents interested in visiting the school are asked to contact the teacher or the office of the principal to arrange the visit. By communicating with teachers, parents can explain what they hope to observe and the teacher can then schedule the optimum times for the visit. We suggest that

parents plan on staying no more than one half hour so as to not disrupt the learning of all students.

5. Parents who would like to talk with a teacher before or after school are asked to contact the teacher to schedule a mutually agreeable time. "Unannounced" visits before or after school may interrupt a teacher's plan to work with students or other staff members.
6. If teachers are contacted by someone who is unfamiliar to them, they are expected to refer that person to the office area.
7. Teachers may not authorize any contact between students and visitors that they do not know.
8. If the principal is not available in the building, the teacher who has concerns about an unfamiliar visitor is to contact another administrator immediately.
9. Visitors will not be allowed to record or videotape any classroom activities without the consent of the building administrator and teacher.

## **FEDERAL GRANTS**

The DC West Community Schools receive federal funding in the form of grants to supplement or enhance some educational programs. Programs in which federal funds are received must adhere to federal guidelines. In order to receive certain federal grants, the school district must work cooperatively with other area school districts in a consortium format.

## **ELEMENTARY BEHAVIOR EXPECTATIONS**

### **EXPECTED PLAYGROUND BEHAVIORS**

- All play is restricted to the playground.
- Students are not allowed on the playground before school.
- Students should sit on swings and slides.
- Students should step down from slides, swings, and other playground equipment, never jump.
- Students should keep snow, mud, and rocks off the equipment.
- Students should go up ladders when using slides or other climbing equipment.
- Students should help others off equipment when asked and not push others.
- Students should avoid fighting or having negative physical contact with others.
- When playing tag, avoid other equipment.
- When playing, students should try to avoid water puddles and mud.
- When throwing or kicking balls, students should avoid the equipment.
- Students should show courtesy by waiting to go down the slides until the person in front has finished.
- Students should bring a tissue or handkerchief to the playground if they know that they will need to spit or blow their nose.
- Students should protect the ball diamond fences by walking around and not climbing over them.
- Students should play safely by not throwing objects (rocks & snowballs) which can injure other students.
- Students may not use equipment if they cannot get on and off safely on their own, unless the student cannot access the equipment without assistance.

### **EXPECTED BATHROOM BEHAVIORS**

- Talk quietly in the bathrooms.

- Flush the toilet after using.
- Wash hands after using the bathroom.
- Put used paper towels in the garbage can.
- Use restrooms at recess or by teacher permission and return to class or recess immediately.
- Do not hang or swing on doors in the restrooms.

## **EXPECTED HALLWAY BEHAVIORS**

- Be quiet in the hallways.
- Keep hands and feet to self.
- Walk on the right side of the hall.
- Hall passes are required unless it is a routine scheduled activity.

## **EXPECTED LUNCHROOM BEHAVIORS**

The purpose of these standards is to provide an orderly, healthy, and pleasant breakfast/lunchtime atmosphere in the school cafeteria. Children are expected to use good table manners while showing respect and courtesy for others.

- Walk through the lunchroom line quietly and single file.
- Use ketchup and mustard at the designated table; don't take bottles to the lunch table.
- Avoid handling other people's food.
- Sit at an assigned table.
- Follow guidelines on the poster placed near the class.
  - Clean up after yourself
  - Practice good table manners and quiet voices
  - Eat a good meal
  - Stay seated (get up only with permission)
- Students will wait for permission to throw lunch trays away and line up for recess.
- Students will line up quietly while waiting to go to recess.
- Teachers are to:
  - Review lunchroom guidelines with students as posted in each classroom.
  - Stay with the class as they go through the lunch line to encourage helpful choices.
  - If the lunch line is backed up, a teacher may leave their class so that they get their 30-minute lunch break.
  - Praise any classroom in the lunchroom when observing expected behaviors.
- Paraeducators are to:
  - Stand at the front of the line.
  - Maintain and keep the line orderly.

## **EXPECTED CLASSROOM BEHAVIORS**

### ***BE RESPONSIBLE, BE RESPECTFUL, BE SAFE***

- Respect the rights of others at all times.
- Come to class prepared to learn.
- Complete assigned work neatly, accurately and on time.
- Pay attention in class and not disturb others.
- Follow all school and classroom rules.
- Work cooperatively with members of the assigned group.
- Come to class with tools needed to learn.
- Do their best at all times.

- Come to school on time each day, unless ill.

## **BUS RULES**

All of us will be riding on a bus at one time during the school year. Your best behavior is absolutely necessary in order to keep everyone on the bus safe. The guidelines for good bus behavior are very simple; they require good common sense and good manners. DC West Schools contract bus service through First Student. Students will use good manners and will always follow directions from the bus driver.

1. The schedule of bus stops will be established and made available to each family who has students utilizing bus service. This schedule may be adjusted as situations change.
2. Every effort will be made to maintain a schedule so as to get students to school on time and to return them home promptly. The bus will not leave the stops prior to the scheduled time, nor will it wait at any stop for late riders.
3. Each bus has a listed seating capacity, which at no time shall be exceeded. If a non-bus student wants to ride the bus to or from school for a special reason, the parent must send the request in writing to school with the request to be granted by the District secretary in the Superintendent's office or the principal. If the request is granted, a note signed by the principal will be given to the student. It is the student's responsibility to deliver the note to the bus driver.
4. Students are expected to leave the bus only at their designated stops unless they present to the driver a written request from their parents, which has been approved by the principal, requesting otherwise.
5. Each bus will stop, open the door, look and listen prior to crossing the railroad tracks. Students are to maintain silence during this period.
6. Students are to stand off the roadway until the bus has come to a stop, then board and go directly to their seats. The bus will not move until students are seated.
7. At the discretion of the bus driver, each student may be assigned a seat.
8. Students are to deposit any rubbish they may have in the wastebasket at the front of the bus.
9. When it is necessary to cross the road after leaving the bus, students are to walk to a distance of approximately ten feet in front of the bus, stop, then proceed to cross the road only upon the signal from the driver.
10. Student conduct has a direct bearing on the safety of all passengers, so students are to observe these rules:
  - Comply promptly with bus driver's requests.
  - Remain seated at all times when the bus is in motion.
  - Keep aisles clear.
  - Open and close windows only upon receiving permission from the driver.
  - Never extend your head, arms or hands out of bus windows.
  - Avoid unnecessary conversation with the bus driver.
  - Do not eat food, candy or drinks while on the bus.
  - Treat other passengers with respect.
  - Bad language or actions will not be allowed.
  - Permission from the parent or guardian is necessary each time a student elects to not ride the bus.
11. Violation of bus rules may result in loss of privilege to ride the bus and/or other disciplinary action.

## **BUS DISCIPLINARY PROCEDURES**

The following procedures will be observed if a student breaks a bus rule: Each case will be handled individually; based on the seriousness of the offense, the past record of the student, the cooperation shown by the student, and the recommendation of the teacher and bus driver. Due process procedure will be observed.

--First Offense - The student will have a conference with the principal to determine what rule was broken. Rules will be explained or clarified. Parents will be notified in writing /email or notified over by telephone when possible. The student will be warned that further offenses may result in a bus suspension.

--Second Offense - The student will have a conference with the principal to clarify the bus expectations and be suspended from bus service for up to a maximum of five days. A phone conference between the parents and principal will be held to determine the student's future eligibility for bus service. If parents are not available over the phone, written notice will be sent home to explain the violation(s).

--Third Offense - The student will have a conference with the principal to further clarify the violations documented. Parents will be notified over the phone or in writing of their child's behavior on the bus. The student may be suspended from using the bus for six to ten days.

--Fourth Offense - The student may lose bus service privilege up to the remainder of the semester. Parents will be notified through written notice, a phone call or both.

## **DC WEST ELEMENTARY MANAGEMENT PLAN PHILOSOPHY STATEMENT**

The purpose of the DC West Elementary Support Plan is to support the mission of DC West Community Schools. The management plan is designed to help students develop self-responsibility, self-management, ownership for behavior and life-long problem solving. The district staff believes that skills can and will be taught to all students.

## **DISCIPLINE INFORMATION**

It shall be the responsibility of the Superintendent and/or Principal to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, lunch bunch, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term and long-term) and expulsion.

### **GOALS:**

- To create a caring community where teachers can teach and students can learn.
  - A. To teach, model, and practice responsible choices, problem solving, and conflict resolution.
  - B. To recognize appropriate behavior by the use of positive interventions, class incentives, and/or rewards.
  - C. To teach playground, classroom, lunchroom, hallway, and common area rules and procedures.
  - D. To work cooperatively with parents to promote our student management policies.
  - E. To focus on prevention.
- To promote effective communication skills that enable students to be successful in their social and educational environments.

- To promote behavior management skills that enable students to be successful in their social and educational environments.
- To increase all individuals' sense of respect for self and others by enhancing self esteem and personal responsibility.
- To enhance positive parent-student-teacher interaction.
- To focus on using instruction to develop responsible staff and student decision making.
- To promote the care and respect of school and personal property.
- To incorporate problem solving and conflict resolution for the prevention of behavior problems.

### **THE ROLE OF THE STUDENT**

At DC West Elementary School we believe it is the student's responsibility to help him/her succeed by:

- Respecting others and their property.
- Doing his/her best and helping others to do their best.
- Respecting the building and school grounds.
- Being responsible and held accountable for the choices that he/she makes.
- Working to maintain a positive attitude and an eagerness for learning.
- Learning and using problem solving and conflict management strategies.
- Behaving in a manner which allows other students to learn. Behavior that distracts students or teachers is not appropriate.

### **THE ROLE OF THE PARENT/GUARDIAN**

At DC West Elementary School we believe it is the parents' responsibility to help their children succeed by:

- Knowing what kind of behavior is expected of DC West Elementary students.
- Discussing with their children what DC West Elementary expects of its students and the consequences for failing to meet those expectations.
- Being aware of their children's behavior, successes and/or challenges at school.
- Supporting and following through with school policies to include signing for receipt of the handbook and doing their best to maintain communication with staff members.
- Making sure their children arrive in good health, including sufficient rest, hygiene, and nourishment.
- Providing necessary school supplies.
- Getting their children to school and on time.
- Notifying the school of their child's absence or tardiness.
- Ensuring their children complete all missed assignments.
- Reviewing office referrals with their child.

### **THE ROLE OF THE TEACHER**

At DC West Elementary School we believe it is the teacher's responsibility to help children succeed by:

- Setting the tone by teaching, modeling, and practicing appropriate social skills.
- Encouraging pupil self-discipline and cooperation while respecting the rights, property, and safety of others.
- Reviewing the rules, incentives, and consequences of the student management plan.
- Teaching and modeling the skills and processes necessary for students to understand and be successful within the plan.
- Teaching appropriate behaviors for specific areas of school, e.g. hallway, lunchroom,

- recess, bathroom, as well as classroom.
- Expecting support and assistance when requested (e.g. physically dangerous situations, flagrant disrespect, destruction of property, or chronic disruptions).
- Being responsible for documentation of parent contact, problematic student behavior, office referrals, etc.
- Being consistent in the application of the management plan.
- Reading the behavior management plan.

### **THE ROLE OF THE ELEMENTARY COUNSELOR**

At DC West Elementary School we believe it is the counselor's responsibility to help children succeed by:

- Supporting and assisting staff as they learn and apply components of the management plan.
- Assisting with the instruction on self-esteem, conflict resolution and social skills training.
- Supporting and assisting staff on chronic behavior problems or other behaviors, which interfere with the learning process
- Assisting students, when possible, in working through problem solving or conflict resolution sessions.
- Reading the behavior management plan.

### **THE ROLE OF THE CLASSIFIED STAFF**

At DC West Elementary School we believe it is the classified staff's responsibility to help children succeed by:

- Setting the tone by stressing appropriate behaviors and manners.
- Encouraging pupil self-discipline and cooperation while respecting the rights, property, and safety of others.
- Reviewing the rules, incentives, and consequences of the student management plan.
- Modeling the skills and processes necessary for students to understand and be successful with the plan.
- Stressing appropriate behaviors for specific areas of school, e.g. hallway, lunchroom, recess, bathroom, as well as classroom.
- Expecting support and assistance when requested (e.g. physically dangerous situations, flagrant disrespect, destruction of property, or chronic disruptions).
- Being responsible for documentation of problematic student behavior, office referrals, etc.
- Being consistent in the application of the management plan.
- Reading the behavior management plan.
- Supervising students in the hallway, lunchroom, or playground.

### **THE ROLE OF THE ADMINISTRATOR**

At DC West Elementary School we believe it is the administration's responsibility to help children succeed by:

- Setting the tone by establishing, facilitating, and implementing the student management plan.
- Assuring the student management plan is reviewed with staff at the beginning of each school year and throughout the year with all new staff members.
- Scheduling in-services for the skills and processes necessary for students to understand and be successful with the plan.
- Providing support and assistance from the counselor or Response Team when necessary (e.g. physically dangerous situations, flagrant disrespect, destruction of

- property, or chronic disruptions).
- Socializing with students on a regular basis.
- Communicating effectively with students, staff members, and parents by providing consistent, frequent feedback.
- Following district policies and guidelines, consistent with state and federal laws.
- Coordinating a process for record keeping, data collection, and the training of Problem Solving Room personnel.
- Coordinating a meeting with the behavior management team at the end of each semester to assess and revise the management plan.
- Following through with consequences and providing support for the teachers.
- Ensuring a periodic newsletter is distributed to parents.
- Providing information available in our parent resource library and parenting skills class
- Providing regularly scheduled meetings for paraeducators.
- Ensuring the front desk is staffed and responsive to school personnel and visitors at all times.

### **THE ROLE OF THE SCHOOL RESOURCE OFFICER (SRO)**

We believe it is the SRO's responsibility to help students succeed by:

- Enhancing the safety of the school and protecting the learning environment.
- Building relationships with students, staff, parents, and community members.
- Providing educational resources for students.

### **THE ROLE OF THE MTSS Team**

At DC West Elementary School we believe it is the BST's responsibility to help children succeed by:

- In-servicing the staff on the skills and processes necessary for students to understand and be successful with the plan.
- Processing behavioral referrals from the principal.
- Providing strategies for staff for behavior concerns.
- Meeting on an as needed basis.
- Reviewing the Management Plan at the end of each semester.
- Providing functional behavioral assessment.
- Developing individual behavior support plans.
- Communicating the behavior support plan to all staff with a need to know.
- Collecting statistical data from appropriate staff and making reports based on data.
- Following up on student progress.
- Scheduling meetings and parent contacts.

### **THE ROLE OF THE POSITIVE SUPPORT ROOM FACILITATOR**

At DC West Elementary School we believe it is the PSR supervisor's responsibility to help children succeed by:

- Discussing with student behaviors which resulted in his/her placement in the PSR.
- Assisting students in developing a problem solving plan.
- Communicating the plan with classroom teachers and administrators.
- Supervising students assigned by administration for problem solving responsibilities.
- Being responsible for supervising students in time out and carrying out the plan.
- Documenting students entering PSR.
- Supervising after-school restitution time.

## **STAFF & ADMINISTRATIVE MANAGEMENT PROCEDURES**

Early intervention when discipline problems first occur is very important. Often severe discipline

problems progress from minor problems. Early parental involvement is mandatory.

If a student's behavior is a legal or safety issue, the student should receive an office referral.

The following are considered automatic office referrals:

- class cutting/leaving without permission
- disruptive behavior
- controlled substances
- physical aggression
- harassment/hazing
- insubordination
- theft
- vandalism
- abusive/profane language
- weapons
- any behavior that endangers the student or any other person

### **PRE-OFFICE REFERRAL**

CORRECTION AND REMINDER OF INAPPROPRIATE BEHAVIOR, PSR REFERRAL, BST REFERRAL

The teacher will use verbal comments or body language to stop and/or redirect inappropriate behavior. No formal consequences are required. Use positive reinforcement for appropriate behaviors.

### **ENTRANCE CRITERIA TO PSR**

1. Teachers will teach expected behavior.
2. Teachers will model expected behavior.
3. Students will practice expected behavior.
4. Teachers will provide a verbal reminder of expected behavior when students use inappropriate behavior.
5. Teachers will direct students to Cool Down, if inappropriate behavior continues.

Teachers may assign students to the Positive Support Room for extra practice on the expected behavior, if the inappropriate behavior continues. Para-educators may also assign students to the PSR for not following school rules.

### **EXIT CRITERIA FROM THE PSR**

1. Students assigned to the PSR must begin to problem solve with the PSR facilitator within 30 minutes of arrival. If students choose not to begin problem solving during that time, students will be assigned restitution time after school for every minute past 30.
2. Students will use a debriefing strategy to give and receive feedback about the inappropriate behavior. Students will then make a plan to improve their future behavior.
3. After problem solving, students must be calm, respectful, and ready to learn. Students must be able to get back to the classroom independently and to reenter the classroom without disturbance before leaving the PSR.

## **TEACHER WILL DETERMINE THE PROGRESSION OF MOVEMENT FOR STEPS 1 to 3.**

### **Step 1: REDIRECTION OF STUDENT BEHAVIOR**

This will take place within a reasonable amount of time following the infraction and should include the following:

- A. An explanation of what the inappropriate behavior/choice was.
- B. Show the student that the behavior was in violation of the Elementary Student Management Plan.
- C. Discuss what could have been done and what type of behavior would be appropriate.
- D. Explain what consequences would be considered if the behavior is not corrected.

Consequences may be administered at the discretion of the teacher. Intervention planned, implemented, and monitored by the teacher. Complete problem solving sheet as documentation. See Teacher Resources Section of Plan for forms and assistance.

### **Step 2: STUDENT-TEACHER PROBLEM SOLVING REVIEW**

(Documentation is required by the teacher; use problem solving sheet) **PSR REFERRAL**

If Step 1 does not provide improvement, the teacher will conference with the student to review and revise the behavior plan and the parent/guardian will be contacted.

### **Step 3: PARENT CONTACT**

(Documentation is required; use problem solving sheet) **PSR REFERRAL**

If Step 2 does not provide improvement, the teacher will conference with the parent/guardian, be positive, explain what has been happening and what has been done to correct the situation. Request the parent's help and support. Let them know what you plan to do and how they can help. The parent contact may include a phone call, written note, or a meeting at school. The enforcement of student discipline without parental backing is extremely difficult. Their support is essential.

The teacher will copy all problem solving sheets and PSR referrals and take them to the office to be kept on file for the principal to use if the student moves to step 4. It is also a good idea for the teacher to visit with the principal about the student to give any further background information that might be helpful to the principal.

### **Step 4: OFFICE REFERRAL**

(Documentation is required; use office referral sheet) **PSR REFERRAL**

If Step 3 does not provide improvement the teacher will provide the principal documented background information prior to the conference and together they will determine whether to meet just with the student or to include parents in a conference. The principal will contact parents. The principal will implement natural and logical consequences.

## **THE PRINCIPAL WILL DETERMINE THE PROGRESSION OF MOVEMENT FOR STEPS 4 THROUGH 8.**

### **Step 5: OFFICE REFERRAL #2**

(Documentation is required; use office referral sheet) **PSR REFERRAL**

If Step 4 does not provide improvement, the student, teacher, parent, and principal will conference in person. During the conference, options will be discussed. Options will include:

- A. correction of behavior
- B. consequences for continued inappropriate behavior
- C. referral to counselor
- D. referral to the Behavior Support Team

(See Teacher Resources Section of Plan for forms and assistance.)

- E. alternative placement

### **Step 6: PROBLEM SOLVING ROOM**

If Step 5 does not provide improvement the principal will place the student in the Problem Solving Room.

### **Step 7: SHORT TERM SUSPENSION - OUT OF SCHOOL**

If Step 6 does not provide improvement, the student may be suspended from school. Law and Board policy define short-term suspension defined as 1-5 days away from school. See DC West Community Schools Handbook.

### **Step 8: LONG-TERM SUSPENSION - OUT OF SCHOOL**

If Step 7 does not provide improvement and short term suspensions have not been effective, long-term suspension will be considered. Law and Board policy define long-term suspension defined as 6-10 days away from school. See DC West Community Schools Handbook.

### **EMERGENCY EXCLUSION**

If a student is in possession of a weapon or controlled substance, emergency exclusion will be enforced. See DC West Community Schools Handbook.

## **PROHIBITED ACTIVITIES**

The following are prohibited activities that will follow the normal disciplinary procedures as listed previously:

1. Cheating, stealing, or gambling.
2. Committing acts of defiance either in language or action against another student, a teacher, or any other school personnel.
3. Altering the context of any note, using forged notes or having forms in their possession that are not meant for their use.
4. Bringing or consuming candy, pop, or other food items in school during regular school hours unless it is part of the teacher's planned instruction for the day.
5. Throwing snowballs on or around the school property.
6. Threatening, teasing, intimidating, or name calling.
7. Throwing or shooting water in any form. This includes water balloons, water guns, and any other means of throwing water.
8. Littering or trespassing on private property before school, after school, or over the noon hour.
9. Publicly displaying physical affection which might be embarrassing to themselves, their parents, or others.
10. Intimidating, harassing or mocking students, staff or community members at school or activities.
11. Any other prohibited behavior previously mentioned.

## **PROHIBITED ACTIVITIES THAT RESULT IN EMERGENCY EXCLUSION**

The following activities that are in violation will result in an emergency exclusion for students:

1. Drinking, possessing, or being under the influence of alcoholic beverages on school

premises or at school activities. Students in possession of alcohol or under the influence at school or school activities will be turned over to the proper authorities.

2. Smoking, using or possessing tobacco on the school premises or at school activities.
3. Vandalizing or willfully destroying school property or property of others. Appropriate legal action will be taken and restitution for damages will be demanded.
4. Fighting, exhibitions of profanity, or obscenity.
5. Possessing certain items such as weapons, explosives, firearms, or knives.
6. Using, furnishing, buying, selling, possession of or being under the influence of illegal drugs or look-alike illegal drugs. Any information concerning the use of illegal drugs in the school or by students will be turned over to the proper authorities.
7. Tampering with the fire equipment or the emergency alarm system.

## **OUT OF SCHOOL SUSPENSION AND EXPULSION**

A principal (or designee) may determine that it is necessary to exclude a student from classes. The decision to exclude would be made after the principal has investigated the facts, given the student and parent oral or written notice of the charges against the student, and provided an opportunity for the student to present his/her version. The range of possible exclusion includes: short-term out of school suspension, emergency exclusion, long-term out of school suspension, or expulsion. In addition, the administrative and teaching personnel may take other actions regarding student behavior, such as: counseling of students, parent conferences, rearrangement of schedules, alternative educational placement, requirements that a student remain in school after regular hours to do additional work, requirements that a student receive counseling from outside agencies or qualified professionals, loss of open campus privileges, or restriction of extracurricular activity.

### **SHORT-TERM OUT OF SCHOOL SUSPENSION**

Students may be excluded by the principal or the principal's designee from school or participation in any school function for a period of up to five school days on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or
2. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a connection between such conduct and school.
3. The following process will apply to short-term suspension:
  - a. The party considering the short-term suspension shall make a reasonable investigation of the facts and circumstances. In addition, such short-term suspension shall be made only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
  - b. Prior to commencement of the short-term suspension, the student shall be given oral or written notice of the charges against the student. The student shall be advised of what the student is accused of having done, the basis of the accusation, and an explanation of the evidence the authorities have.
  - c. The student shall be afforded an opportunity to explain the student's version of the facts to the person affecting the short-term suspension.
  - d. Within 24 hours or such additional time as is reasonably necessary following the suspension, the principal or administrator shall send a written statement to the student, and the student's parents or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action

taken. An opportunity shall be afforded to the student, and the student's parent or guardian, to have a conference with regard to the matter with the principal or administrator ordering the short-term suspension before or at the time the student returns to school. The principal or administrator shall determine who, in addition to the parent or guardian, shall attend the conference.

- e. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.
- f. A student who is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

### **EMERGENCY EXCLUSION**

Emergency Exclusion may be recommended for a period of time as long as the student's presence in the school presents a danger to himself/herself or others. A student cannot attend school or take part in any school function. The threat may be the result of a dangerous communicable disease or extremely disruptive conduct that presents a danger or prevents other students from pursuing an education.

### **LONG-TERM OUT OF SCHOOL SUSPENSION**

A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.

### **EXPULSION**

Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system 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, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.

### **NOTICE TO BE GIVEN FOR LONG TERM OUT OF SCHOOL SUSPENSION AND EXPULSION**

Upon determination by the principal that a student will be given a long term suspension or expulsion the principal or designee will notify the student and parent(s)/guardians in writing. The student and parent(s)/guardians will be given a statement explaining the student's rights to a hearing upon the specified charges. A description of the procedures for the hearing and a time

schedule to request a hearing will be included with that statement.

A request for a hearing form must be received by the principal's office within five (5) school days of receipt of the written notification from the school. If no request notice is received, the recommended disciplinary action shall automatically go into effect. If a hearing request form is received more than five (5) days after receipt of the written notice but prior to thirty (30) days after actual receipt, the student shall be entitled to a hearing but disciplinary action that has been taken may continue in effect pending final determination.

**Other Forms of Student Discipline:** Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

**Student Conduct Expectations.** Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.

### **Grounds for Short-Term/Long-Term Suspension, Expulsion or Mandatory Reassignment.**

The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment when it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident,

- self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
  6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
  7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
  8. Public indecency or sexual conduct.
  9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
  10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
  11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or has the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
  12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
  13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
  14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
  15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
  16. Willfully violating the behavioral expectations for riding school buses or vehicles.
  17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester,

and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

- a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
- b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

- A. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- B. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- C. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such a plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
- D. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

#### **SCHOOL BOARD AUTHORITY REGARDING LONG-TERM SUSPENSION AND EXPULSION**

School boards may suspend enforcement of a long-term suspension or expulsion and, as a condition, assign the student to an alternative educational setting or rehabilitation program.

Students who satisfactorily complete an alternative educational setting program or a rehabilitation program may be reinstated and the expulsion may be expunged from the student's record.

### **STUDENT'S RIGHT TO APPEAL**

Students that have been excluded from school for an emergency exclusion, long-term suspension or expulsion have the right to appeal the disciplinary action taken against them. The procedure to follow in requesting a hearing to appeal the disciplinary action is as follows:

#### **THE HEARING PROCEDURE**

1. A hearing examiner is appointed by the Superintendent when a written request by the parent or guardian is received.
2. The hearing examiner may be any person who did not bring charges against the student, is not to be a witness at the hearing, and has no involvement in the charge.
3. Within two (2) days after being appointed, the hearing examiner shall give written notice of the time and place of the hearing.
4. The hearing will be held within a period of five (5) school days after it is requested (unless changed for good cause).
5. No hearing will be held upon less than two (2) school days notice unless otherwise agreed upon by the concerned parties.
6. Records, written statements, and the statement of any witness may be examined and explained prior to the hearing. The hearing examiner will also be available to answer questions concerning the nature and conduct of the hearing.
7. The hearing shall be attended by the hearing examiner, the principal (or designee), the student, and the student's parents or guardian. The student may have a representative.
8. Witnesses shall be present only when testifying.
9. The student may be excluded at the discretion of the hearing examiner in compliance with state statutes.
10. A student may speak in his/her own defense and may be questioned on his/her testimony.
11. The principal (or designee) shall present statements about the student's conduct and/or the student's record.
12. Witnesses may be asked to testify. Their testimony will be under oath or affirmation. Witnesses may be questioned.
13. The hearing will be recorded at School District expense.
14. The hearing examiner shall prepare a report of his findings and recommendations. This report will be presented to the Superintendent.
15. The Superintendent will review the hearing examiner's report and reach a determination. The Superintendent may not impose a more severe sanction than that recommended by the hearing examiner.
16. The Superintendent's determination will be personally delivered or sent by registered or certified mail to the student, student's parents, or guardian.
17. The punishment takes effect upon receipt of the Superintendent's determination.

#### **APPEAL PROCEDURE**

1. The Superintendent's determination may be appealed to the Board of Education within fifteen (15) school days following a hearing.
2. The appeal request must be written and filed with the Secretary of the Board, PO Box 378, 401 S. Pine St., Valley, Nebraska 68064.
3. A hearing shall be held before a committee of the Board, consisting of not less than three Board members.
4. The hearing shall be held at or before the next regularly scheduled board meeting.

5. An appeal shall be made on the record, except that new evidence may be admitted to avoid a substantial threat of unfairness. New evidence shall be recorded at School District expense.
6. After examining the record and taking new evidence, if any, the Board committee may withdraw to deliberate privately upon the record and new evidence.
7. The Board may reopen the hearing to obtain additional evidence.
8. The Board may alter the Superintendent's decision but may not impose a more severe sanction.
9. Notice of final board action will be by personal delivery or registered or certified mail.
10. The final board decision may be appealed by filing a petition in the District Court within thirty (30) days after receipt of notice of the Board decision.

## **ILLEGAL MATERIALS**

Possession of certain items such as weapons, drugs, explosives, firearms, knives, and alcoholic beverages are prohibited. Please see the section on discipline in the handbook.

## **DRUGS/ALCOHOL AND CONTROLLED SUBSTANCES**

The DC West Community Schools have taken steps to insure that the school premises will be free from drugs/alcohol. In addition to declaring the school property as a Drug Free Zone, the DC West Schools prohibit the unlawful possession, use or distribution of illicit drugs, look-alike drugs, steroids or alcohol by any student during school hours or after school hours as part of the school's activities program. A violation of the above substances will result in disciplinary action according to procedures set forth and referral to the appropriate authorities for criminal prosecution.

## **SEARCH AND SEIZURES**

The District shall comply with all applicable state and federal laws related to record maintenance and retention. When it is determined based on searches that a person has violated a Board policy, administrative regulation, building rule, student conduct rule or personnel expectation, or the law, the person shall be subject to appropriate disciplinary action and a report to law enforcement may be made.

Student lockers, desks and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding items placed in or on school property because school property is subject to search at any time by school officials. Periodic, random searches of student lockers may be conducted at the discretion of the administration.

### **The following procedures will be used for conducting searches:**

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or rule violation. The search must be conducted in a reasonable manner under the circumstances. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted at the discretion of the administration.
2. School officials may search offices and storage devices provided to or used by employees were permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file.

3. Searches of the District's computer system may be conducted at the discretion of the administration at any time.

**The following procedures will be used for the removal of personal property:**

1. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be seized by school officials. Any illegal drugs, firearm or dangerous weapon shall be confiscated and delivered to law enforcement as soon as practicable.
2. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process may be removed from student possession.

The District is not responsible for the security or safety of personal property which employees, students, or other building users may bring to school.

### **SCHOOL RESOURCE OFFICER (SRO)**

SROs or police officers shall not be responsible for normal school discipline issues. SROs and police officers are primarily responsible for responding to criminal law matters where it is mandated by law that such offenses be referred to the criminal justice system. Absent an immediate threat of serious bodily injury and/or criminal law matters, school discipline issues should be addressed by school staff.

SROs or police officers who witness school rule/policy violations shall locate school personnel to respond to the situation. The SRO shall not act as a school disciplinarian. SROs should act as any school adult in redirecting minor misbehavior, and may choose to de-escalate a situation using conflict resolution techniques and leverage existing positive relationships with those involved. Incidents must be referred to school personnel to determine the appropriate response in relation to the School Code of Conduct.

### **REMOVAL OF STUDENTS BY LAW ENFORCEMENT OFFICIALS**

Law enforcement officers should not be permitted to remove a student from school while the student is properly in attendance, without permission of the student's parent or guardian, except when legally authorized to do so. For purposes of this policy, a law enforcement officer is defined as sheriffs, coroners, jailers, marshalls, police officers, school resource officers, state highway patrol officers, members of the National Guard on active service by direction of the Governor during periods of emergency, and all other persons with similar authority to make arrests. (Neb. Rev. Stat. 49-801).

Law enforcement officers may in the line of duty require a student to accompany him or her for questioning or detention either with or without an arrest warrant. A police officer has the lawful authority to take immediate temporary custody of children under the age of 18 with an arrest warrant, or without a warrant or order of the court by reasons listed in board policy #5413.

### **REQUESTS TO CONTACT STUDENTS AND STUDENT INTERVIEWS BY NON-SCHOOL PERSONNEL**

In dealing with law enforcement officials (including the school resource officer), Douglas County West Community Schools' employees are not to obstruct government operations or unreasonably refuse or fail to aid a police officer, but are also to attempt to prevent undue interference with District operations or educational programming.

## **EQUAL OPPORTUNITY EMPLOYER**

The DC West Community Schools are an equal opportunity employer in accordance with Title VII, Civil Rights Act of 1964, and does not discriminate on the basis of race, color, national origin, sex, age or handicapping condition.

## **NOTICE CONCERNING STAFF QUALIFICATIONS**

Upon written request, DC West Schools will give parents/guardians the following information about their child's classroom teacher:

- a) The teacher's state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- b) Whether the instructor is teaching under an emergency or provisional teaching certificate.
- c) The baccalaureate degree major of the teacher. Parents/guardians may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.

DC West Schools will also inform parents/guardians whether their child is being provided services by a paraprofessional and the qualifications of the paraprofessional. The request for this information should be made in writing to an administrator in your child's school building. The information will be provided to you in a timely manner.

## **SUBSTITUTE TEACHERS**

In the absence of the regular classroom teacher, a substitute teacher may be asked to teach the class. All students are expected to follow the regular established classroom procedures under the direction of the substitute teacher and will address the substitute teacher in the same manner as any other staff member.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY**

The Federal Family Educational Rights and Privacy Act in conjunction with Nebraska Statutes 79-4, 157, requires school districts to inform parents/legal guardians that standard information, known as public or directory information, regarding your child be made available to all citizens of this state and other persons interested in examination of public records. Standard information includes such items as a child's name, address, telephone number and date of birth. Other items of public information include the height and weight of students for activity programs, press release information in regards to activity participation, awards, achievements and dates of attendance.

While it is the general practice of the DC West Community Schools to not release this information, interested persons may examine these records unless a parent/legal guardian wishes to have all or part of this information excluded from release. An exclusion form is available in the principal's office.

## **Parental/Guardian Rights Regarding Student Information and Contact**

It shall be the policy of the DC West Schools to annually notify parents and eligible students within the District of the rights provided by the Act. It shall be the policy of the District to place a listing of the following rights in the school paper or a bulletin sent to the parents and in the Student Handbook:

1. The right to review student records, to request amendments to those records, and to

- challenge any denial of such requested amendment, by way of a hearing.
2. The right to prevent disclosure of records that are not of a routine directory nature.
  3. The right to notify the school that the parent or eligible student does not consent to the release of directory information by giving the school written notice of such objection; provided, however, that routine directory information that is permitted or required by Nebraska law to be released will not be affected by such a request, nor shall records ordered by judicial order or subpoena to be released be affected, provided that the District makes reasonable effort to notify the parents of such order or subpoena.

## **GRIEVANCE PROCEDURE**

Whenever a student or a parent of a student in DC West Community Schools has a problem with another person, the first step is to discuss that problem with the person involved to try to resolve the conflict. If that procedure is unsuccessful, then the problem is to be taken in order to a classroom teacher, then to the principal, then to the superintendent, finally to the Board of Education if not resolved at an earlier step.

## **NOTICE OF NONDISCRIMINATION**

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

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

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

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

## **Title IX and Section 504 Grievance Procedures**

The following policies and procedures are established in order to assist in the fair resolution of a student, faculty, or staff grievance (a claim by a student, faculty member, or staff member that a violation of Title IX or Section 504 regulations has occurred). Whenever a grievance occurs, the following procedure will be followed with every effort to secure an appropriate resolution as early as possible.

1. The term "grievant" means the individual student, parent, faculty member, or staff member filing a grievance under this policy; the term "days" means days when school is in session except when a grievance is filed on or after May 15, when "days" refers to Mondays through Fridays, except for legal holidays.
2. A grievance may be filed by an individual or by a parent on behalf of a student if the grievant feels that sex discrimination or discrimination on the basis of handicap has occurred in this school district.
3. No grievance shall be recognized unless it is filed at the appropriate level within ten (10) days after the occurrence of the event, which is the subject of the grievance.
4. The purpose of time limits in this policy is to insure prompt action. In circumstances where the grievant does not pursue the next step of the procedure within the time period specified, unless there is a mutually agreed extension of time, the grievance shall be considered settled and no further action shall be required. In the absence of a written reply to a grievance by the appropriate administrator within the required time period, the grievance shall be considered denied, and the grievant may submit the grievance in writing to the next level.

### **Procedures**

**Level One:** A grievant shall make an appointment with his or her principal or immediate supervisor and discuss the matter of the grievance within ten (10) days after the occurrence of the event of the grievance. Every effort will be made to resolve the grievance informally at this level, with the principal or immediate supervisor giving an oral response.

**Level Two:** If the grievant is not satisfied with the disposition of the grievance at Level One, he/she shall submit the signed grievance in writing to the principal or immediate supervisor within five (5) days after the oral response at Level One. A written grievance shall contain a detailed description of the factual circumstances upon which the grievance is based and explanations of how these facts result in sex discrimination or discrimination on the basis of handicap. The principal or immediate supervisor must submit a written answer within five (5) days after receipt of the written grievance.

**Level Three:** If the grievant is not satisfied with the resolution of the grievance at Level Two, he/she may submit the written grievance within five (5) days thereafter to the area superintendent, who will respond in writing to the written grievance within five (5) days.

**Level Four:** If the grievant is not satisfied with the disposition of the grievance at Level Three, he/she may submit the written grievance to the Director of Title IX and Section 504, who will convene a grievance committee for the purpose of examining evidence of sex discrimination or discrimination on the basis of handicap in the case submitted. The grievance committee will consider all relevant evidence presented in connection with the grievance, and may request individuals to testify before the committee. Within twenty (20) days after receipt of the written grievance, the grievance committee shall determine what action, if any, should be taken to resolve the grievance. The decision of the grievance committee is final and a copy of the decision shall be delivered to the grievant.

## **NEBRASKA DEPARTMENT OF EDUCATION COMPLAINT PROCEDURE**

Chapter 34 of the Code of Federal Regulations, Section 299.10 requires each State Education Agency (SEA), such as the Nebraska Department of Education, to adopt written procedures for receiving and resolving any complaint from an organization or individual that the Department of Education or any school district, agency or consortium of agencies that receives a grant is

violating a federal statute or regulation that applies to the following federal programs.

*Which federal programs?*

Improving America's Schools Act (IASA)

Title I - Part A (Educationally Disadvantaged Children)

Part B (Even Start)

Part C (Migrant)

Part D (Neglected or Delinquent)

Title II - (Eisenhower)

Title III - Subpart 2 of Part A (State and local programs for School Technology Resources)

Part A of Title IV (Safe and Drug-free Schools and Communities)

Title VI (Innovative Education Program Strategies)

Part C of Title VII (Emergency Immigrant Education)

McKinney-Vento Homeless Education

*What is required?*

Requirements of 34 CFR 299.10:

- The Department of Education develops a procedure and shares that information with every agency and district receiving a federal grant. The complete description of the complaint procedure is available on the Nebraska Department of Education homepage at <http://www.nde.state.ne.us>.
- An assurance that the recipient of the federal funds will distribute notice about the complaint procedure to parents of students and appropriate private school officials and representatives. Federal programs will include an additional assurance on their grant applications.
- This notice that a complaint procedure exists can be provided in any format that reaches parents and all other required persons such as a district-wide student handbook. There should be only one notice from the district or agency -- not a notice from each program.

*How to submit a complaint?*

A complaint submitted to the Department must include:

1. The name of the federal program
2. The recipient of the grant (i.e., Nebraska Department of Education, school district, agency, consortium of agencies)
3. A description of the alleged violation of statute or regulation with supporting information -- facts and dates, and
4. The name and address and signature of the person making the complaint

**STUDENT FORMS**

Requests to Contact Students and Student Interviews by Non-School Personnel

**Affidavit and Release to Remove Student**

Date: \_\_\_\_\_

The undersigned hereby states and affirms to the Douglas County West Community Schools as follows:

1. That I am duly-appointed and acting peace officer employed by \_\_\_\_\_ and am currently acting within the scope of such employment.
2. That request is hereby made of the Douglas County West Community Schools to deliver to me the following named student: \_\_\_\_\_.
3. That I am entitled to immediate physical custody of said student by virtue of:

( ) Neb. Rev. Stat. 43-248 for the reason that said student (1) violated a state or municipal law in my presence, (2) is believed by me to have committed a felony, (3) is seriously endangered in his or her surroundings and immediate removal appears to be necessary for the student's protection, or (4) is believed to have run away from his or her parent, guardian, or custodian.

( ) There having been issued a valid warrant for such student's arrest, a true copy of which is attached hereto.

( ) There being reasonable grounds for me to arrest such student without a warrant, such grounds being that \_\_\_\_\_

( ) Other (specify) the student being placed under arrest due to following authority:  
\_\_\_\_\_

4. That the undersigned will take immediate action to notify the parent(s), custodian, or legal guardian of said student that said student has been taken into custody and the reason or reasons for said custody.
5. That the undersigned has the legal right to take custody of the student without the consent of said student's parent(s), guardian, custodian, or the Douglas County West Community Schools.
6. That any facts or circumstances set out on the back of this affidavit and release are true and correct and are incorporated herein by reference.

\_\_\_\_\_  
(Give complete description of officer's name and position, including badge number)

**AR-5413--Exhibit B**

## Affidavit to Interview or Question Student

Date: \_\_\_\_\_

The undersigned requests the right to interview or question \_\_\_\_\_, a student of the Douglas County West Community Schools, and hereby states and affirms to the [Name] Public Schools as follows:

( ) That the undersigned is a duly appointed probation officer acting pursuant to a valid appointment by the \_\_\_\_\_ Court of \_\_\_\_\_ County, Nebraska.

( ) That the undersigned is duly authorized by law to investigate allegations of criminal activity and this request is made to facilitate such an investigation.

( ) That the undersigned is duly authorized by law to investigate allegations of criminal activity and this request is made to facilitate an investigation of criminal activity which occurred on the school premises.

( ) That the undersigned is duly authorized by law to investigate allegations of abuse or neglect as defined in Neb. Rev. Stat. 28-710(3) and this request is made to facilitate an investigation where a family member is alleged to have committed acts of abuse or neglect against the above-named student.

( ) That requesting consent to the interview from the child's parent or guardian and notification of child's parent or guardian of the interview would be counterproductive, and request is hereby made that the same be kept confidential.

That the additional information, if any, set out on the back of this affidavit is true and correct and is incorporated herein by reference.

\_\_\_\_\_  
(Give complete description of officer's name and position including badge number)

<b>Expenditures</b>	<b>Budgeted 21-22</b>	<b>Budgeted 22-23</b>	<b>Difference</b>	<b>% change</b>
Regular Instruction	\$ 6,089,351.00	\$ 6,842,475.00	753,124.00	12.37%
Flex Funding	\$ 97,450.00	\$ 82,435.00	(15,015.00)	-15.41%
ELL/Poverty Instruction	\$ 438,875.00	\$ 422,703.00	(16,172.00)	-3.68%
Special Education Instruction	\$ 1,661,635.00	\$ 1,954,250.00	292,615.00	17.61%
Preschool	\$ 177,585.00	\$ 172,450.00	(5,135.00)	-2.89%
Summer School	\$ 22,100.00	\$ 18,025.00	(4,075.00)	-18.44%
Guidance Service	\$ 230,975.00	\$ 239,575.00	8,600.00	3.72%
Health Services	\$ 84,790.00	\$ 84,690.00	(100.00)	-0.12%
Psychologist Serv	\$ 64,725.00	\$ 156,525.00	91,800.00	141.83%
Speech Pathologist	\$ 72,050.00	\$ 95,315.00	23,265.00	32.29%
Occup/Phys Therapy/Vision	\$ 51,000.00	\$ 50,500.00	(500.00)	-0.98%
Curriculum Development	\$ 60,000.00	\$ 46,200.00	(13,800.00)	-23.00%
Instructional Staff Training	\$ 13,900.00	\$ 11,700.00	(2,200.00)	-15.83%
Standards Implementation	\$ 49,510.00	\$ 51,910.00	2,400.00	4.85%
Library/Media Services	\$ 165,950.00	\$ 134,895.00	(31,055.00)	-18.71%
Technology	\$ 423,080.00	\$ 431,430.00	8,350.00	1.97%
Student Assessments	\$ 61,650.00	\$ 64,550.00	2,900.00	4.70%
Board of Education	\$ 73,500.00	\$ 77,250.00	3,750.00	5.10%
Executive Administration	\$ 380,250.00	\$ 427,969.00	47,719.00	12.55%
Legal Services	\$ 35,000.00	\$ 35,000.00	-	0.00%
Principals	\$ 764,926.00	\$ 790,732.00	25,806.00	3.37%
Business Services	\$ 197,450.00	\$ 249,300.00	51,850.00	26.26%
Facility Operations	\$ 1,371,300.00	\$ 1,209,450.00	(161,850.00)	-11.80%
Security	\$ 64,700.00	\$ 64,700.00	-	0.00%
Safety	\$ 14,000.00	\$ 14,000.00	-	0.00%
Student Transportation	\$ 559,050.00	\$ 582,150.00	23,100.00	4.13%
Buffett Early Childhood	\$ 128,860.00	\$ 128,660.00	(200.00)	-0.16%
<b>Federal/State Programs</b>	<b>\$ 1,496,557.00</b>	<b>\$ 1,307,985.00</b>	<b>(188,572.00)</b>	<b>-12.60%</b>
High Ability Learners	\$ 8,763.00	\$ 8,091.00	(672.00)	-7.67%
Title I	\$ 100,508.00	\$ 113,145.00	12,637.00	12.57%
Title IIA	\$ 19,837.00	\$ 21,748.00	1,911.00	9.63%
IDEA Base EP	\$ 244,124.00	\$ 254,301.00	10,177.00	4.17%
IDEA PS (3-4)	\$ 9,536.00	\$ 9,700.00	164.00	1.72%
IDEA ARP	\$ 40,853.00	\$ -	(40,853.00)	-100.00%
IDEA ARP PS (3-4)	\$ 3,255.00	\$ -	(3,255.00)	-100.00%
ESSERS II	\$ 322,502.00	\$ 127,000.00	(195,502.00)	-60.62%
ESSERS III	\$ 737,179.00	\$ 664,000.00	(73,179.00)	-9.93%
Early Childhood Expansion Gra	\$ -	\$ 100,000.00	100,000.00	100.00%
Title IVA	\$ 10,000.00	\$ 10,000.00	-	0.00%
	<b>\$ 14,850,219.00</b>	<b>\$ 15,746,824.00</b>	<b>896,605.00</b>	<b>6.04%</b>

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Students

Introductory Statement

The focus of the school system is on the student. The students and their educational development is the central concern of the board of education's policies and the administrative regulations.

The board of education, within the parameters provided by the patrons of the school district, will attempt to provide adequate facilities and available means to all who wish to learn in the school district.

Date of Adoption: August 15, 2022

**FORMS FOR HEALTH RELATED ADMISSION REQUIREMENTS**

1. **Notice of Requirements for Student Admission—Birth Certificate, Immunization, Physical Examination and Visual Evaluation**
2. **Immunization—Affidavit of Refusal—For Reason of Religious Conflict**
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8. **HHS Summary of the School Immunization Rules and Regulations**
9. **Affidavit (For Child to Enroll Early in Kindergarten)**
10. **Request for Non-disclosure of High School Personal Information to Institutions of Higher Education and Military Recruiters**
11. **Section 9528. Armed Forces Recruiter Access to Students and Student Recruiting Information**

**NOTICE OF REQUIREMENTS FOR STUDENT ADMISSION—  
BIRTH CERTIFICATE, IMMUNIZATION, PHYSICAL EXAMINATION  
AND VISUAL EVALUATION**

Nebraska law requires that the parents or legal guardian furnish the following documents as a condition of admission to school:

1. A certified copy of the student's birth certificate issued by the state in which the child was born, prior to admission of a child for the first time. Other reliable proof of the child's identity and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of a birth certificate. An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced. (Failure to provide the birth certificate does not result in non-enrollment or disenrollment, but does result in a referral to local law enforcement for investigation).
2. Evidence of a physical examination by a physician, physician assistant, or nurse practitioner, within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a physical examination.
3. Evidence of a visual evaluation (for school year 2021-2022 and each school year thereafter) by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a visual evaluation. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity.
4. Evidence of protection against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Hepatitis B, Varicella (chicken pox) and Haemophilus Influenzae type b (Hib) and other diseases as required by applicable law, by immunization, prior to enrollment, unless the parent or legal guardian submits a written statement refusing immunization or meets other exceptions established by law (refer to Health and Human Services regulations, 173 NAC 3).
5. On and after July 1, 2010, every student entering the seventh grade shall have a booster immunization containing diphtheria and tetanus toxoids and an acellular pertussis vaccine which meets the standards approved by the United States Public Health Service for such biological products, as such standards existed on January 1, 2009.

Forms to submit objections are available from the school.

The following information is provided to assist a parent or guardian in receiving information regarding free or reduced-cost visual evaluations for low-income families who qualify: Information about free or reduced-cost visual evaluations may be obtained from the Nebraska Foundation for Children's Vision (NFCV), [nechildrensvision.org](http://nechildrensvision.org), 1633 Normandy Court, Suite A, Lincoln, NE 68512—Fax 402-476-6547—Phone 402-474-7716. To identify a participating SEE TO LEARN doctor nearest you, call 1-800-960-3937. For assistance from VISION USA call 1-800-766-4466. In addition, Lions Clubs throughout Nebraska are committed to assisting disadvantaged families by sponsoring eye exams and eyewear. NOA member doctors will provide eye exams at no cost if no other resources are available.

**AFFIDAVIT OF REFUSAL OF IMMUNIZATION--  
FOR REASON OF RELIGIOUS CONFLICT  
(For School Admission)**

The undersigned, being first duly sworn, states upon oath as follows

This affidavit is submitted for the following child: \_\_\_\_\_.

I state that I am submitting this affidavit in the position of (*initial* as appropriate):

- \_\_\_\_\_ Self, as I am the child and I am of the age of majority
- \_\_\_\_\_ As a legally authorized representative of the child based on (insert description of legal authority; e.g., parent or legal guardian):  
\_\_\_\_\_

I understand that state law requires that the child be protected by immunization against certain contagious diseases prior to enrollment in school. I hereby swear and affirm that such immunization requirements (*initial* as applicable):

- \_\_\_\_\_ Conflict with the tenets and practice of a recognized religious denomination of which the child is an adherent or member; or
- \_\_\_\_\_ Conflict with the personal and sincerely followed religious beliefs of the child.

I will not hold Douglas County West Community Schools responsible for any injury or harm caused by or relating to such refusal to obtain immunization for the child.

**IN WITNESS WHEREOF**, this affidavit is signed and acknowledged this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Affiant

STATE OF NEBRASKA            )  
  )  
COUNTY OF \_\_\_\_\_  )

ss.

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

[Legal Reference: Neb. Rev. Stat. sections 79-217 and 79-221; HHS Regulation 173 NAC 3]

**AFFIDAVIT  
Refusal of Immunization of Student for Religious Reasons**

State of Nebraska

ss.

County of

**This Affidavit is being submitted on behalf of**

\_\_\_\_\_  
(Name of Student)

\_\_\_\_\_  
(Birthdate of Student)

**If the student is of the age of majority:**

I, \_\_\_\_\_, of lawful age and being first duly sworn,  
(Name of Affiant/Student)  
depose and state as follows:

Immunization conflicts with the tenets and practice of a recognized religious denomination of which I am an adherent or member or immunization conflicts with my personal and sincerely followed religious beliefs.

**If the student is a minor:**

I, \_\_\_\_\_, as legally authorized representative of  
(Name of Affiant)

, of lawful age and being first duly sworn,  
(Name of Student)

depose, and state as follows:

Immunization conflicts with the religious tenets and practice of a recognized religious denomination of which the student is an adherent or member or immunization conflicts with the student's personal and sincerely followed religious beliefs.

\_\_\_\_\_  
(Signature of Affiant)

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_\_ day of \_\_\_\_\_

Notary Public

**REFUSAL OF IMMUNIZATION  
For Medical Reasons**

**As the physician of:**

Child's Last Name	First Name	Age
Birth Date	School	Grade

**A. I have elected to not immunize this student against the following disease(s): (check box\*)**

- Diphtheria
- Tetanus
- Pertussis
- Polio
- Measles (Rubeola)
- Mumps
- Rubella (German Measles)
- Hepatitis B
- Varicella (chickenpox)

**In my opinion, this/these immunization(s) would be injurious to the health and well-being of**

- The student
- A member of the student's household or family

Comments \_\_\_\_\_

\_\_\_\_\_  
Signature of Physician                      Date

\* Each disease for which a vaccine has not been administered must be checked. Parent / guardian must submit dates of immunization for all other diseases.

**Documentation of Varicella (Chickenpox) Disease**

(To be filled out by the parent, guardian, or medical provider of the child/student)

This document is being submitted on behalf of:

\_\_\_\_\_ (Name of child/student) (Birth date of child/student)

I \_\_\_\_\_ verify that the above listed child/student  
Parent/Guardian/Medical Provider

had the varicella disease in \_\_\_\_\_ (year).

\_\_\_\_\_  
(Signature of parent/guardian/medical provider)

**PARENT OBJECTION TO  
PHYSICAL EXAMINATION OR VISUAL EVALUATION  
(For School Admission)**

I am the parent or guardian of the following children who are enrolling in the beginner grade or seventh grade in Douglas County West Community Schools, or who are transferring from out of state into any grade in Douglas County West Community Schools:

Child No. 1: \_\_\_\_\_  
Child No. 2: \_\_\_\_\_

I understand that state law requires that the school be provided with: (1) evidence of a physical examination by a physician, physician's assistant, or nurse practitioner and (2) a visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist. The physical examination and visual evaluation is required to be completed within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity. No such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing.

I hereby object in writing to the:

\_\_\_\_\_ physical examination  
\_\_\_\_\_ visual evaluation  
(check one or both)

for the above named child(ren). I will not hold Douglas County West Community Schools responsible for any injury or harm caused by or relating to such refusal to obtain a physical examination of visual evaluation for the above named child(ren).

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Parent or Guardian

[Legal Reference: Neb. Rev. Stat. sections 79-214(3) and 79-220]



**Department of Health and Human Services**  
**Waiver of Physical Examination/Visual Evaluation Requirement**

School Name (if desired) \_\_\_\_\_

*Note to Parent/Guardian: please complete and return to the school health office if you wish to have your child waived from these requirements as allowed by Nebraska law. If you have questions, please contact the school nurse or the school office. Thank you.*

As a Parent/Guardian of - Student Name	Student ID#
School Name	Grade

I object to the following requirements for school entry as legislated in Nebraska Revised Statutes 79-214 and 79-220.

Check which apply:

- Physical examination by a licensed physician, physician assistant or advance nurse practitioner within six months prior to school entry. *(Applies to: Kindergarten or beginner grade, out of state transfers to any grade, and seventh grade).*
- Visual evaluation by a licensed physician, physician assistant, advanced nurse practitioner, or vision professional (optometrist or ophthalmologist) within six months prior to school entry. *(Applies to: Kindergarten or entry grade and out of state transfer to any grade).*

I understand that I may request information to assist me in receiving information about reduced-cost vision examination as required by NRS 79-220.

I understand provisions in the law allow me to waive the requirement for this examination by my signed statement.

SIGN HERE

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Summary of the School Immunization Rules and Regulations

Student Age Group	Required Vaccines
Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age 3 doses of pediatric Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age
Students entering school (Kindergarten or 1 <sup>st</sup> Grade depending on the school district's entering grade)	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4 <sup>th</sup> birthday 3 doses of Polio vaccine 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
Students entering 7 <sup>th</sup> grade	Must be current with the above vaccinations AND receive 1 dose of Tdap (contain Pertussis booster)
Students transferring from outside the state at any grade	Must be immunized appropriately according to the grade entered.

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet: [http://dhhs.ne.gov/Pages/reg\\_t173.aspx](http://dhhs.ne.gov/Pages/reg_t173.aspx) (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)  
 Updated 01/26/2018



**Request For Non-disclosure of  
High School Student Personal Information  
To Institutions of Higher Education or Military Recruiters**

I hereby request that the name, address, and telephone listing of \_\_\_\_\_ (name of student), a high school student at Douglas County West Community Schools, not be released without prior parental consent to:

\_\_\_\_\_ institutions of higher education

\_\_\_\_\_ military recruiters

(check one, both, or none)

Signed by: \_\_\_ Student \_\_\_ Parent (Check One)

\_\_\_\_\_ Signature/Date

\_\_\_\_\_ Print Name

\_\_\_\_\_ Address

\_\_\_\_\_ City/State/Zip Code

*Note to students/parents: This certificate can be signed by either student or a parent. The provision of this form does not reflect the position of Douglas County West Community Schools that the request for non-disclosure should or should not be made.*

“SEC. 9528. ARMED FORCES RECRUITER ACCESS TO STUDENTS AND STUDENT RECRUITING INFORMATION.

“(a) POLICY.—

“(1) ACCESS TO STUDENT RECRUITING INFORMATION.—Notwithstanding section 444(a)(5)(B) of the General Education Provisions Act and except as provided in paragraph (2), each local educational agency receiving assistance under this Act shall provide, on a request made by military recruiters or an institution of higher education, access to secondary school students names, addresses, and telephone listings.

“(2) CONSENT.—A secondary school student or the parent of the student may request that the student’s name, address, and telephone listing described in paragraph (1) not be released without prior written parental consent, and the local educational agency or private school shall notify parents of the option to make a request and shall comply with any request.

“(3) SAME ACCESS TO STUDENTS.—Each local educational agency receiving assistance under this Act shall provide military recruiters the same access to secondary school students as is provided generally to post secondary educational institutions or to prospective employers of those students.

20 USC 7908.

StudentsAdmission RequirementsMinimum Age:

A child shall be eligible for admission into kindergarten at the beginning of the school year if the child is five years of age or will be five years of age on or before July 31 of the calendar year in which the school year for which the child is seeking admission begins. The School Board shall admit a child who will reach the age of five years on or after August 1 and on or before October 15 of such school year if the parent or guardian requests such entrance and provides an affidavit stating that (i) the child attended kindergarten in another jurisdiction in the current school year; (ii) the family anticipates a relocation to another jurisdiction that would allow admission within the current year; or (iii) the child is capable of carrying the work of kindergarten which can be demonstrated through a recognized assessment procedure approved by the Board.

Early Admission to Kindergarten:

The following assessment procedure for determining if a child is capable of carrying the work of kindergarten is approved and shall be made available to interested persons:

Early kindergarten enrollment exceptions may be made for younger children who are intellectually advanced. At a minimum, eligibility for the admission shall be based upon an analysis of the child's: (1) mental ability, (2) emotional/social development, (3) pre academic skills, and (4) fine motor skills.

The kindergarten early entrance assessment procedures are designed to identify and place in kindergarten those children who:

- a. will turn 5 years of age between August 1 and October 15;
- b. are deemed by parents or guardians as being intellectually advanced and likely to benefit from advanced grade placement; and
- c. are selected on the basis of testing by professionals trained and certified to administer the assessments that will produce evidence of strength in:
  1. mental ability defined as scoring 84th percentile or above on a standardized assessment of cognitive ability such as the Wechsler Pre Primary Scale of Intelligence III, or the Stanford-Binet V;
  2. a test of emotional/social development such as the Behavior Assessment System for Children, Second Edition (BASC-2);
  3. 75th percentile or greater on a test of pre academic skills such as the Woodcock Johnson III; and
  4. a test of fine motor ability, scoring 75th percentile or above on a standardized measurement such as the Beery VMI.

In the discretion of the Superintendent or designee, the assessments may be administered by the School District's professional staff, or the parents or guardians may be required, at their own expense, to have all or some of the required assessments completed by

reputable professionals and to submit the results of such assessments to the School District.

The decision regarding early entrance to kindergarten requires careful consideration of all factors that affect kindergarten success with final determination to be made based on the recommendation of the District Evaluation Team, to be composed of such individuals as the Superintendent or designee determine appropriate. The academic, social, and emotional readiness, as well as the student's physical development and well-being, must be weighed with institutional factors also considered. Sound decision making in the area of early entrance to kindergarten is dependent upon reliable information regarding a student's readiness and a thoughtful balancing of the myriad of factors implicated by the decision. Parents will be notified in writing of the results of the Early Kindergarten Entrance assessment and the determination of the District Evaluation Team in a timely fashion; not to exceed three weeks after the assessments are completed.

Families who seek early admission of their child into kindergarten must obtain an *Early Entrance to Kindergarten Packet* from the School District Administration.

Parents must fill out the early entrance application forms, which include a parent questionnaire and obtain and attach a reference letter from someone who is well acquainted with the child but not a relative of the child. The person providing this reference should know the child well enough that they can speak with some expertise about the child's attributes and abilities. The reference letter should indicate whether this person recommends the child be schooled with children who will be a year older than the child and, if so, the evidence this person has concerning the child's mental ability, fine and gross motor ability, visual and auditory discrimination, emotional/social development, and communication skills. Suggestions for this reference letter are a preschool teacher, a Sunday school teacher, a day-care provider, or a physician.

The assessment request, reference letter and parent questionnaire must be completed and returned to the District no later than May 25th of the spring before fall enrollment to allow summer assessment to be completed.

Decisions regarding early kindergarten entrance must include consideration of the above and shall not be made based on sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status of the child or the child's parents or guardians. Institutional factors, such as capacity, may also be considered.

Admission to First Grade:

A child may be eligible to enter first grade, even if the child has not attended kindergarten, if the child is six years of age or will be six years of age on or before October 15 of the current school year and school officials determine that first grade is the appropriate placement for the child.

Graduates:

A student who has received a high school diploma or received a General Equivalency Diploma shall not be eligible for admission or continued enrollment.

Age 21:

A student shall not be admitted or continued in enrollment after the end of the school year in which the student reaches the age of 21. The school year for this purpose ends at the last day of instruction for graduating seniors.

Birth Certificate, Physical, Visual Evaluation and Immunization:

The parents or legal guardian shall furnish:

- (1) A certified copy of the student's birth certificate issued by the state in which the child was born, upon admission of a child for the first time, shall be provided within 30 days of enrollment. Other reliable proof of the child's identify and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of a birth certificate. An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced. (Failure to provide the birth certificate does not result in non-enrollment or disenrollment, but does result in a referral to local law enforcement for investigation).
- (2) Evidence of a physical examination by a physician, physician assistant, or nurse practitioner, within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a physical examination.
- (3) Evidence of a visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, within six months prior to the entrance of the child into the beginner grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a visual evaluation. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity.
- (4) Evidence of protection against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Hepatitis B, Varicella (chicken pox), Haemophilus Influenzae type b (Hib), invasive pneumococcal disease and other diseases as required by applicable law, by immunization, prior to enrollment, unless the parent or legal guardian submits a written statement that establishes than an exception to the immunization requirements are met.
- (5) Every student entering the seventh grade shall have a booster immunization containing diphtheria and tetanus toxoids and an acellular pertussis vaccine which

meets the standards approved by the United States Public Health Service for such biological products, as such standards existed on January 1, 2009.

The Superintendent or Superintendent's designee shall notify the parent or guardian in writing of the foregoing requirements and of the right to submit affidavits or statements to object to the requirements, as applicable. The Superintendent or Superintendent's designee shall also provide a telephone number or other contact information to assist the parent or guardian in receiving information regarding free or reduced-cost visual evaluations for low-income families who qualify.

A student who fails to meet the foregoing requirements shall not be permitted to enroll or to enter school, or if provisionally enrolled or enrolled without compliance, shall not be permitted to continue in school until evidence of compliance or an exemption from compliance is given.

#### Enrollment of Expelled Students

If a student has been expelled from any public school district in any state, or from a private, denominational, or parochial school in any state, and the student has not completed the terms or time period of the expulsion, the student shall not be permitted to enroll in this school district until the expulsion period from such other school has expired, unless the School Board of this school district in its sole and absolute discretion upon a proper application approves by a majority vote the enrollment of such student prior to expiration of the expulsion period. As a condition of enrollment, the School Board may require attendance in an alternative school, class or educational program pursuant to Nebraska law until the terms or time period of the original underlying expulsion are completed. A student expelled from a private, denominational, or parochial school or from any public school in another state, will not be prohibited from enrolling in the public school district in which the student resides or in which the student has been accepted pursuant to the enrollment option program for any period of time beyond the time limits placed on expulsion, pursuant to the Student Discipline Act, or for any expulsion for an offense for which expulsion is not authorized for a public school student under such Act. For purposes of this policy, the term expulsion or expelled includes any removal from any school for a period in excess of twenty (20) school days.

#### Military Families

If a parent presents evidence to the District of military orders that military family will be stationed in the State of Nebraska during the current or following school year, the District will enroll preliminarily the parent's students.

Legal Reference:      Neb. Rev. Stat. Sections 43-2001 to 43-2012  
                              Neb. Rev. Stat. Sec. 79-214  
                              Neb. Rev. Stat. Sections 79-217 to 79-223  
                              Neb. Rev. Stat. Sec. 79-266.01  
                              173 NAC Chapters 3 and 4 (HHS Regulations)

Date of Adoption:    August 15, 2022



**Disenroll to Attend Homeschool**

I am the parent or guardian of \_\_\_\_\_ (Child's name).

I elect to disenroll the Child from an accredited school this school year and hereby affirm that I intend for the Child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements (a homeschool) and will provide the Commissioner of Education with a statement confirming such homeschool status.

\_\_\_\_\_  
Parent or Guardian

\_\_\_\_\_  
Date

StudentsAssignment of Students: Grade Placement and Transfer StudentsAssignment of Students

It shall be the responsibility of the administration to determine academic placement decisions involving students, including situations where students transfer into Douglas County West Community Schools from other educational settings. The District reserves the right to make the most appropriate grade level placement, class placement and teacher assignment for students which best fulfills the needs of the students and the school district.

Grade Level Placement and Credits

Students who enter the District shall be required to present transfer documents and such records as the administration determines appropriate, indicating grade placement, courses completed, and special needs or accommodations, and may be required to complete achievement test to determine appropriate placement.

Placement decisions will consider whether the student is transferring from a school which is accredited or approved. An "accredited" or "approved" school is one which was accredited or approved by the Nebraska Department of Education and, for schools from other states, is a school which is accredited or approved by that state's department of education, meeting requirements which are the same or equivalent as those of the Nebraska Department of Education.

Transfers from Accredited or Approved Schools

Students transferring from accredited or approved schools will initially be placed in the next grade level above that which the student last successfully completed, or for transfers during the school year, in the same grade level as the student was at prior to the transfer. Credits earned at an accredited or approved school will be accepted by the Douglas County West Community Schools. A student who enrolls during the school year shall be given the opportunity to earn full credit for the courses in which the student is enrolled if the student is able to demonstrate mastery of the subject matter and/or completion of course requirements, other than attendance, at a level required for other students to receive credit who have been enrolled throughout the period for which the credit is to be granted. The administration may use a review of transcripts from prior schools attended, standardized tests, assessments, and/or teacher evaluations of student competency in the subject matter to make such a determination.

Transfers from Non-Accredited or Approved Schools

Students transferring from schools which are not accredited or approved (e.g., home schools) will be placed at a grade level to be determined by the administration based on consideration of the following factors:

1. Student's chronological age.
2. Transcript review
3. Testing (achievement test data; diagnostic test data; and/or criterion referenced test data)

## 4. Teacher evaluation of student competency

Credits earned at a school which is not accredited or approved will not be accepted by the Douglas County West Community Schools. However, the administration may, in its discretion and subject to regulatory requirements, grant a student credits towards meeting graduation requirements for core curriculum courses (not elective courses) completed by the student in a non-accredited or non-approved school if the student is able to demonstrate mastery of the subject matter and completion of course requirements, other than attendance, at a level required for other students to receive credit and to demonstrate that the student has received instruction in such course(s) comparable to that which the student would have received by attending an accredited or approved school. The administration may use a review of transcripts from prior schools attended, standardized tests, assessments, and/or teacher evaluations of student competency in the subject matter to make such a determination. The same criteria will be used for determining whether to grant credit to such a student who enrolls during the year.

Class Rank and Graduation

It shall be the responsibility of the High School Principal to determine academic grade point average, class rank and eligibility for graduation, subject to review by the Superintendent.

Grade point average (G.P.A.) shall be maintained for the 9th through 12th grades. Courses taken prior to 9th grade are not considered for G.P.A. purposes.

Pass/fail grades will be assigned to those courses in which students are granted credit when they begin attending Douglas County West Community Schools.

Class rank is maintained for the 9th through 12th grades. Class rank is based on the Douglas County West Community Schools G.P.A. To be considered for class ranking and any honors or awards which are based on class rank or G.P.A. (e.g., Valedictorian), students must complete a minimum of four semesters of attendance at Douglas County West Community Schools. To receive a diploma from Douglas County West Community Schools students must complete at least 30 credit hours of courses taken at Douglas County West Community Schools and students who have transferred from a school which is not accredited or approved must earn a minimum of two years' credit in an approved or accredited senior high school, grades 10-12, with the final semester's credit being earned in this school district.

Legal Reference: Neb. Rev. Stat. Sections 79-526 and 79-729;  
Title 92, Nebraska Administrative Code, Chapter 10 and February 1993  
"NDE Position Statement Regarding Reintegration of Rule 13 Students to Accredited Schools"

Date of Adoption: August 15, 2022

StudentsFull-time and Part-time EnrollmentFull-time Enrollment

Students must be enrolled in Douglas County West Community Schools on a full-time basis. Full-time basis is defined as attending classes for the full instructional day within the public school system.

Exceptions are permitted only for:

1. enrolled students attending another state accredited institution such as a vocational-technical school or a college or university for school credit;
2. enrolled students taking the limited number of credits needed to graduate in the school year;
3. enrolled students in need of modified school attendance as an accommodation for a disability or similar unique circumstance;
4. enrolled students receiving special education services where the student's IEP requires a modified schedule, or non-enrolled students receiving special education services or other legally mandated services required to be provided to eligible resident children under state and federal laws and regulations;
5. students from other school districts participating in programs offered by the District pursuant to an interlocal agreement or other arrangement approved by the School Board; and
6. non-public school students in accordance with the policies and procedures set forth in this policy.

Part-Time Enrollment of Non-Public School Students

The School Board shall allow the part-time enrollment of students who are residents of the school district and who are also enrolled in a private, denominational, or parochial school or in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements. Such students are referred to herein as "non-public school students."

The School Board establishes the following guiding principles for enrollment of non-public school students:

- (1) The primary school for a non-public school student is the student's private, denominational, parochial or home school.
- (2) Enrollment of a non-public school student in Douglas County West Community Schools is allowed for the purpose of providing enhanced educational opportunities not otherwise available to the non-public school student. It is not to supplant programming of the student's primary school.
- (3) Non-public school students are not to be given priority over full-time students.
- (4) Non-public school students are to be enrolled only in programs or courses that are educationally appropriate for the student.

- (5) Enrollment of non-public school students is not to negatively affect the educational services to be provided to full-time students.

The School Board establishes the following specific policies and procedures for enrollment of non-public school students. In the event the specific policies and procedures require interpretation or do not fully resolve an issue, the above established guiding principles are to be considered.

A. Non-Public School Student Enrollment Application Procedures.

1. Application. Parent or guardian must submit an Application of Non-Public School Student for Part-Time Enrollment to the principal of the school the student desires to attend.
2. Deadline for Applications. The application must be received by August 1<sup>st</sup> preceding the school year the student wishes to enroll.
  - a. Change of Residence Exception: The application deadline for a student who becomes a resident of the District after the school year has commenced is: 20 calendar days after the student becomes a resident of the District. The principal may delay enrollment until the next following quarter or semester starts, or at such other time as determined to be educationally appropriate.
  - b. High School Course Exception: The application deadline for a student who desires to enroll in a second semester high school course is December 1<sup>st</sup>.
3. Action on Applications. The principal will review the application and will notify the parent of the approval or denial of the application within 2 weeks of receipt of the application or 2 weeks prior to the start of school or 2 weeks prior to the start of the next semester, whichever is later.
4. Appeals. The parent or guardian may appeal the principal's action to deny their application. Any such appeal must be submitted to the Superintendent within 14 calendar days from the date of the principal's action. The appeal shall be in writing and shall be decided on the basis of the written submission. The Superintendent may request the parent or guardian to provide further explanation or information and the appeal may be denied in the event the parent or guardian fails to fully respond on a timely basis. The Superintendent shall decide the appeal within 10 calendar days of the submission of the appeal. The Superintendent may make a decision later than the 10 days in the event good reason for delay exists. Good reason includes but is not limited to the Superintendent being unable to gather the information the Superintendent determines necessary to make the decision within the decision period.

5. Annual Applications. Part-time enrollment is determined annually. Application must be made each school year. There will be no guarantee that enrollment will be continued from one year to the next.

B. Non-Public School Student Admission

1. Admission Requirements. Students must meet the normal admission requirements. This includes the requirements that the student: be a resident of the District, be of school attendance age and not have graduated or have received a GED.
2. Admission Process. Students must complete the normal enrollment process and forms required by the District and/or the building for enrollment of all children. This includes the requirements relating to: birth certificates, immunizations, physical examinations, and visual evaluations.

C. Non-Public School Student Enrollment Standards

1. Maximum Enrollment. Students may not enroll in more than 2 middle school or high school courses during any one semester. Elementary students may not enroll in programming of greater than 90 minutes of instruction each day.
2. Capacity Limits. Enrollment will be subject to capacity limits. Any grade level, program, or course which has been determined to be at capacity for option enrollment purposes shall not be available for non-public school students. The middle school principal and counselor shall also establish capacity limits for particular courses each semester. Students will not be permitted to enroll in courses beyond the established capacity limits.
3. Integrated Courses. Students must meet prerequisite requirements to be enrolled in a course by appropriate credits earned through an accredited program. The principal may on a discretionary basis allow prerequisite requirements to be satisfied where the student provides reasonable indications that the academic criteria have been met, such as results from achievement tests or other indications of adequate preparation.
4. Educationally Appropriate Programs and Courses. Students will not be allowed to enroll in programs or courses which the school administration determines to not be educationally appropriate for the student. Determination of whether a program or course is educationally appropriate will be made based on the standards the District uses for making academic placement decisions.
5. Essential versus Non-Essential Elective Courses. Non-public school students are not permitted to enroll in essential courses. Essential courses

are those which are required to be offered by the student's private, denominational, parochial or home school. For non-public school students attending an approved school, essential courses are: language arts, social studies, science, mathematics, vocational education, foreign language, visual and performing arts, and personal health and physical fitness. For non-public school students attending an exempt school, essential courses consist of a sequential program of instruction designed to lead to basic skills in the language arts, mathematics, science, social studies, and health. A non-public school student will not be precluded by this provision from enrolling in non-essential elective courses.

D. Non-Public School Student Policies

1. General Standard. Non-public school students who are enrolled part-time are to be subject to the same standards as full-time enrolled students except where appropriate to reflect their part-time status.
2. Building assignment. Students must enroll in the attendance center that serves the student's residence, provided that the administration reserves the authority to make a different attendance center assignment. A student may request assignment to an attendance center other than that of the student's residence under the intra-district transfer procedures.
3. No Partial Part-Time Enrollment. Students must apply for enrollment and attend the entire school year for which enrollment is made or, for high school courses, for the full length of the course. Once enrolled, part-time students will be required to participate in all activities, programs, and tests related to the program or course for which the student is enrolled, including as applicable State or District-wide assessments, as full-time students.
4. Student Conduct Policies. Students enrolled on a part-time basis shall be required to follow all school policies that apply to other students at any time the part-time student is present on school grounds or at a school-sponsored activity or athletic event. This includes the District's student conduct policies. Students enrolled on a part-time basis shall be subject to discipline, including suspension or expulsion, for violation of student conduct rules.
5. Attendance. Students enrolled on a part-time basis are not exempt from the compulsory attendance laws or from the District's attendance policies. Students who engage in excessive absenteeism as defined in Board policy are to be reported under the truancy laws.
6. Presence on School Grounds. Students enrolled on a part-time basis are to be present on school grounds during the school day only at the times

required for their attendance in the program or course in which they are enrolled. Exceptions may be made in the discretion of the principal or the principal's designee. Students must sign in and out of the school by following the building level procedure. Students are responsible for being aware of any changes in the school schedule during inclement weather or for other reasons.

7. Transportation. Students enrolled on a part-time basis are not entitled to transportation or transportation reimbursement. Full-time students will be given first consideration for parking on the high school campus.
8. Academic Honors. Students enrolled on a part-time basis will not be eligible to graduate or receive a diploma from the District or receive academic honors (for example, class rank and honor roll) except to the extent the student meets all requirements of the District's policies for such, including attainment of minimum credits and semesters of attendance.
9. Extracurricular Activities. Students enrolled on a part-time basis may be permitted in the discretion of the principal and athletic director to participate in extracurricular activities. Participation in activities that are subject to the bylaws of the Nebraska School Activities Association (NSAA) will be limited to those students who meet the NSAA bylaws.

Legal Reference: Neb. Rev. Stat. Sec. 79-2,136 and Sec. 79-526  
Title 92, Nebraska Administrative Code, Chapter 10

Date of Adoption: August 15, 2022

**APPLICATION OF NON-PUBLIC SCHOOL STUDENT  
FOR PART-TIME ENROLLMENT**

Application Process:

- Step 1: Complete Parts I, II and III of this Application.
- Step 2: Complete the attached "Statement of Person in Legal or Actual Charge or Control of a Child" form.
- Step 3: Complete Part IV of this Application, **if** you checked item (2) (b) (c) or (d) of the "Statement of Person in Legal or Actual Charge or Control of a Child" form.
- Step 4: Sign this Application in the presence of a notary

Note: You may also need to provide the following documents:

- (1) birth certificate
- (2) proof of immunization, proof of physical examination, and proof of visual evaluation, or written objections signed by parent or legal guardian
- (3) durable power of attorney (delegation of parental powers)
- (4) student records from school currently attending and school last attended & release of student records form

**PART I--Student Information**

Student's Name:	DOB:	Grade Level:
Parent/Guardian's Name(s):	Address:	Telephone:
School Currently Attending:	School Address:	Telephone:
School Last Attended:	School Address:	Telephone:
Special Needs/Concerns (e.g. health concerns) (information is requested for accommodation planning purposes): _____	Special Education Needs:  ___ Yes ___ No	If "yes" describe needs: _____ _____ _____

**PART II--Part-Time Enrollment Request**

Semester Child seeks to begin attending:	
Course(s) or Program(s) in which Child seeks to enroll:	
If the Course is an Integrated Course (e.g. Algebra II), provide description of courses Child has passed to meet prerequisites:	
State whether the Course or Program is offered in the Child's School:	
State whether Child is seeking to participate in extracurricular activities; and if so, list the activities:	



**STATEMENT OF PERSON IN LEGAL OR ACTUAL CHARGE OR CONTROL OF A CHILD SUBMITTED TO DOUGLAS COUNTY WEST COMMUNITY SCHOOLS FOR PURPOSES OF SCHOOL ENROLLMENT**

The undersigned state that I am an adult in legal or actual charge or control of (*Child's Name*): \_\_\_\_\_, a child who resides in this school district at (*Child's Address*)

- 1)  I state that I am the child's parent, or
- 2)  I state that I have been entrusted with, or assumed, day-to-day care and full-time supervision of, and responsibility for, the child and have been given the authority to act as parent or guardian in educational matters as established by (check *all* that apply):
  - a)  a court or testamentary appointment as a legal guardian (*attach copy*) and/or
  - b)  a power of attorney delegating such parental powers (*attach copy*) and/or
  - c)  through an in loco parentis designation by a parent in which I have been authorized to stand in the place of the parent in caring for and raising the child (*attach any written documentation of such designation*), and/or
  - d)  through some other set of circumstances (*please explain on a separate sheet*).

I understand that I may be requested to provide additional information regarding this child. The names and current or last known address of the child's parents are:

Mother: \_\_\_\_\_ Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Father: \_\_\_\_\_ Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

I understand that I will be responsible for, and will be expected to make, decisions regarding education (including, but not limited to, records, discipline, and special education unless otherwise provided under special education laws and regulations), emergency medical care, and other matters for this child while in legal or actual charge or control of this child and I state that I have the authority to take such responsibility and to make such decisions and to so act. I also understand that I will have responsibilities under the state truancy laws to cause this child to attend school.

\_\_\_\_\_  
 Signature of Adult in Legal or Actual Charge or Control

\_\_\_\_\_  
 Home Address of Adult in Legal or Actual Charge or Control

\_\_\_\_\_  
 Daytime Work Address

Dated: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Daytime Work Phone: \_\_\_\_\_

**NOTE:** SECTION 79-215 R.R.S. PROVIDES THAT IF THE STUDENT IS HOMELESS OR IF THE ADULT DOES NOT HAVE A PHONE NUMBER AND ADDRESS WHERE HE OR SHE MAY GENERALLY BE REACHED DURING THE SCHOOL DAY, THOSE PARTS OF THE FORM MAY BE LEFT BLANK AND A BOX MAY BE MARKED ACKNOWLEDGING THAT THESE ARE THE REASONS THESE PARTS OF THE FORM WERE LEFT BLANK. THE ADULT WITH LEGAL OR ACTUAL CHARGE OR CONTROL OF THIS STUDENT SHALL ALSO SIGN THE FORM.

- \_\_\_\_\_ This child is homeless, which is the reason items were left blank.
- \_\_\_\_\_ This adult does not have a phone number or address where they may generally be reached during the school day

-----  
**(FOR SCHOOL'S USE)**

**APPLICATION STATUS**

- |                  |              |     |  |
|------------------|--------------|-----|--|
| <b>Decision:</b> | Not Admitted | ( ) | Child a Non-resident   |
|                  | Not Admitted | ( ) | Board of Education Approval Required (Expelled Student)  |
|                  | Not Admitted | ( ) | Other _____  |
|                  | Admitted     | ( ) | Residency based on ___ Natural parent is a resident of<br>District ___ In Loco Parentis ___ Child is Emancipated |
|                  | Admitted     | ( ) | Courses or Programs of part-time enrollment: _____<br>_____  |

(Admission is subject to receipt of birth certificate, proof of immunization, physical and visual evaluation, and other required documentation)

**Notes:**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

StudentsStudent Residence, Admission and Contracting for Educational Services

Students shall be admitted to the School District, upon request and without charge, who are:

1. A resident of the School District for purposes of school enrollment. A student is a resident of the School District if the student resides in the School District or at least one of the student's parents resides in the School District.
2. A homeless student. The following definition shall be used to determine which students fit this category:

A homeless individual is one who (1) lacks a fixed, regular, and adequate nighttime residence and (2) has a primary nighttime residence in a supervised publicly or privately operated shelter designed to provide for temporary accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill), an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings. The term "homeless" or "homeless individual" does not include any individual imprisoned or otherwise detained by an Act of Congress or State law.

3. Approved for option enrollment into the School District.

Students may be admitted to the School District, or continue in enrollment, where:

1. The student is not a resident of the School District and is a resident of Nebraska. Such enrollment shall be pursuant to a contract between the Boards of Education of the School District and the school district in which the student is a resident and upon the collection of tuition pursuant to such contract. The amount of tuition shall be no less than the average cost per pupil as determined by the previous year's financial report.
2. The student is not a resident of the School District and is a resident of another State. Such enrollment shall be subject to collection of tuition in advance at a rate determined by the School Board. The amount of tuition shall be no less than the average cost per pupil as determined by the previous year's financial report.
3. The student is participating in an approved Foreign Exchange Program.
4. The student is a child of a member of the military on active duty and residing on certain property ceded to the United States and stationed in, near or adjacent to the School District, and children of employees of the federal government residing in Nebraska on national parks or national monuments within the State in, near or

adjacent to the School District. Such discretionary admission shall be without charge for tuition.

5. The student's residency in the School District ceases during the school year. In such case, the student may be allowed to continue attending the School District for the remainder of that school year.

A child who is a ward of the state or court and (1) has been placed in the School District but had resided in a different school district at the time the child became a ward and does not reside in a foster family home, or (2) has been placed in an institution which maintains a State-approved special education program, may be enrolled in the School District to the extent required by law. In such event, costs of education and transportation are to be paid by the State, but not in advance. The child remains a resident of the school district in which the child resided at the time the child became a ward.

A child who is a ward of the state or court who resides in the School District in a foster family home licensed or approved by the Department of Health and Human Services ("Department") or a foster home maintained or used by the Department, remains a resident of the school district in which the child resided at the time the child became a foster child. This is subject to a determination being made in accordance with the Foster Care Review Act that the child will not attend such school district. If such a determination is made, the child is deemed to be a resident of the School District and will be admitted as a resident student.

A child who is not a ward of the state or court and who is residing in a residential setting in the School District for reasons other than to receive an education is subject to the following: First, if the residential setting does not maintain an interim-program school, the School District will provide the educational services to the child pursuant to a contract with the school district in which the child resided immediately prior to such placement, as and to the extent required by law. This is subject to the parent or guardian and such other school district agreeing to have such other school district provide the educational services. Second, if the residential setting does maintain an interim-program school, the child's educational services will be provided by the interim-program school without the School District's involvement. However, the School District may provide educational services to the child pursuant to a contract with the school district in which the child resided immediately prior to such placement.

All admissions are subject to the condition that admission requirements other than residency be satisfied to the extent required by law and that the School District is legally responsible for or authorized to admit the child or provide educational services to the child.

Legal Reference:       Neb. Rev. Stat. Sec. 79-215 (residency and admission)  
                               Neb. Rev. Stat. Sec. 79-215 (children of military or federal employee parent)  
                               Neb. Rev. Stat. Sections 79-232 to 79-246 (option enrollment)  
                               42 U.S.C. § 11431 et. seq. (McKinney-Vento Homeless Assistance Act)  
                               NDE Rule 9

Date of Adoption:     August 15, 2022

StudentsOption EnrollmentA. Process and Time Lines to Option In

For a student to attend Douglas County West Community Schools as an option enrollment student, the student's parent or legal guardian must submit an application to the Board of Education of the Douglas County West Community School District between September 1 and March 15 for enrollment during the following and subsequent school years (the "application period").

Upon receipt of an application, the Superintendent or the Superintendent's designee shall provide the resident school district with the name of the applicant on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission.

**Provisions for Waiver of Application Deadline (Choose one or modify as desired):****Option 1 (Waiver unless at capacity):**

The application deadline will be waived by the School District for applications to option into the Douglas County West Community School District, provided that the application contains a release approval from the resident district and satisfies any other requirements of law. Further, the application deadline shall not be waived if the application is for enrollment in any program, class, grade level or school building or in any special education programs operated by this School District which have been determined by the School District to be at capacity in accordance with the capacity standards (Appendix "1"), and no waiver of the deadline shall be made for such an application regardless of whether such capacity determinations are declared invalid for any reason.

**Option 2 (Limited Deadline Waiver):**

The application deadline will **not** be waived by the School District for applications to option into the Douglas County West Community School District, except in the following circumstances:

1. Siblings: The application deadline will be waived where the application is for a student who is the sibling of a student attending Douglas County West Community Schools as of the time the application is filed, provided the application is filed at least 30 days prior to the semester in which first enrollment is sought. A "sibling" for this purpose means a child who resides in the same household on a permanent basis with a student who is currently attending Douglas County West Community Schools and who has the same natural or adoptive parent or who is a stepbrother or stepsister.
2. Kindergarten: The application deadline will be waived where the application is for a student who is seeking to enroll and attend the Kindergarten grade level provided the application was filed on or before June 1 prior to the first semester of the next school year.
3. Release Approval: For the foregoing exceptions, the application must contain a release approval from the resident district.

4. Other Conditions: The waiver of the deadline in the above circumstances does not require acceptance of the application, as such applications may be rejected for reasons other than late filing.
5. Capacity: For the foregoing exceptions, the application deadline shall not be waived if the application is for enrollment in any program, class, grade level or school building or in any special education programs operated by this School District which have been determined by the School District to be at capacity in accordance with the capacity standards (Appendix "1"), and no waiver of the deadline shall be made for such an application regardless of whether such capacity determinations are declared invalid for any reason.
6. Capacity for Late Filed Applications: Where an application is filed for enrollment in the same school year in which enrollment is sought, the "projected enrollment" determinations made pursuant to paragraph D shall be replaced with the "actual enrollment" as of the first day of school for the year of application, as determined by the Superintendent or the Superintendent's designee, but only in the event such actual enrollment is higher than the projected enrollment. Actual enrollment shall include all students in attendance and all students registered to attend (even if not in actual attendance on the first day).

B. Rejection of Applications; Reasons

1. Capacity: An option enrollment application shall be rejected in the event the capacity of a program, class, grade level, or school building or the availability of appropriate special education programs operated by the School District would be exceeded by acceptance of the application, and an option enrollment application shall be rejected in the event the application is for enrollment in a program, class, grade level, or school building which has been declared unavailable to option students due to lack of capacity.
2. Timeliness: An option enrollment application shall be rejected in the event the application is not filed on or before the April 1<sup>st</sup> immediately preceding the school year in which enrollment is sought, and the filing deadline has not been waived.
3. Previous Option Enrollment: An option enrollment application shall be rejected in the event the student has previously filed an option enrollment application for enrollment in any School District and has had such application accepted, unless a statutory exception to the "one-time" rule is applicable to the student's circumstance.
4. Other Reasons: An option enrollment application may be rejected in the event the Superintendent, the Superintendent's designee, or the School District determines: The application is not submitted on a form prescribed by the State Department of Education, is not completely and accurately filled in, is not received within the time required by law, or any additional information requested to be supplied is not supplied to the School District within the time lines indicated; or in the event acceptance of the application is not required by law. Matters which are legally

prohibited from being considered as standards for acceptance or rejection of applications (including “previous academic achievement, athletic or extracurricular ability, disabilities, proficiency in the English language, or previous disciplinary proceedings” and further including, without limitation, race, national origin, and gender) shall not be considered as reasons for acceptance or rejection.

C. Priority of Acceptance

Priority shall be accorded in the following order: (1) first, to those applications required to be given priority by law, (2) second, to those with a sibling in attendance at Douglas County West Community Schools, with priority within this group being given to those who had earliest filed applications, and (3) third to those without an option student sibling in attendance at Douglas County West Community Schools, with priority within this group to those who had earliest filed applications.

Filing date determinations are made by the Superintendent, or the Superintendent’s designee. In the event applications within a group are received at the same or substantially the same time, priority as between such same-date applications shall be determined on the basis of random drawing.

D. Determination of Capacity

The School District will determine and set, on an annual basis, the maximum number of option enrollment applications the School District will accept in any program, class, grade level or school building or in any special education programs operated by this School District, based upon available staff, facilities, projected enrollment of resident students, projected number of students with which this School District will contract based on existing contractual arrangements, and availability of appropriate special education programs, and may declare a program, class or school unavailable to option students due to lack of capacity. Such determinations may be made in the form of an Appendix “1” to this Policy. The determination and declaration made for any school year shall continue in effect for the next and subsequent school years unless otherwise determined and/or declared.

E. Releases for Options Out

**Provisions for Release (Choose one or modify as desired):**

**Option 1 (Release unless Expulsion is Pending):**

A request for release of a resident student of the Douglas County West Community School District who submits an enrollment option application after March 15 or any other statutory deadline will be granted unless the release shall not be granted if the administration is considering or has recommended expulsion of the student at the time the application is filed, and the administration determines it is appropriate to complete the expulsion process.

**Option 2 (Release Conditions):**

A request for release of a resident student of the Douglas County West Community School District who submits an enrollment option application after March 15 or any other statutory deadline will be granted only on the following conditions:

1. Kindergarten: A release will be granted where the application is for a student who is seeking to enroll and attend the Kindergarten grade level provided the application was filed on or before June 1 prior to the first semester of the next school year.
2. Siblings: A release will be granted where the application would allow the student to attend the same school as a sibling, provided the application is filed at least 30 days prior to the semester in which first enrollment is sought. A “sibling” for this purpose means a child who resides in the same household on a permanent basis with a student who is currently enrolled in the option district and who has the same natural or adoptive parent or who is a stepbrother or stepsister.
3. Educational Programming: A release will be granted where the needs of the student require the District to obtain additional staffing or equipment and it is in the best interests of the District and the student to enroll in the option district. The determination of whether this condition is met shall be made by the Superintendent or the Superintendent’s designee.
4. No Pending Expulsion: The deadline shall not be waived if the administration is considering or has recommended expulsion of the student at the time the application is filed, and the administration determines it is appropriate to complete the expulsion process.

The Superintendent or the Superintendent’s designee is hereby authorized to execute such releases on behalf of the School District and the School District, subject to subsequent ratification by the School District.

F. Notification of Acceptance or Rejection

In the case of an application to option enroll into the Douglas County West Community School District, the Superintendent or the Superintendent’s designee shall notify, in writing, the parent or legal guardian of the student and the resident school district whether the application is accepted or rejected on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission.

If an option enrollment application or a request for release is rejected by the Douglas County West Community School District, the Superintendent or the Superintendent’s designee shall provide written notification to the parent or guardian stating the reasons for the rejection and the process for appealing such rejection to the State Board of Education. Such notification shall be sent by certified mail.

G. Applications Subsequent to Relocations or Mergers

An option enrollment application does not require a release and shall be accepted or rejected within forty-five days after filing in the following circumstances:

1. the student relocated to a different resident school district after February 1, or
2. the student’s option school district merged with another district effective after

3. February 1, and the application is for attendance during the immediately following and subsequent school years.

#### H. Status of Option Student

A student who is admitted under the enrollment option program shall be treated as a resident student, and in such regard shall be required to provide such enrollment information and documentation as is required for enrollment of other students (e.g., certified birth certificate and evidence of physical examination, visual evaluation and immunization), shall be required to be enrolled on a full-time basis, and shall be required to adhere to student conduct rules. The building assignment for an option student, as well as classroom and grade level assignments, shall be determined by the administration.

An option student shall not be entitled to transportation except as required by law. Transportation or transportation reimbursement will be provided in the following circumstances:

1. The Douglas County West Community School District may, upon mutual agreement with the parent or legal guardian of an option student, provide transportation to the option student on the same basis as provided for resident students. The school district may charge the parents of each option student transported a fee sufficient to recover the additional costs of such transportation.
2. Option students who qualify for free lunches are eligible for either free transportation or transportation reimbursement from the option school district. The District's policy is that the District selects which service (transportation or reimbursement) is to be provided to students.
3. For option students receiving special education services, the transportation services required in the student's Individualized Education Plan shall be provided by the resident school district.

#### I. Information Regarding Schools, Programs, Policies and Procedures.

As part of the option enrollment program, the administration shall make information about the Douglas County West Community Schools and its school, programs, policies and procedures available to all interested persons and shall have a copy of the option enrollment policy and regulations available at each school building.

Legal Reference: Neb. Rev. Stat. Sections 79-232 to 79-246

Date of Adoption: August 15, 2022

**RESOLUTION**

**WHEREAS**, the School Board is required by law to adopt by resolution policies and specific standards for acceptance or rejection of option enrollment applications; and,

**WHEREAS**, the School Board has received and reviewed evidence and information submitted by the administration and other sources and made determinations thereon with respect to standards for acceptance or rejection and with respect to the capacity of this school district to accept option enrollment students based upon available staff, available facilities, projected enrollment, and availability of special education programs; and,

**WHEREAS**, the School Board has determined that the educational interests of this school district would be best served by adoption of the resolutions, and the policies and specific standards herein contained.

**NOW, THEREFORE, BE IT RESOLVED** that the Option Enrollment Policy presented to the School Board as Policy 5006, and Appendix "1" to such Policy 5006, should be and the same are hereby adopted, and any previous policy or interpretation or application of the option enrollment program which is or has been inconsistent with the Policy 5006, and Appendix "1" to such Policy 5006, are repealed effective on the date of the passage of this resolution,

**BE IT FURTHER RESOLVED** that all paragraphs, subparagraphs, and portions of words of this Resolution, of Policy 5006, and Appendix "1" to such Policy 5006 are severable and that in the event any of the same are determined to be invalid for any reason, such determination shall not affect the validity of any of the remainder of the same.

**BE IT FURTHER RESOLVED** that policies and specific standards for acceptance or rejection of option enrollment applications should be and are hereby adopted, for applications filed after adoption of this resolution, and are hereinafter set forth:

The above Resolution, having been read in its entirety, member \_\_\_\_\_ moved for its passage and adoption, member \_\_\_\_\_ seconded the same. After discussion and on roll call vote, the following members voted in favor of passage and adoption of the above Resolution: \_\_\_\_\_.

The following members voted against the same: \_\_\_\_\_.

The following members were absent or not voting: \_\_\_\_\_.

The Resolution having been consented to and approved by a majority of the members of the School Board, was declared as passed and adopted by the President at a duly held and lawfully convened meeting in full compliance with the Nebraska open meetings law.

**DATED** this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**DOUGLAS COUNTY WEST  
COMMUNITY SCHOOLS**

By: \_\_\_\_\_  
President

Attest: \_\_\_\_\_  
Secretary

## Appendix "1" to Option Enrollment Policy

The following is Appendix "1" to Policy 5006 for the current school year. The Board of Education hereby sets forth the maximum number of option students for the current school year in any program, class, grade level or school building or in any special education programs operated by this school district, based upon available staff, facilities, projected enrollment of resident students, projected number of students with which this school district will contract based on existing contractual arrangements, and availability of appropriate special education programs. Any program, class, grade level, or school building which has "0" as the No. of Option Students is hereby declared unavailable to option students due to lack of capacity.

PROGRAM	PROGRAM CAPACITY	PROJECTED ENROLLMENT	NO. OF OPTION STUDENTS
Kindergarten			
First			
Second			
Third			
Fourth			
Fifth			
Building Capacity, Elementary			
Level I Elementary Special Education			
Level II & III Elementary Special Education			
Sixth			
Seventh			
Eighth			
Building Capacity, Middle School Attendance Center			
Level I Middle School Special Education Program			
Level II and III Middle School Special Education			
Ninth			
Tenth			
Eleventh			
Twelfth			
Building Capacity, Sr. High School Attendance Center			
Level I Sr. High School Special Education Program			
Level II and III Sr. High School Special Education			

[Print on School District Letterhead]

[Date]

[Insert Name of Parent/Guardian]  
[Insert Street Address]  
[Insert City], NE [Insert Zip Code]

RE: Option Enrollment; [Insert Name of Student]

Dear [Name of Parent/Guardian]:

I am writing to notify you of the rejection of your:

- option enrollment application
- request for a release approval.

Reason for Rejection: The reason for the rejection is that your application or request does not meet the conditions for approval that are set forth in the District's option enrollment policy and/or state law. Additional reasons for the rejection are set forth in the completed application form, which is enclosed.

Appeal Process: The parent or legal guardian may appeal a rejection of an application or of a request to release. The appeal is to be filed with the State Board of Education within thirty days after the date the notification of rejection is received. A sample petition form for an appeal can be found in Appendix A of the Nebraska Department of Education's Rule 61 (<http://www.nde.state.ne.us/LEGAL/RULE61.html>).

Sincerely,

Douglas County West Community Schools

Dr. Melissa Poloncic, Superintendent

Enclosure: Completed Option Enrollment Application

Sent via certified mail

StudentsForeign Exchange Students**A. Participation in Foreign Exchange Opportunities**

1. The Board recognizes the benefits of participating in foreign exchange programs. Such programs increase mutual understanding between the students, staff and citizens of the District and the people of other countries.
2. The District will admit students from foreign nations through foreign exchange programs that are approved by the Superintendent. A foreign exchange program may not be approved unless it is on the current Advisory List of International Educational Travel and Exchange Programs that is maintained by The Council on Standards for International Educational Travel.
3. The District will not admit students on an F-1 visa.
4. The designated school officials for purposes of the foreign exchange program are the Superintendent and the High School Principal.

**B. Admission of Foreign Exchange Students**

1. The foreign exchange program shall file application forms and related documents with the District by August 1 prior to the beginning of the school year. In order for a foreign exchange student to be admitted to school, the District's acceptance of the application must occur prior to the commencement of the school year. The District retains the right to reject any application.
2. The foreign exchange program shall be responsible for providing the District with all documents and records required by federal and state law and such other documents and records that the District may request. The documentation is to include information to establish that the foreign exchange student has adequate financial support, that the student is covered by health insurance, a complete transcript and a brief explanation of the transcript, and such other documentation that the Superintendent or High School Principal determine appropriate. Foreign exchange students will not be admitted until all such documents and records are received.
3. A maximum of two foreign exchange students will be accepted each school year unless otherwise determined by the Superintendent. To promote a diversity of cultural experiences for students of our District, the foreign exchange students admitted in each school year must not be from the same country.

4. Foreign exchange students must be at least sixteen years old and not older than nineteen years old as of September 1st of the school year in which the student will enroll in the District. Foreign exchange students must not have graduated from high school (or an equivalent educational institution) prior to enrollment in the District.
5. Foreign exchange students must have adequate proficiency in the English language to function in a regular classroom and not require English-as-a-second-language instruction. The foreign exchange program must provide documentation to verify the student's English language proficiency as part of the application process.
6. The host family of the foreign exchange student must be residents of the District.

**C. Requirements During Attendance in the District**

1. The host family must be residents of the District and the foreign exchange student must reside in the District during the period of time in which the foreign exchange student is enrolled in the District.
2. The local representative of the foreign exchange program is to arrange and attend a meeting with the foreign exchange student, the host family, and the High School Principal or designee prior to the foreign exchange student starting school.
3. The local representative of the foreign exchange program is expected to confer with the High School Principal or designee throughout the foreign exchange student's attendance in the District on a schedule to be determined by the Principal.
4. Foreign exchange students are subject to the same policies, student code of conduct, and attendance requirements that apply to regular students with exceptions appropriate for their status as foreign exchange students including, without limitation, the following: (a) foreign exchange students will not be eligible for student fee waivers; (b) foreign exchange students must be enrolled on a full-time basis; and (c) foreign exchange students are ineligible to take any driver education classes offered by the District. Eligibility for participation in NSAA-regulated activities will be determined based on the Bylaws of the NSAA.

**D. Academic Matters Involving Foreign Exchange Students**

1. Foreign exchange students will be assigned a grade placement and a class schedule as determined appropriate by the High School Principal or designee. Grade placement will be based upon the District's criteria for students transferring from non-approved schools.

2. Foreign exchange students will be required to enroll in an American literature course and a United States history or a United States government course.
3. Foreign exchange students completing the twelfth grade in the District will be recognized with a school certificate for satisfactory attendance and participation.
4. If a foreign exchange student wishes to receive a District high school diploma, the student must make application to the Principal prior to the beginning of the school year. To receive a diploma, the student must fulfill all of the District's regular high school graduation requirements.

Legal Reference: 22 U.S.C. Sec. 2451, et seq.  
22 CFR Part 62

Date of Adoption: August 15, 2022

Douglas County West Community Schools  
**APPLICATION FOR FOREIGN EXCHANGE STUDENT**

**PART 1—Student Information**

Student's Name: _____	DOB: _____	<i>Note: Student must be at least 16 and not older than 19 as of September 1st of the school year of enrollment.</i>
Country of Citizenship: _____	Address: _____	Telephone (s): _____
Parent's Names: _____ (Father) _____ (Mother)	_____	E-mail: _____
School year the student intends to attend: _____		
School the student expects to attend: _____		
Grade level the student expects to be placed: _____		
<i>(Note: Student must not have graduated from high school or an equivalent educational institution prior to enrollment)</i>		
The student is or will be entering the United States on an F-1 visa:    Yes    No		
Special Needs/Concerns: _____		

**PART 2—Foreign Exchange Program Information**

Name of Organization: _____	Name of Local Representative: _____
Address: _____ _____	Telephone (s): _____ E-mail: _____
The foreign exchange program is on the current Advisory List of International Educational Travel and Exchange Programs that is maintained by The Council on Standards for International Educational Travel:    Yes    No	
We agree that the local representative of the foreign exchange program will confer with the High School Principal or designee throughout the Student's attendance in the District on a schedule to be determined by the Principal:    Yes    No	

**PART 3—Host Family Information**

Name of Host Family: _____ (Father) _____ (Mother)	<i>Note: The host family must be residents of the District and the Student must reside in the District during the period of time the Student is enrolled in the District.</i>
Address: _____ _____	Telephone (s): _____ E-mail: _____

**PART 4—Application Requirements**

1. Attached to this application is the following documentation to establish that the student has adequate financial support: \_\_\_\_\_  
\_\_\_\_\_
2. Attached to this application is the following documentation to establish that the student is or will be covered by health insurance: \_\_\_\_\_
3. Attached to this application is the student's complete transcript.  
We provide the following brief explanation of the transcript: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



StudentsStudent AttendanceAttendance Policy and Excessive Absenteeism

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The Principals and teachers are required to maintain an accurate record of student attendance.

A. Attendance and Absences.

1. Circumstances of Absences – Definitions. The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.
  - a. School Excused. Any of the following circumstances that lead to an absence will be identified as a *School Excused* absence, provided the required attendance procedures have been followed:
    - (1) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness, court, death of a family member, or suspension.
    - (2) Other absences as determined by the principal or the principal's designee.
  - b. Not School Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows:
    - (1) Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments.
    - (2) Other absences are those in which the parent has not communicated a reason for the student's absence.

2. Absence Procedure. In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances.

A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, is issued by the Principal's office.

Two school days will be allowed to make up work for each day missed, with a maximum of 10 days allowed to make up work.

3. Mandatory Ages of Attendance. A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

Exceptions for Younger Students. Attendance is not mandatory for a child who has reached 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.

Exceptions for Older Students. Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

Early Withdrawal for Students Enrolled in Accredited or Approved Schools. A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.

Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in Douglas County West Community Schools or

resides in the Douglas County West Community School District and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- the person who has legal or actual charge or control of the child who requested the exit interview;
- the Superintendent or Superintendent's designee;
- the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and
- any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.

At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:

- financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
- an illness of the child making attendance impossible or impracticable.

The Superintendent or Superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child OR may rescind the written request for the withdrawal.

Withdrawal Form. Any withdrawal form signed by the person making the written request shall be valid only if:

- the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and
- the Superintendent or Superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the

child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

Early Withdrawal for Students Enrolled in an Exempt School (Home Schools). A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

4. Reporting and Responding to Excessive Absenteeism. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the superintendent or such person(s) who the superintendent designates to be the attendance officer (hereafter, "attendance officer"). The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed below under "Excessive Absenteeism" and "Reporting Excessive Absenteeism."
5. Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter which are Not School Excused shall be deemed to have "excessive absences." Such absences shall be determined on a per day (or hourly equivalent) basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, school officials will have verbal or written communication with the person or persons who have legal or actual charge or control of any child.

When a student continues thereafter to have absences which are Not School Excused and the absences are of concern due to the effect of the absences on the student's academics, the student's attendance history, the time of the school year, the reasons for the absences, or other circumstances, one or more meetings will be held between the school (a school attendance officer, a school administrator or his or her designee, and/or a social worker), the child's parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:

- (a) Illness related to physical or behavioral health of the child.
- (b) Educational counseling;
- (c) Educational evaluation;
- (d) Referral to community agencies for economic services;
- (e) Family or individual counseling; and
- (f) Assisting the family in working with other community services.

If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child's attendance records.

6. Reporting Excessive Absenteeism to the County Attorney.

The school may report to the county attorney of the county in which the person having control of the student resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per year. The school shall notify the child's family in writing prior to making the referral to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

Legal Reference: Neb. Rev. Stat. Sections 79-201 and 79-209

Date of Adoption: August 15, 2022

## Attendance Improvement Plan

This collaborative plan has been developed as a result of a meeting or meetings held on the following dates: \_\_\_\_\_.

Those in attendance included: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The attendees considered the following actions to reduce barriers to improve regular attendance:

1. Illness related to physical or behavioral health of the child:

\_\_\_ It was determined that the physical or behavioral health of the child is not a barrier to improve regular attendance.

\_\_\_ The child's physical or behavioral health poses a barrier to regular attendance. The following actions will be taken in response: \_\_\_\_\_  
\_\_\_\_\_.

2. Educational counseling (e.g. curriculum changes):

\_\_\_ It was determined that educational counseling is not needed to reduce barriers to improve regular attendance.

\_\_\_ Educational counseling \_\_\_ has been \_\_\_ will be provided, consisting of the following: \_\_\_\_\_  
\_\_\_\_\_.

3. Educational evaluation:

\_\_\_ It was determined that an educational evaluation is not needed to reduce barriers to improve regular attendance.

\_\_\_ An educational evaluation \_\_\_ has been \_\_\_ will be conducted to assist in determining the specific condition, if any, contributing to the problem of excessive absenteeism. The evaluation will include: \_\_\_\_\_  
\_\_\_\_\_.

4. Referral to community agencies for economic services:

\_\_\_ It was determined that economic services are not needed to reduce barriers to improve regular attendance.

\_\_\_ The family \_\_\_ has been \_\_\_ will be given information about community agencies which may have economic services available to the family, which includes: \_\_\_\_\_  
\_\_\_\_\_.

5. Family or individual counseling:

\_\_\_ It was determined that family or individual counseling is not needed to reduce barriers to improve regular attendance.

\_\_\_ The family \_\_\_ has been \_\_\_ will be given information about family or individual counseling that is available pertaining to: \_\_\_\_\_  
\_\_\_\_\_.

6. Assisting the family in working with other community services:

\_\_\_ It was determined that assistance in working with community services is not needed to reduce barriers to improve regular attendance.

\_\_\_ The family \_\_\_ has been \_\_\_ will be given assistance in working with community services pertaining to: \_\_\_\_\_

Other actions to be taken:

Action	Responsible Person	Date to Complete

Plan completed by:

\_\_\_\_\_  
Signature (title)

\_\_\_\_\_  
Signature (title)

\_\_\_\_\_  
Signature (title)

\_\_\_\_\_  
Signature (title)

\_\_\_\_\_  
Signature (title)

\_\_\_\_\_  
Signature (title)

\_\_\_\_\_  
Date

[Print on School District Letterhead]

[Date]

[Insert Name of County Attorney of the County in which the principal office of the school district is located]

[Insert Address]

**RE: Attendance Policy; Requested Collaboration**

Dear [Name of County Attorney]:

Section 79-209 requires school districts to “have a written policy on attendance developed and annually reviewed in collaboration with the county attorney of the county in which the principal office of the school district is located.”

Enclosed is a draft of the revised policy that we intend to submit to the Board of Education for adoption. Please review the policy and give me any suggested changes you may have. If you would like to meet to discuss the policy in person, please contact me at [insert phone number].

We need to get the new policy in place prior to the beginning of the 2020-2021 school year. As such, I request that you contact me with regard to the policy at your earliest opportunity.

Sincerely,

Dr. Melissa Poloncic, Superintendent  
Douglas County West Community Schools

Enclosure: Attendance and Excessive Absenteeism Policy

StudentsAttendance During School Day (Dismissals and Field Trips)

Students may not be permitted to leave school prior to the regular dismissal time except by permission of the Principal.

No student may be permitted to leave school prior to the dismissal hour at the request of or in the company of any one other than a school employee, police officer, court official, or parent of the child, unless permission of the parent has been first secured. If any police or court official requests the dismissal of a student, the student's parents should be notified as soon as possible.

Field trips or excursions off school grounds must have the approval of the Principal in advance and administrative requirements may be established for such activities.

Date of Adoption: August 15, 2022

Students

School Census

The Superintendent shall take such steps as necessary to take a complete school census every year and file the census in accordance with state and local laws.

Legal Reference:     Neb. Rev. Stat. Sec. 79-524  
                          Neb. Rev. Stat. Sec. 79-528  
                          Neb. Rev. Stat. Sec. 79-578  
                          NDE Rule 8.604

Date of Adoption:    August 15, 2022

Students

Parent-Student Handbook

Each year the Board of Education shall adopt a Parent-Student Handbook. The rules, procedures, and practices adopted in the Parent-Student Handbook shall have the effect of Board Policy and shall control over any earlier-adopted Board policy to the extent of the conflict.

Date of Adoption: August 15, 2022

StudentsMilitary Recruiters

The District will provide access to routine directory information to each student in a high school grade upon a request made by a military recruiter, unless the student's parent or guardian has submitted a written request that the student's information not be shared with a military recruiter. The District will provide military recruiters with the same access to a student in a high school grade as the District provides to post-secondary educational institutions or to prospective employers of such students.

If a parent or guardian does not want his or her student's information to be provided to a military recruiter, the parent must submit a written request to the Superintendent.

Legal Reference: LB 575 (2019)

Date of Adoption: August 15, 2022

StudentsStudent Discipline

- A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.
1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:
- a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
  - b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.

- e. A student who is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.

3. Expulsion:

- a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system 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, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.

- b. Suspensions Pending Hearing. 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.

- c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.

- d. Alternative Education: Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
  - e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
  - f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal’s designee shall meet with the student’s probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal’s designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.
4. Emergency Exclusion: A student may be excluded from school in the following circumstances:
- a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
  - b. If the student’s conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above.

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing is to be held and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

5. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.
- B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.
- C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.
  1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
  2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school

- purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
  4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
  5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
  6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
  7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
  8. Public indecency or sexual conduct.
  9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
  10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
  11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.

12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for riding school buses or vehicles.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
  - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
  - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

For purposes of this policy, the term "dangerous weapon" includes any personal safety or security device (such as tasers, mace and pepper spray). If a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device on school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student's locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

D. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
  - a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
  - b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.

- c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
- d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g. cleats).
- e. Head wear including hats, caps, bandannas, and scarves.
- f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
- g. Clothing or jewelry that is gang related.
- h. Visible body piercing (other than ears).

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school’s guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal’s office.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

## 2. Academic Integrity.

- a. Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student’s level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

- b. Definitions: The following definitions provide a guide to the standards of academic integrity:
- (1) “Cheating” means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:
    - (a) Tests (includes tests, quizzes and other examinations or academic performances):
      - (i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
      - (ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for “open book” tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
      - (iii) Use of Other Student Answers: Copying or looking at another student’s answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student’s paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student’s answers on the test paper.
      - (iv) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
      - (v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student’s real reason for missing class was because the student was not prepared for the test.

- (b) Papers (includes papers, essays, lab projects, and other similar academic work):
- i) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
  - (ii) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
  - (iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
  - (iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.
  - (v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.
- (c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.
- (2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:
- (a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

- (b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
- (3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.
- c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:
- (1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.
  - (2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
  - (3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

### 3. Electronic Devices

- a. Philosophy and Purpose. The District strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

b. Definitions.

- (1) “Electronic devices” include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.
- (2) “Sexting” means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:
  - (i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
  - (ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,
  - (iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

c. Possession and Use of Electronic Devices.

- (1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.
- (2) Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (d)(1). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.
- (3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).
- (4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student’s parent when the student has a compelling need to have the device (e.g., a student

whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

d. Violations

(1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) or otherwise transmitting images and/or sounds of another person or persons without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

(2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

(i) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device.

(ii) Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time

- as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.
- (iii) **Third Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.
- (3) Penalties for Prohibited Use of Electronic Devices: Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:
- (i) Students found in possession of a "sexting" message shall be subject to a one (1) day suspension from school.
- (ii) Students who send or encourage another to send a "sexting" message shall be subject to a five (5) day suspension from school.
- (4) Reporting to Law Enforcement: Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.
- e. Responsibility for Electronic Devices. Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

- E. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:
1. 1st Offense: Student will be confronted and directed to cease.
  2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
  3. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.
- If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.
- F. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:
1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
  2. Students in the hallway during class time must have a pass with them.
  3. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be drunk outside.
  4. Students are expected to bring all books and necessary materials to class. This includes study halls.
  5. Assignments for all classes are due as assigned by the teacher.
  6. Students are not to operate the mini-blinds or the windows.
  7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
  8. Students are to be in their seats and ready for class on the tardy bell.
  9. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
  10. Students are not to bring "nuisance items" to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
  11. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
  12. Snow handling is prohibited.
- G. Law Violations
1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by

school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

- 2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

Legal Reference: Neb. Rev. Stat. Sections 79-254 to 79-296

Date of Adoption: August 15, 2022

StudentsAlternative Education Programs or Plans For Expelled Students

In the event action is being taken to expel a student from this school district, the Administration shall select one of the following described educational options to be made available to the expelled student during the period of expulsion, to-wit: (1) An alternative school, class, or educational program (hereinafter referred to as an "alternative program"); or (2) The development of a plan of behavior modification, educational objects, and financial resources and community programs available to meet the behavioral and educational objects, and monthly reviews to assess the student's progress toward meeting the specified goals and objects. The superintendent or superintendent's designee shall make known to the expelled student which of the alternative educational options the administration has selected for the student's expulsion. Such information shall be made known to the expelled student on or before the date the expulsion becomes effective. An expulsion becomes effective, as to a student who has been given a written notice of a recommendation to expel, on the earliest of the following dates: (1) if the student, parent, or guardian has not requested a hearing, the sixth school day following receipt of the notice of the recommendation to expel, (2) if the student has requested a hearing, the date the student, parent, or guardian receives notice of the determination of the superintendent or superintendent's designee to expel the student, or (3) such other date as may be mutually agreed by the student, parent, or guardian and the administration.

**A. ALTERNATIVE EDUCATION PROGRAM:**

The approved alternative programs are: (1) community-based programs, (2) home-based programs, (3) specialized tutorial experiences, and (4) distance-learning. The Board of Education may, from time to time, approve other alternative programs and may approve specific alternative programs and may enter into contracts for the provision of such specific alternative programs. To the extent that the alternative programs are to be provided on-site, the individuals responsible for providing such on-site alternative program shall hold a valid Nebraska Teaching or Administrative Certificate. To the extent that the alternative program is to be community-based or off-site, such alternative program shall be planned in cooperation with and monitored or supervised by a school district staff member who holds a Nebraska Teaching or Administrative Certificate. Alternative programs may be conducted at times other than the regular school day.

The superintendent or superintendent's designee shall determine which alternative programs shall be made available to each specific expelled student based on a consideration of the interests of the school district and the student's educational and behavioral objectives and needs, as determined in the discretion of the superintendent or the superintendent's designee. If a parent or guardian refuses to participate or have their expelled child participate in the alternative programs made available, the district shall have no further obligation with regard to the provision of an alternative program. The superintendent or superintendent's designee shall establish a specific date or time within which the parent or guardian shall be required to state in writing an agreement to participate in the alternative program. As a condition of participation in alternative programs which involve the payment of tuition or other similar expenses, the student, parent, or guardian may be required, as a condition of such alternative program being available, to agree in writing to pay the tuition or other similar costs for such program in the event the expelled student fails to successfully complete the program.

The standards of student behavior and cooperation required of students in the regular programs of this school district shall also be required of expelled students throughout the entire time period of the alternative program. Additional standards may be established in each specific program and for each specific expelled student. If the expelled student fails to meet the required standards of student behavior or cooperation, the student may be further disciplined by disciplinary punishment up to and including expulsion for an additional period of time beyond that being served by the expelled student. Further, if the expelled student fails to meet any of the conditions of the learning program, the district may, by action of the superintendent or superintendent's designee, terminate the alternative program for the expelled student. A due process hearing substantially in compliance with the statutory provisions for suspension and expulsion of students shall be made available, unless waived by the parent or legal guardian.

Upon preapproval by the superintendent or the superintendent's designee, academic credit towards graduation or advancement in grade level shall be available to students participating in alternative programs for expelled students. The academic credits to be awarded shall be equal to the same academic credit a student in the school district's regular educational program would earn for completion of a similar educational program, as determined at the discretion of the superintendent or superintendent's designee. Such academic credits shall not be earned unless the expelled student has successfully completed the conditions of the alternative program, as determined by the teacher and the superintendent or superintendent's designee. The superintendent or superintendent's designee shall determine whether or to what extent such academic credits should be assigned to subject area or other specific graduation or advancement requirements. The achievement mark (i.e., grades) assigned for such academic credits shall not be available to the advantage of the expelled student for honor roll, class rank, or other academic honors or recognition.

#### B. EDUCATION PLAN PROGRAM:

If the administration elects not to provide an alternative education program outlined in subparagraph A. above, the following procedures shall be followed prior to expelling a student unless the expulsion was required by subsection (4) of the Neb. Rev. Stat. § 79-283; said procedures being as follows, to wit:

(1) A conference shall be called by a school administrator and held to assist the district in the development of a plan with the participation of a parent or a legal guardian, the student, a school representative, and a representative of either a community organization with a mission of assisting young people or a representative of an agency involved with juvenile justice.

(2) The plan shall be in writing and adopted by a school administrator and presented to the student and the parent or legal guardian.

(3) The plan shall:

(a) Specify guidelines and consequences for behaviors which have been identified as preventing the student from achieving the desired benefits from the educational opportunities provided,

- (b) Identify educational objectives that must be achieved in order to receive credits toward graduation,
- (c) Specify the financial resources of the community programs available to meet both the educational and behavioral objects identified, and
- d) Require the student to attend monthly reviews in order to assess the student's progress toward meeting the specified goals and objectives.

The school district shall submit such plan on the form "Section 79-266(2) Plan" attached to this policy as Appendix "1".

Legal Reference:     Neb. Rev. Stat. Sec. 79-266  
                          NDE Rule 17

Date of Adoption:    August 15, 2022

SECTION 79-266(2) PLAN

Student: \_\_\_\_\_

Date and Participants: \_\_\_\_\_  
(List parent or legal guardian, school representative, and community or agency representative)

(a) **Guidelines and Consequences for Behaviors**

The student has been recommended for expulsion for conduct as specified in correspondence and memoranda recently provided to the student and the student's parents or guardian. This conduct has had the effect of preventing the student from achieving the desired benefits from the educational opportunities provided. The student is expected to conform his conduct to the school rules for which he has been recommended for expulsion and all other established school rules. Further disciplinary measures, including possible future expulsions, can result from future violations of such behavioral guidelines and expectations.

(b) **Educational Objectives**

In order to graduate, the student needs to receive the credits listed in Attachment "A", subject to future modifications in graduation requirements.

(c) **Financial Resources and Community Programs Available**

The financial resources and community programs available to meet the educational and behavioral objectives identified in this plan include school resources (e.g., upon return from the recommended expulsion, counseling with the school counselor, and meetings with the school administration and teachers) and community organizations which assist young people (e.g., civic organizations, local college and university programs, and community college programs).

(d) **Monthly Reviews & Other**

During the period of the expulsion, the student shall be required to attend monthly reviews with the Principal or designee to assess the student's progress toward meeting the specified goals and objectives. The student shall be responsible for contacting the named school official to schedule the monthly meetings. (Attach separate sheet for any additional information or terms of plan).

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_, adopted by the school administrator after a conference held to assist the district in the development of the plan with the participation of a parent or legal guardian, the student, a school representative, and a representative of either a community organization with a mission of assisting young people or a representative of an agency involved in juvenile justice, and presented to the student and parent or legal guardian at the conference prior to the student being expelled in accordance with law.

Adopted by \_\_\_\_\_  
[Administrator]

Attachments: Attachment "A" (academic credits needed to graduate or other, if applicable)

## Students

### Extracurricular Activity

#### **Section 1 Extracurricular Activity Philosophy**

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provide experiences that will help students physically, mentally and emotionally.

The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. Participation in activities, both as a competitor and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, team, student body, community and the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better individuals and citizens.

#### Safety

The District's philosophy is to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common-sense.

#### Warning for Participants and Parents

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

**Section 2 Extracurricular Activity Code of Conduct**

Purpose of the Code of Conduct. Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and rules.

**Scope of the Code of Conduct.**

Activities Subject to the Code of Conduct: The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to: all sports, cheerleading, dance team, Pep Club, Pep Band, vocal, band, speech and drama, One-Act, FBLA, FCCLA, Spanish Club, Art Club, Student Council, Student Advisory Board, National Honor Society, and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school sponsored activities such as school dances and royalty for such activities.

A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

When: The Code of Conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

The rules also apply when a student is participating or scheduled to participate in an extracurricular activity that is held outside the school year or the NSAA season. For example, if an FBLA or FCCLA student plans to participate in a conference in July and commits a Code of Conduct infraction in June, the student may be suspended from participating in the conference. Conduct during the summer months may also affect a student's participation under the team selection and playing time guidelines.

Where: The Code of Conduct rules apply regardless of whether the conduct occurs on or off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under

the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

**Grounds for Extracurricular Activity Discipline.** Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self respect, self-discipline, teamwork, sportsmanship, and respect for authority. The following conduct rules have been determined by the Board of Education to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation:

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, bullying, harassment or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (including personal safety or security devices, such as tasers, mace and pepper spray, unless a District administrator gives prior approval) or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in a manner that is unlawful or contrary to school activity rules.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled

substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.

8. Public indecency.
9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
10. Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
11. Repeated violation of any of the school rules.
12. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
13. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
14. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
15. Willfully violating the behavioral expectations for those students riding Douglas County West Community Schools buses or vehicles used for activity purposes.
16. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
17. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
18. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
19. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations in writing.
20. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials.

### **Drug and Alcohol Violations.**

#### Meaning of Terms.

Use or consume includes any level of consumption or use. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation.

Under the influence means any level of impairment and includes even the odor of alcohol on the breath or person of a student, or the odor of an illicit drug on the student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant.

Possession includes having control of the substance and also includes being in the same area where the substance is present and no responsible adult present and responsible for the substance. Possession includes situations where, for example:

- (1) Alcohol is in a vehicle in which the student is present. The student is considered to be in possession if the student is aware that the alcohol is in the vehicle, even though the student has not touched or consumed the alcohol; and
- (2) Alcohol is present at a party attended by the student. The student is considered to be in possession if the student is aware that alcohol is at the party and fails to immediately leave the party, even though the student has not touched or consumed the alcohol.

In these situations, a violation would not exist if the alcohol is in the control of a parent or guardian or other responsible adult (age 21 or older) such that students are not allowed to access the alcohol. A violation would also not exist if the student did not know or have a reasonable basis to know that alcohol would be present, and the student leaves the location where the alcohol is present as soon the student could safely do so. (Students are expected to leave immediately, but are not to do so in a manner that would endanger them. For example, you are not to leave in a car being driven by a person who has been drinking just to get away from the alcohol party immediately when there is no other way to get home. Instead, you should call for a safe ride home and, while waiting, clearly distance yourself from the alcohol).

#### **Consequences.**

Students may be suspended from practices or participation in interscholastic competition or participation in co-curricular activities for violations of the Code of Conduct. The period of suspension or other discipline for such offenses shall be determined by the school administration.

The disciplinary consequence will be determined based on consideration of the seriousness of the offense, any prior violations, the student's compliance with the self-reporting obligations, the student's level of cooperation and willingness to resolve the matter, and the student's demonstration of a commitment to not commit future violations.

Because of the significance of drug and alcohol violations on the student participants, other students and the school, the following consequences are established for such violations:

**Drugs and Alcohol.**

An activity participant who violates the drug or alcohol rules (other than steroids) shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 45 days.
2. Second or Any Subsequent Offense: One calendar year.
3. Reduction for Self-Reporting: If the student has self-reported, the first violation shall be reduced to 21 days for the first violation. A commensurate reduction (approximately one-half, as determined by the administration) for a second or subsequent violation shall be given for self-reporting.
4. Reduction for Participation in Chemical Dependency Program: If the student and parents agree to participate in a school-approved program for chemical dependency, the consequence will be reduced to only the next activity in which the student was to participate (including at least one contest) in the case of a first violation, and to a commensurate reduction (approximately 80%, as determined by the administration, for a second or subsequent violation).  
The program must be administered by a certified alcohol and drug abuse counselor and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of program must be submitted in writing to the Activities Director. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from extracurricular activities for one calendar year. All costs associated with the program are to be borne by the student/parent or guardian.
5. More Serious Violations: In the event of more serious drug or alcohol violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not limited by the foregoing, and may be established in the good discretion of the administration.

**Steroid Offenses.** A student who possesses, dispenses, delivers, or administers anabolic steroids shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 30 consecutive days.
2. Second or Any Subsequent Offense: One calendar year.

**When Suspensions Begin.** All suspensions begin with the next scheduled activity in which the student is a participant, after the determination by school officials of the sanction to be imposed; provided that the school officials shall have the discretion to establish a time period for the suspension that makes the suspension have a real consequence for the student. During a suspension, participants may be required or

permitted to practice at the sole discretion of the coach or activity sponsor. Suspensions in the Spring will be carried over to the Fall when the suspension has not been fully served or when determined appropriate for the suspension to have a real consequence for the student.

**Letters and Post-Season Honors.** A student who commits a Code of Conduct violation is:

1. Eligible to letter, provided the student meets the criteria of the coach or sponsor.
2. Not eligible to receive honors during the sport or activity in which they are participating at the time of the offense and/or in sports or activities in which they have been suspended due to a code violation. The coach/sponsor, with the Athletic Director's approval, may make an exception where the student has self-reported or otherwise demonstrated excellence in character allowing for such honors.

**Self-Reporting.** A student who violates the Code of Conduct must self-report. The self-report must be made to: the principal, athletic director, or the head coach or sponsor of an activity in which the student participates. The student's parent or guardian may initiate the self-reporting process, but the student will be later required to give a written statement of the self-report. The self-report must be made the earlier of: (1) before the end of the next school day after the conduct occurred and (2) before participation in an extracurricular or co-curricular activity.

In making a self-report, the student must identify the events that took place, what conduct the student engaged in, and any witnesses to the student's conduct, and will be required to put this information in a written statement. In the event the student has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, the student will be required to self-report such offense and provide information as to why they should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct.

All students are expected to be honest and forthright with school officials. In the event the coach or activity sponsor or any school administrator asks a student participant for information pertaining to compliance (or lack of compliance) by the student or other student participants with the Code of Conduct or eligibility conditions for participation in activities, the student is expected to fully, completely, and honestly provide the information. Students may be disciplined for a failure to be honest and forthright.

**Determining a Violation Has Occurred.** A violation of the Code of Conduct will be determined to have occurred based on any of the following criteria:

1. When a student is cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist.
2. When a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.
3. When a student admits to violating one of the standards of the Code of Conduct.

4. When a student is accused by another person of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable.
5. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

**Procedures for Extracurricular Discipline.** The following procedures are established for suspensions from participation in extracurricular activities:

1. Investigation. The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose.
2. Meeting. Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.
  - a. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
  - b. The suspension may be imposed prior to the meeting if the meeting can not reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.
3. Notice Letter. Within two school days (two business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Athletic Director or the Athletic Director's designee will send a written statement to the student and the student's parents or guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.
4. Informal Hearing Before Superintendent. The student or student's parent/guardian may request an informal hearing before the Superintendent. The Superintendent may designate the Athletic Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.
  - a. A form to request such a hearing must be signed by the parent or guardian. A form will be provided with the notice letter or otherwise be made available by request from the Principal's office.
  - b. The request for a hearing must be received by the Superintendent's office within five days of receipt of the notice letter.
  - c. If a hearing is requested:

- i. The hearing will be held within ten calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.
  - ii. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.
  - iii. Upon conclusion of the hearing, a written decision will be rendered within five school days (ten calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parents or guardian.
  - iv. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.
5. No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures
  6. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

### Section 3 Attendance

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have "excessive absences" as determined under the school's attendance policy are ineligible to participate in extracurricular activity contests or performances. Students who have four or more unexcused absences in the semester of participation will be ineligible to participate in extracurricular activity contests or performances.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.
3. On the day of a contest, performance or other activity, be in attendance for the full day. A student who is not in attendance the full day is ineligible for the contest, performance, or activity.

Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the Principal or Athletic Director.

Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

**Section 4 Academic Standards**

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities must show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities, students must:

1. Be enrolled in at least 25 credit hours in the semester of participation.
2. Maintain passing grades in all courses. A student who is not passing one or more classes at progress reporting times will be ineligible to participate in extracurricular activity contests or performances if the grade remains below passing one week after progress reporting time. The student will remain ineligible until the student is passing all classes.
3. Maintain an overall "C" average to participate in extracurricular activities, except school dances.
4. Academic requirements do not apply to:
  - (A) Instructional field trips which are a part of the scheduled course learning experience; or
  - (B) Activities or events which are a part of the student's grade requirements.

Legal Reference: Neb. Rev. Stat. Sections 79-254 to 79-296

Date of Adoption: August 15, 2022

StudentsDrug and Substance Use and Prevention**Drug-Free Schools**

The District shall implement regulations and practices which will ensure compliance with the Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

**Education and Prevention**

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades of this School District. Further, the District will have proper in-service orientation and training for all employed staff.

**Standards of Conduct; Notice to Students and Parents**

Students are to be provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities. It shall be the further policy of the District to keep a file showing receipt of standards of conduct and a statement of disciplinary sanctions that may be taken for violations of such standards of conduct. The receipt shall be signed by both student and parent or guardian and returned to the respective Principal. It shall contain in prominent letters the following language:

"RECEIPT SHALL SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING DOUGLAS COUNTY WEST COMMUNITY SCHOOLS HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXPECTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO P.L. 101-226 AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN ANY FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREIN ABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS."

**Drug and Alcohol Education and Prevention Program of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations**

Students are to be provided an age appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

**Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs**

Students are to be provided information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within sixty miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District upon request by the counselor.

In the event of disciplinary proceedings against any student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student and his or her parent or parents or guardian.

**Safe and Drug-Free Schools-- Parental Notice of Right to Withdraw**

Parents will be notified that, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

**Standards of Student Conduct Pertaining to the Possession, Use, or Distribution of Illicit Drugs, Alcohol or Tobacco.**

These standards are in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation. The District's standards prohibit the possession, use, or distribution of illicit drugs, alcohol or tobacco (including electronic nicotine delivery systems) on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession, use distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession, use, distribution or being under the influence of alcohol.
4. Possession, use, distribution, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.

5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.
6. Possession, use or distribution of any tobacco product (including electronic nicotine delivery systems).

### **Disciplinary Sanctions**

Violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents or legal guardian will be notified.
5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

### **Intervention**

The Douglas County West Community School District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational climate or activity, the school then has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students and employed staff information about any drug and alcohol counseling, and rehabilitation and re-entry programs, which are available to students.

### **Administration**

The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

Date of Adoption: August 15, 2022

Students

Promotion and Retention

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the Principal, in consultation with the student's teachers and counselor, to be appropriate for the educational interests of the student and the school's educational program.

Legal Reference: Neb. Rev. Stat. Sec. 79-526

Date of Adoption: August 15, 2022

StudentsStudent Records

School staff shall maintain student records in compliance with state and federal law.

Confidentiality of Student Records.

Student files and other education records shall not be released or divulged except in compliance with state and federal law.

School officials may have access to only those education records in which they have a legitimate educational interest, unless the parent has given written and dated consent for the access. A school official who violates this restriction shall be subject to disciplinary action up to and including termination.

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

A school official for purposes of access to education records is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

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

Student and Parent Access to Student Records.

A parent or guardian of a student or former student, and a student or former student who is eighteen (18) years of age or older, shall be given the opportunity upon request to inspect and review the education records of the student or former student. Non-custodial parents will be provided full and equal access to the education records of his or her child unless there is a court order to the contrary.

Maintenance and Destruction.

Student files or records shall be so maintained so as to separate academic and disciplinary matters. All disciplinary material in a student's file shall be removed and destroyed after the student's continuous absence from the school for a period of three (3) years.

Amendment of Student Records.

Parents and eligible students (a student who has reached 18 years of age or is attending an institution of postsecondary education) have the right to challenge any information contained in the records that they believe is inaccurate, misleading or violates the privacy rights of the student. Such a challenge may be made by making a written request to the Principal to amend the records. If a decision is made not to amend the education records in accordance with the request, the Principal shall so inform the parents of the student and the Superintendent. The parent shall be advised of the right to a hearing.

If a hearing is requested, the Superintendent shall conduct a hearing (or delegate the role to another school official who does not have a direct interest in the outcome of the hearing) and provide the parent or eligible student a full and fair opportunity to present evidence relevant to the issues raised in conformance with applicable law.

Legal Reference: Neb. Rev. Stat. Sections 42-364(4) and 42-381; Neb. Rev. Stat. Sec. 43-3001  
Neb. Rev. Stat. Sections 79-2104 and 79-2105; Neb. Rev. Stat. Sec. 79-539  
Neb. Rev. Stat. Sections 84-1201 to 84-1220  
Family Educational Rights and Privacy Act, 20 U.S.C. Sec. 1232g

Date of Adoption: August 15, 2022

## **Notification of Rights Under FERPA**

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

- 1) The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- 2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

- 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:

Kathleen Styles, Office of the Chief Privacy Officer  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202

### **Notice Concerning Directory Information**

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's date of birth and place of birth;
6. Student's extra-curricular participation;
7. Student's achievement awards or honors;
8. Student's weight and height if a member of an athletic team;
9. Student's photograph; and
10. School or school district the student attended before he or she enrolled in Douglas County West Community Schools.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

The District may disclose information about former students without meeting the conditions in this section.

### **OPTIONAL**

In addition, notice is further given that FERPA permits the disclosure of personally identifiable information from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in Sec. 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, Sec. 99.32 of the FERPA regulations requires the District to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. The District may disclose personally identifiable information from the education records of a student without obtaining prior written consent of the parents or the eligible student —

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the District has outsourced institutional services or functions, provided that the conditions listed in Sec. 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (Sec. 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of Sec. 99.34. (Sec. 99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the Nebraska Department of Education. Disclosures under this provision may be made, subject to the requirements of Sec. 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of personally identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (Sections 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (Sec. 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to Sec. 99.38. (Sec. 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the District, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (Sec. 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (Sec. 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (Sec. 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (Sec. 99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to Sec. 99.36. (Sec. 99.31(a)(10))
- Information the District has designated as “directory information” under Sec. 99.37. (Sec. 99.31(a)(11))

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

**Notice Concerning Designation of Law Enforcement Unit:**

The District designates the Valley Police Department as the District's “law enforcement unit” for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

StudentsAcademic Progress

The Superintendent will be responsible for implementing a uniform system for appraising and reporting the development of students' academic and behavioral skills.

Communicating student progress to parents shall be the responsibility of the building administrator and the classroom teacher. Written reports of student progress will be made available to parents at the conclusion of each quarter. It is recommended that two parent-teacher conferences or acceptable substitutes be held in both the elementary and junior-senior high school each year. Additional reporting of student progress is encouraged whenever progress or lack of progress is of an unusual nature.

Date of Adoption: August 15, 2022

StudentsGrading System

The grading system of Douglas County West Community Schools shall be as follows:

- a. Grading periods of approximately nine (9) weeks shall be used four (4) times per year.
- b. Achievement marks shall be given on a numerical basis for all grades 4-12, with the marks of 69 or lower considered a failure. A special grading report for the K-3, on a different basis, shall be used.
- c. The grading and conversion scale are as follows:

A	=	94-100	Excellent
B	=	87-93	Good
C	=	77-86	Average
D	=	70-76	Below Average
F	=	Below 70	Failing
NC	=	No Credit (used for withdrawal after the first week of first semester and after the first two days of second semester).	
NG	=	No Grade and is given to students that have not completed work by the end of the semester. Students have one week to complete course work in those subject areas. Course work not made up will result in a failing grade.	
NM	=	No Mark may be given for any class that a student wishes to retake. The NM will be given at the time the student designates which grade they wish to have listed on their permanent record. The NM is not a credit and if the course is a requirement for graduation, students will need to successfully pass the class before credit is given for completed work.	
P-NP	=	Pass or No Pass grades will be issued under special circumstances as approved by the administration.	

- d. For all other grading reports received on transfer students, the Superintendent and/or principal shall convert these to an approximately equal grade on our system.
- e. Staff members may use whatever method they determine professionally appropriate in the day to day grading, but shall prepare grade reports based on numerical values. Each staff member, however, must be able to defend whatever method chosen. The following criteria should be used in determining the numerical value of the grade.
  1. Achievement in relation to class objectives.
  2. Class participation.
  3. Mental ability of student in relation to the total class and required work.
  4. Evidence the student is exceeding the class requirements and delving further.

- f. On excused absences of secondary students, they shall be allowed two (2) days for each day missed to complete work assigned. After this period elapses, all work not handed in or completed shall receive a zero.
- g. On unexcused absences, all work assigned shall receive a zero, or a grade assigned for class participation shall also receive a zero, and also possibility of a disciplinary action.
- h. All grade reports will contain the numerical grade for each subject, as well as the following: absences, tardiness, department, comments (if instructor desires).

Date of Adoption: August 15, 2022

Students

Graduation

To participate in commencement exercises or receive a Douglas County West Community Schools diploma a student must fully complete all requirements for graduation prior to the official commencement exercises, and complete other administrative requirements or conditions. Students who graduate from Douglas County West Community Schools must accumulate 220 hours. The total graduation requirements must include the following core curriculum:

**High School Diploma – 47 Credits**

- 8 credits – Language Arts
- 6 credits – Mathematics
- 6 credits – Science
- 6 credits – Social Science
- 4 credits – Career and Technical Education
- 4 credits – Health and Physical Education
- 2 credits – Fine Arts
- 11 credits – Electives

**High School Diploma with Distinction– 56 Credits**

- 9 credits – Language Arts
  - 6 credits – Mathematics
  - 6 credits – Science
  - 8 credits – Social Science
  - 4 credits – Career and Technical Education
  - 4 credits – Health and Physical Education
  - 2 credits – Fine Arts
  - 17 credits – Electives
- \*\*\* 8 Total Credits of Which Must Be Weighted

Legal Reference:     Neb. Rev. Stat. Sec. 79-729  
                              NDE Rule 10

Date of Adoption:     August 15, 2022

StudentsEarly Completion Plan

Douglas County West Community Schools supports the concept of early completion as a means of accelerating students toward the achievement of lifetime plans. The following guidelines have been established for students to be eligible for early completion. The failure to meet any of the criteria or time lines listed in the policy may cause the student to become ineligible for early completion.

- (1) A student will be allowed to transfer in a maximum of twenty (20) hours from educational courses taken outside the Douglas County West Community School District. These courses must have prior approval by the high school principal in order to be used to meet the graduation requirements of the Douglas County West Community Schools. Students transferring into Douglas County West Community Schools may transfer in hours that are listed on their official Transcript.
- (2) A student will be able to use only five (5) hours of transfer credit in any one subject matter area.
- (3) Students must meet all completion requirements established by the Board of Education in order to be eligible for completion as well as the credit hour requirements in each specific subject matter area.
- (4) Application for early completion must be requested, in writing, to the high school principal by February 1 of the applicant's Junior year of high school. The application must be accompanied by a written plan of action stating the reasons why the student is requesting early completion. The application must contain the signatures of the applicant's parents/parent/guardian to verify parental approval of early completion.
- (5) Along with the application, the applicant must submit three (3) letters of recommendation supporting the student's request for early completion. These three (3) letters of recommendation must contain one (1) letter from the high school guidance counselor, along with two (2) letters from other secondary staff members.
- (6) The Board of Education will make the final decision in regards to an applicant's early completion at the April board meeting of the applicant's Junior year. The applicant and his or her parents/guardian must be present at this meeting in order for the board to take action.
- (7) Once given approval, the applicant will have until February 1 of the applicant's Senior year to notify the high school principal of the applicant's decision in regards to participating in the regularly scheduled

graduation ceremony. The applicant must also attend one (1) Commencement practice in order to participate in the Commencement ceremony. No early graduation ceremonies will be provided for a student who opts for the early completion route.

- (8) A student who decided to opt for early completion is not eligible to participate in school sponsored activities following the last day the student attends classes. The effective date for participation will end with the last day that the student is enrolled in classes. The only school activity that the applicant is eligible for will be the regularly scheduled graduation ceremony.
- (9) This policy shall be evaluated annually by the high school principal and appropriate revisions shall be recommended to the Board for its consideration.

Date of Adoption: August 15, 2022

StudentsMake-up Work

Make-up work for students who are absent from school shall be governed by guidelines developed by the Superintendent or Superintendent's designee. The Guidelines shall state the criteria to be used in determining whether and to what extent the opportunity to complete class work, including examinations, missed during a period of disciplinary suspension will be granted.

The make-up work of students will be counted for course credit when satisfactorily completed according to the guidelines stated below; which are the Superintendent's guidelines, or such other guidelines as approved from time to time by the Superintendent or the Superintendent's designee.

To receive credit for work missed due to excused absences (e.g., personal illness, bereavement or emergency in the family, participation in an approved school activity), the student, upon returning to school, is responsible a) for requesting assignments for make-up work and b) for completing the make-up work on his/her own initiative by the due date. The teacher will provide materials and assistance to a student who is making up work for these reasons.

To receive credit for work missed due to a parent requested prearranged absence (e.g., medical or dental appointment, religious observance, spectator at a school activity, family trip, college visit), the student is responsible a) for requesting assignments for make-up work prior to his/her absence and b) for completing the make-up work on his/her own initiative by the due date.

The date when make-up work is due will be determined by the Principal, with two (2) days, being allowed for each day absent up to a maximum of ten (10) days. Students who plan to miss school due to scheduled school activity or a parent requested prearranged absence may request assignments and make arrangements to complete part of all of the work prior to the absence.

At the beginning of each semester, or during the semester for students who enter during the semester, a) the principal will provide students with information about the district regulations for absences and make-up work and b) teachers will explain the procedures students should use for requesting assignments and completing make-up work in their courses.

Students and parents/guardians are advised that equivalent experiences for students who miss class are difficult and sometimes impossible to recreate. Parents/guardians are also advised that testing and summarizing activities often are scheduled at the end of the quarter and the end of the semester; parent requested prearranged absences should be avoided during these times.

Date of Adoption: August 15, 2022

Students

High School Credit for Middle School Courses

High school credit may be awarded to students in a middle grades course if the course content and requirements are equivalent to a course offered in the high school.

Legal Reference: NDE Rule 10.003.05B

Date of Adoption: August 15, 2022

StudentsAssociation Activities

The Douglas County West Community School District is a member of the Nebraska School Activities Association, which is a voluntary organization of public and parochial schools of Nebraska organized for the purpose of promoting and regulating the competition between schools in what is generally known as the extracurricular activities.

All students participating in extracurricular activities shall follow the rules provided by the Nebraska School Activities Association and rules of Douglas County West Community Schools.

Students who represent Douglas County West Community Schools in any of its allied or extracurricular activities shall practice a high level of citizenship both in school and in community living.

Date of Adoption: August 15, 2022

StudentsStudent Organizations

The Superintendent shall approve formal student organizations, provide adequate supervision, and administer student finances for student organizations and activities. Student organizations, as a vital part of the total education program, should accomplish the following criteria:

- 1) Extend and reinforce the instructional program.
- 2) Give students practice in democratic self-government.
- 3) Develop student morale and support for the school.
- 4) Honor outstanding student achievement.
- 5) Provide wholesome social and recreational activities.

Date of Adoption: August 15, 2022

StudentsStudent Activities, Hazing, Fund-Raising and Supervision

Secret Organization. No student shall participate in or be a member of any secret fraternity or secret organization that is in any degree a school organization. Students who violate this rule may be denied any or all school privileges and may be expelled.

Initiation & Hazing Activities. Initiations and hazing activities are not permitted. Students who violate this rule may be denied any or all school privileges and may be expelled.

Fund-raising. All teachers shall earnestly seek to educate students in the services performed by the humanitarian agencies, and shall encourage students to participate in their financial support as a social and community project, but no fund-raising drives are to be conducted by non-school agencies or for non-school activities among the student population. Students may engage in raising funds, under the control of school officials, for certain approved student activities, provided the project has the approval of the principal of the school involved.

Students or student groups desiring to raise money through fund drives in one form or another will present their written requests to the elementary and/or secondary principal for their approval. The approval will be based on the following criteria:

- A. Where the funds will be used. Preference will be given to those activities in which usage of tax money would be doubtful or illegal, such as trips and awards of a personal nature. Any drive which seeks or tends to circumvent a Board decision will be rejected. A definite goal for the expenditure of the funds received must be established.
- B. Quality of the product or suitability of the product sold. Items which are overpriced or of an embarrassing or controversial nature to the school will be rejected. Items which are in direct competition with local businesses shall be avoided where practicable.
- C. The number of fund drives per organization are limited to three (3) per year.
- D. The Board will not be responsible for any losses incurred. Principals will need to approve locations and subject matter of all posters posted in the drive.

Adult Sponsors. Adult sponsors must be in attendance at all school sponsored activities.

Adult Drivers. The District does not sponsor activities involving driving vehicles unless a school employee or sponsor or an adult is driving.

Legal Reference: Neb. Rev. Stat. Sections 79-2101 to 79-2103

Date of Adoption: [Insert Date]

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Adult Drivers. The District does not sponsor activities involving driving vehicles unless a school employee or sponsor or an adult is driving.

Legal Reference: Neb. Rev. Stat. Sections 79-2101 to 79-2103

Date of Adoption: August 15, 2022

StudentsSelection of Students for Participation in Activities

“Team selection” and “playing time” decisions are the responsibility of the individual coach or sponsor of the activity. Consistent, however, with the purposes of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

1. School Representative. Student participants must demonstrate that they can and will represent themselves and their school in a manner which reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.
2. Success. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of these criteria include the student's: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

Date of Adoption: August 15, 2022

StudentsSchool Dances

A school sponsored dance is a school activity subject to all provisions of the Student Activity Code, and is a privilege available to students meeting all requirements for participation.

**General Rules of Student Conduct at Dances.** In addition to all rules of student conduct in the Student handbook, students attending dances shall adhere to the following rules of conduct:

1. Who Can Attend: Only students of Douglas County West Community Schools and their guests may attend.
  - a. Students currently attending [Name] High School or another Nebraska high school who have not been restricted from attending extracurricular activities at [Name] High School or their own school are generally considered appropriate dates or invited guests.
  - b. Persons who are younger than 16 or older than 19 years of age and not attending high school are generally considered to not be appropriate dates or invited guests for our school dances.
  - c. Some school dances may be restricted to students attending specified grades levels at Douglas County West Community Schools. For any dances at the middle school level, only students attending Douglas County West Community Schools in the grade(s) for which the dance is being held may attend.
  - d. Students who have been suspended from school or from extracurricular activities may not attend.
  - e. The school reserves the right to exclude persons who may or do cause a disruption or detract from the event. Dates or invited guests not attending our school are expected to follow the same rules of conduct which apply to our students.
  - f. Rules for dances may restrict students and their guests from leaving the dance until the dance ends without written parental permission on a form provided.
  - g. Students or their guests who engage in inappropriate behavior, whether on or off of the dance floor, may be asked to leave.
  
2. Prohibited Substances: Alcoholic beverages, illegal drugs, and tobacco (including electronic nicotine delivery systems) are prohibited. Anyone using these or showing the affects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents may be contacted.

Students and their dates may be required to submit to a breathalyzer prior to gaining entrance. Those who choose not to submit to a breathalyzer will not gain entrance. Law enforcement will be contacted if there is reasonable suspicion that the student or a student's date is under the influence of alcohol or drugs.
  
3. Appropriate Attire: Students and their guests must meet the dress code requirements established for each dance. Teachers or administrators will make the final decision as to whether or not a student's attire is appropriate. Students will be asked to change

unacceptable items, which may mean that the student may have to return home to change the inappropriate clothing. It is advisable to check in advance of the dance with the Principal or staff sponsor for the event if you are uncertain about your attire.

**Eligibility for Selection of Royalty.** Nomination and selection of royalty for school sponsored dances is an honor awarded by students to those of their peers that exemplify the highest standards of integrity and achievement. Students nominated for dance royalty must have demonstrated through their conduct, academic achievement and activities that they have represented, and will represent, themselves, their classmates, and their school in a manner which reflects outstanding effort, commitment to their school and fellow students, and integrity and good citizenship in the school and in the community. The students selected to be the “royalty” for the Homecoming and Prom or any other school sponsored dance or activity shall meet that general standard as determined by the administration and, in addition, meet the following specific academic, activity and conduct standards:

1. Specific Dance Eligibility and Selection Requirements:

a. Homecoming Queen & King:

- Only a senior girl shall be eligible to be Queen and only a Senior boy shall be eligible to be King.
- To be eligible, a candidate must agree to attend the entire Homecoming Dance and represent the school properly.
- The queen and king will be chosen from the qualified nominees by secret vote of the student body during Homecoming week. Crowning will be held at the fall sports event deemed to have the largest attendance.

b. Prom King and Queen:

- Only a Senior girl shall be eligible to be Queen and a Senior boy shall be eligible to be King. The candidates may not have been previously selected as royalty at another school sponsored dance.
- To be eligible, a candidate must agree to attend the entire Prom Dance and represent the school properly.
- The queen and king will be chosen from the qualified nominees by secret vote of the junior class.

Date of Adoption: August 15, 2022

Students (& Employees)Anti-discrimination, Anti-harassment, and Anti-retaliation**A. Elimination of Discrimination.**

The Douglas County West Community School District hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The Douglas County West Community School District does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Dr. Melissa Poloncic, Superintendent, 401 South Pine Street, PO Box 378, Valley, NE 68064, 402-359-2583, [mpoloncic@dcwest.org](mailto:mpoloncic@dcwest.org).

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov).

**B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.****1. Purpose:**

The Douglas County West Community School District is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, may include, but is not limited to:

- a. Name-calling,
- b. Teasing or taunting,
- c. Insults, slurs, or derogatory names or remarks,
- d. Demeaning jokes,
- e. Inappropriate gestures,
- f. Graffiti or inappropriate written or electronic material,
- g. Visual displays, such as cartoons, posters, or electronic images,
- h. Threats or intimidating or hostile conduct,
- i. Physical acts of aggression, assault, or violence, or
- j. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or
- g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures," below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a

hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

**2. Anti-retaliation:**

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

**3. Grievance (or Complaint) Procedures:**

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination (designated coordinator). If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation ("discrimination") to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

*i. Level 1 (Investigation and Findings):*

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the

District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will aim to complete its investigation within **ten (10) working days** after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will **not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline.** Periodic status updates will be given to the parties, when appropriate.

The District's investigation will include, but is not limited to:

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.
- d. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- a. A summary of the facts,
- b. Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and
- c. If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate discrimination, harassment or other inappropriate conduct.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within **one (1) working day** after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

*ii. Level 2 (Appeal to the Superintendent):*

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within **five (5) working days** after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal **within ten (10) working days** after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

*iii. Level 3 (Appeal to the Board):*

If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education **within five (5) working days** after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at a Board meeting to present his or her appeal. The party will be allowed to address the Board at the Board's next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, designated compliance officer and the party. The Board will issue a written determination about the appeal **within thirty (30) days** after the party addresses the Board. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a

copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

**4. Confidentiality:**

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted,

**5. Training:**

The District will ensure that relevant District employees, including but not limited to officials, administrators, teachers, substitute teachers, counselors, nurses and other health personnel, coaches, assistant coaches, paraprofessionals, aides, bus drivers, and school law enforcement officers, are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

**6. Designated Compliance Coordinators:**

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.

- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- j. Recommending changes to this policy and grievance procedure.
- k. Performing other duties as assigned.

The designated compliance coordinators will not have other job responsibilities that may create a conflict of interest with their coordinator responsibilities.

**7. Preventive Measures:**

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas (B.6.a-g) identified in the Training section, above.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Date of Adoption: August 15, 2022

**Complaint Form  
Discrimination, Harassment or Retaliation**

The Douglas County West Community School District does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This complaint form is to be used when a person has a complaint related to discrimination, harassment or retaliation on such bases in regard to employment or the programs and activities of the school district.

Refer to Board Policy 4003 and/or 5401 for the particulars of the complaint and grievance process. You may attach additional materials to this form if needed.

The coordinator may be contacted if you have questions about filling out this complaint form:

Dr. Melissa Polonic, Superintendent, 401 South Pine Street, PO Box 378, Valley, NE 68064, 402-359-2583, [mpolonic@dcwest.org](mailto:mpolonic@dcwest.org).

Name: \_\_\_\_\_ Date: \_\_\_\_\_

(1) Description of the complaint: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(2) Names of any witnesses to the matter being complained about: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(3) Identify and attach any document supporting the complaint: \_\_\_\_\_  
\_\_\_\_\_

(4) Confidentiality: I \_\_\_ do \_\_\_ do not give consent to my identity being shared with the person(s) against whom I am complaining. If I do not give consent, I understand that the investigation may be hindered, but that the District will nonetheless investigate and take prompt and effective action to remediate the concerns I have raised, if appropriate.  
\_\_\_\_\_  
\_\_\_\_\_

(5) Relief requested (what I want done in response to this complaint): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The undersigned states: The facts in this complaint are true to the best of my knowledge, information and belief. I give permission for an investigation to be made into this complaint. I understand that the District will take steps to prevent me being retaliated against for filing this complaint, that I am to notify the District if any such retaliation occurs, and that the District will take prompt and strong responsive action if retaliation occurs.

Received by: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

StudentsChild Abuse and Neglect

School employees shall promptly report to the appropriate law enforcement agency and the principal when they have reasonable cause to believe that a child has been subjected to abuse or neglect, including sexual abuse, or circumstances which reasonably would result in abuse or neglect. The principal will ensure that the report has been made to the proper law enforcement agency or other agency as required by law.

This requirement shall also apply to all school employees, including coaches and volunteers, participating in interstate amateur athletic competition. The term “promptly” means “within a 24-hour period.”

Legal Reference: Neb. Rev. Stat. Sec. 28-711  
34 U.S.C. Sec. 20341

Date of Adoption: August 15, 2022

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Legal Reference: Neb. Rev. Stat. Sec. 28-711  
34 U.S.C. Sec. 20341

Date of Adoption: August 15, 2022

Students

Married Students

Married students shall have the same educational opportunities in this school system as unmarried students. There shall be no discrimination on the basis of sex, marital status of any person, or the condition of being a parent. To enforce this prohibition, aggrieved persons shall use the District's anti-discrimination policies.

Legal References: Neb. Rev. Stat. Sections 79-2,114 to 79-2,124  
20 U.S.C. Sec. 1681 (Title IX)

Date of Adoption: August 15, 2022

Students

Corporal Punishment

Corporal punishment is prohibited. No staff member or other agent of the District may use physical force with a student except to the extent such is reasonably necessary for self-defense, the protection of persons or the safe-guarding of property, and only such physical force as is reasonably necessary for such purposes shall be used.

Legal Reference: Neb. Rev. Stat. Sec. 79-295  
NDE Rule 27

Date of Adoption: August 15, 2022

StudentsSearch and Seizures

When it is determined based on searches that a person has violated a Board policy, administrative regulation, building rule, student conduct rule or personnel expectation, or the law, the person shall be subject to appropriate disciplinary action and a report to law enforcement may be made.

Student lockers, desks and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding items placed in or on school property because school property is subject to search at any time by school officials. Periodic, random searches of student lockers may be conducted in the discretion of the administration.

The following procedures will be used for conducting searches:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or rule violation. The search must be conducted in a reasonable manner under the circumstances.
2. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted in the discretion of the administration.
3. Drug or alcohol tests may be conducted on students based on reasonable suspicion.
4. Drug or alcohol tests may be conducted on a random basis for students participating in extracurricular activities, provided that: a) the student gave consent for testing in advance (attendance at or participation in the extracurricular activity may be withheld in the absence of consent), b) the testing actually be random, c) that the testing procedures limit any intrusion on student privacy, and provide for an appropriate level of confidentiality and accuracy, and d) that the response to positive tests take into consideration student safety and compliance with laws related to reporting and releasing students to law enforcement.
5. School officials may search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file.
6. Searches of the District's computer system may be conducted in the discretion of the administration at any time.

The following procedures will be used for the removal of personal property:

1. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be seized by school officials. Any illegal drugs, firearm or dangerous weapon shall be confiscated and delivered to law enforcement as soon as

practicable. A personal safety or security device (such as a taser, mace or pepper spray) not previously approved by the Administration constitutes a “dangerous weapon.”

2. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process may be removed from student possession.

The District is not responsible for the security or safety of personal property which employees, students, or other building users may bring to school.

Legal Reference: Neb. Rev. Stat. Sec. 28-1204.04 (firearms)

Date of Adoption: August 15, 2022

Students

Vandalism

Students and their parents shall be responsible for all damage to equipment or school property. This responsibility applies in the matter of books and supplies of all kinds, as well as equipment, buildings and grounds.

Legal Reference: Neb. Rev. Stat. Sec. 79-237

Date of Adoption: August 15, 2022

StudentsHealth Inspections

The school district shall cause every child under its jurisdiction to be separately and carefully inspected, except as otherwise provided by law, to ascertain if such a child is suffering from (1) defective sight or hearing, (2) dental defects, or (3) other conditions as prescribed by the Department of Health and Human Services (“Department”). Such inspections shall be conducted on a schedule prescribed by the Department and shall be based on current medical and public health practice. In lieu of conducting the inspections, the school board may employ regularly licensed physicians to make such inspections.

If such inspection determines that any child has defective sight or hearing, dental defects, or other condition for which screening is required, the school shall notify the parent of the child in writing of such condition and explain to the parent the necessity of professional attendance for such child.

Whenever a child apparently shows symptoms of any contagious or infectious disease, such child shall be sent home immediately or as soon as safe and proper conveyance can be found and the school board shall be at once notified. Such student may be excluded from school as provided in the Student Discipline Act.

A child shall not be required to submit to an inspection required by this policy if his or her parent or guardian provides school authorities with a statement signed by a physician, a physician assistant, or an advanced practice registered nurse practicing under and in accordance with his or her respective credentialing act or other qualified provider as identified by the Department’s applicable rules and regulations, stating that such child has undergone such required inspection within the past six months. A child shall submit to any required inspection for which such a statement is not received.

Legal Reference:     Neb. Rev. Stat. Sections 79-248 and 79-249  
                          Neb. Rev. Stat. Sec. 79-264  
                          Neb. Rev. Stat. Sec. 79-526

Date of Adoption:    August 15, 2022

StudentsCommunicable DiseasesCommunicable Disease Control

Douglas County West Community Schools shall cooperate with county and state health department officials in developing procedures for the control of communicable diseases in the schools. All procedures shall conform to the regulations for communicable disease control set up by the state health department.

In general, a student with a communicable condition will be allowed to attend school in the student's usual class setting only after written approval has been secured from the student's physician stating that the disease is not in a communicable stage. Without such a written statement, a student with a communicable condition is subject to an emergency exclusion. The school reserves the right to consult with a second physician to secure another opinion if a second opinion is deemed necessary by school personnel.

In general, a district employee with a communicable condition will be allowed to work only after securing a physician's written statement indicating that the disease is not in a communicable stage. The school reserves the right to secure an independent second opinion if such is deemed necessary.

Students' Communicable Conditions

- A) The school principal and the Student Assistance Team will function as liaisons with the student's physician as necessary, and will coordinate the health management procedures within the school building.
- B) The decision to exclude a student from school shall be made by the Superintendent, after consultation with the appropriate building principal. Decisions regarding the type of educational setting for students who are not excluded from classes will be based on the behavior, neurological development and physical condition of the student and the expected type of interaction within others in that setting. Educational plans for these students will be developed by the Student Assistance Team, with the help of parents or guardians and the appropriate medical personnel.
- C) The privacy of the student and family must be protected, and knowledge that a student has a communicable condition should be confined to persons with a direct need to know. If it becomes necessary to inform others, these persons will be provided with information concerning necessary precautions, and they will be made aware of confidentiality requirements.
- D) Students who present a high risk of disease transmission may be temporarily excluded from school by the administration after consultation with the Student Assistance Team,

the student's physician, parents, and/or their representative, school nurse, or the school's physician.

- E) A student might be considered at high risk if the student: exhibits behaviors that may spread the disease (e.g., biting, lacks toilet training or is incontinent) or has an open sore that cannot be concealed or hygienically covered, any of which could result in direct spreading of the condition or disease.
- F) During the time a student is excluded from the classroom, an appropriate alternative or adjustment to the student's education will be provided. The Student Assistance Team will review long-term cases at least monthly, or more often if necessary.

#### Employees' Communicable Conditions

- A) Any employee who contracts a communicable condition should report the same to the building principal who should, in turn, report to the Superintendent in a confidential manner. The Superintendent shall then consult with the employee and appropriate medical personnel to evaluate the medical and psychological condition of the employee. The Superintendent shall recommend reasonable accommodations so that the employee may continue in employment as long as the employee is physically able to do so.
- B) The privacy of the employee must be protected, and knowledge that an employee has a communicable condition should be confined to persons with a direct need to know. If it becomes necessary to inform others, these persons will be provided with information concerning necessary precautions and will be made aware of confidentiality requirements.
- C) Employees who present a high risk of disease transmission will be temporarily excluded from work after consultation with appropriate medical authorities.

Date of Adoption: August 15, 2022

StudentsMissing Persons

A missing person shall mean a person sixteen (16) years or younger reported to any law enforcement agency as abducted or lost.

Upon notification by the Nebraska State Patrol of a missing student, the school will flag the student's records in such a way that any personnel looking at such birth certificate or record shall be alerted to the fact that the birth certificate or record is of a missing person. If the record has been flagged as that of a missing person, and a request for transfer of the student's records is received, school personnel shall not forward such records to the requesting school, but shall instead notify the Principal, who shall notify the Sheriff's Department of the request and that the student is a reported missing person.

Legal Reference: Neb. Rev. Stat. Sec. 79-214  
Neb. Rev. Stat. Sections 43-2001 to 43-2012

Date of Adoption: August 15, 2022

StudentsRequests to Contact Students and Student Interviews by Non-School PersonnelA. Removals of Students and Interviews of Students

In dealing with law enforcement officials, Douglas County West Community Schools' employees are not to obstruct government operations or unreasonably refuse or fail to aid a peace officer, but are also to attempt to prevent undue interference with District operations or educational programming.

1. Removals of Students by Law Enforcement Officials

Law enforcement officers should not be permitted to remove a child from school while the child is properly in attendance, without permission of the child's parent or guardian, except when legally authorized to do so. For purposes of this policy, a law enforcement officer is defined as: sheriffs, coroners, jailers, marshals, police officers, state highway patrol officers, members of the National Guard on active service by direction of the Governor during periods of emergency, and all other persons with similar authority to make arrests. (Neb. Rev. Stat. §49-801).

Law enforcement officers may in the line of duty require a student to accompany him or her for questioning or detention either with or without an arrest warrant. A peace officer has the lawful authority to take immediate temporary custody of children under the age of 18 with an arrest warrant, or without a warrant or order of the court when:

- (a) the child has violated a state law or municipal ordinance and such child was eleven years of age or older at the time of the violation, and the officer has reasonable grounds to believe such child committed such violation and was eleven years of age or older at the time of the violation;
- (b) the child is seriously endangered in his or her surroundings and immediate removal appears to be necessary for the child's protection;
- (c) the officer believes the child to be mentally ill and dangerous as defined in Neb. Rev. Stat. §71-908 and that the harm described in that section is likely to occur before proceedings may be instituted before the juvenile court;
- (d) the officer has reasonable grounds to believe that the juvenile has run away from his or her parent, guardian, or custodian;
- (e) a probation officer has reasonable cause to believe that a juvenile is in violation of probation and that the juvenile will attempt to leave the jurisdiction or place lives or property in danger;

- (f) the officer has reasonable grounds to believe the juvenile is truant from school. (Neb. Rev. Stat. §§43-418 and 43-248).
- (g) the officer has reasonable grounds to believe the child is immune from prosecution for prostitution under subsection (5) of section 28-801; or
- (h) the child has committed an act or engaged in behavior described in subdivision (1), (2), (3)(b), or (4) of section 43-247 and such child was under eleven years of age at the time of such act or behavior, and the officer has reasonable cause to believe such child committed such act or engaged in such behavior and was under eleven years of age at such time.

If a peace officer or probation officer requests to take custody of a student who is at that time under the control and jurisdiction of Douglas County West Community Schools, the following action is to be taken:

- (a) Establish Authority to Remove. The student should be released after appropriate measures are taken and documented to ensure that the officer has the authority to take the student. The form attached as Exhibit "A" to this Policy may be used for this purpose.
- (b) Notify Local Law Enforcement. In some instances there may be orders for custody of a student served by the officers with authority to arrest from outside the jurisdiction of Douglas County West Community Schools. Local law enforcement should be contacted and requested to participate in or monitor the removal.
- (c) Notify Parent of Removal. When a principal or other school official releases a minor student to a peace officer for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor student to the officer and the place to which the student is reportedly being taken. Provided, however, when a minor student has been taken into custody as a victim of suspected child abuse, the principal or other school official is not required to notify the parent or guardian, but shall provide the peace officer with the address and telephone number of the minor student's parents or guardian.

A student should not be released to a private detective or "special police officer" who is not an officer of a Nebraska political subdivision or an officer of an agency of the federal government without consent of the student's parent, guardian or custodian.

2. Interviews of Students by Law Enforcement Officials

Law enforcement officers and other law authorities should be urged to contact students for questioning outside the instructional day and off school premises whenever possible. When it is appropriate that such questioning occur, the following guidelines are to be followed:

- (a) Interviews not related to District Events. If an interview of a student is requested during school hours concerning an ongoing investigation of a crime not related to Douglas County West Community Schools, questioning should not take place until the student's parent, guardian or custodian has been contacted and permission is given for such interview. The consent should be documented. The presence of a school employee during the interview is not necessary.
- (b) Interviews Related to District Events. If the investigation relates to an incident which took place on school premises or during instructional time, it is not necessary to obtain consent of the student's parent, guardian or custodian. In these situations, an employee of the District should be present during the interview to ensure that the interview relates only to the incident which took place on school premises or during instructional time or something which is directly related thereto.
- (c) Child Abuse or Neglect. If an investigator represents that an interview is necessary to collect information concerning an allegation of child abuse or neglect or an offense involving a family relation and it is clear that obtaining parental consent for the interview would be impossible or counter-productive, the interview may be conducted without consent of the student's parent, guardian or custodian. In these situations, an employee of Douglas County West Community Schools should be present during the interview to ensure that the interview relates only to those matters.
- (d) Probation Officer Interview. A probation officer assigned to a student by a court may be allowed the opportunity, on request, to interview a student on school premises. In such situations, it is neither necessary nor desirable that a District employee be present during the interview. It also is not necessary to obtain the consent of the parent, guardian, or custodian.

3. Disclosure of Student Records

School employees shall not, in the course of dealing with a peace officer or probation officer, disclose any confidential student records or information from such student records other than in response to a court order or subpoena or as otherwise authorized by state law and the Family Educational Rights and Privacy Act (FERPA).

4. Removals and Interviews by Persons other than Law Enforcement Officials

A person who comes to school premises to interview a student or remove a student prior to the end of the student's instructional day must obtain permission of an administrator or designee.

Permission to remove is not to be granted without consent of the student's parent, guardian or custodian, or a person authorized by the student's parent, guardian or custodian to give such permission.

Permission to interview on subjects not related to school matters is not to be granted unless there is a clearly valid and proper reason for the interview and such is not disruptive to school operations or the student's educational program. Ordinarily such contacts shall be restricted to the student's parent, guardian or custodian or a friend of the family when an emergency or other similar circumstance exists.

Legal Reference: Neb. Rev. Stat. Sections 43-248; 43-418; 79-294; 79-2104  
20 U.S.C. Sec. 1232g (FERPA)

Date of Adoption: August 15, 2022

**AR-5413--Exhibit A**

**Affidavit and Release to Remove Student**

**Date:** \_\_\_\_\_

The undersigned hereby states and affirms to the Douglas County West Community Schools as follows:

1. That I am duly-appointed and acting peace officer employed by \_\_\_\_\_ and am currently acting within the scope of such employment.
2. That request is hereby made of the Douglas County West Community Schools to deliver \_\_\_\_\_ to me the following named student: \_\_\_\_\_.
3. That I am entitled to immediate physical custody of said student by virtue of:
  - ( ) Neb. Rev. Stat. 43-248 for the reason that said student (1) violated a state or municipal law in my presence, (2) is believed by me to have committed a felony, (3) is seriously endangered in his or her surroundings and immediate removal appears to be necessary for the student's protection, or (4) is believed to have run away from his or her parent, guardian, or custodian.
  - ( ) There having been issued a valid warrant for such student's arrest, a true copy of which is attached hereto.
  - ( ) There being reasonable grounds for me to arrest such student without a warrant, such grounds being that: \_\_\_\_\_
  - ( ) Other (specify) the student being placed under arrest due to following authority: \_\_\_\_\_
4. That the undersigned will take immediate action to notify the parent(s), custodian, or legal guardian of said student that said student has been taken into custody and the reason or reasons for said custody.
5. That the undersigned has the legal right to take custody of the student without the consent of said student's parent(s), guardian, custodian, or the Douglas County West Community Schools.
6. That any facts or circumstances set out on the back of this affidavit and release are true and correct and are incorporated herein by reference.

\_\_\_\_\_  
(Give complete description of officer's name and position, including badge number)

**AR-5413--Exhibit B**  
**Affidavit to Interview or Question Student**

**Date:** \_\_\_\_\_

The undersigned requests the right to interview or question \_\_\_\_\_, a student of the Douglas County West Community Schools, and hereby states and affirms to the Douglas County West Community Schools as follows:

( ) That the undersigned is a duly appointed probation officer acting pursuant to a valid appointment by the \_\_\_\_\_ Court of \_\_\_\_\_ County, Nebraska.

( ) That the undersigned is duly authorized by law to investigate allegations of criminal activity and this request is made to facilitate such an investigation.

( ) That the undersigned is duly authorized by law to investigate allegations of criminal activity and this request is made to facilitate an investigation of criminal activity which occurred on the school premises.

( ) That the undersigned is duly authorized by law to investigate allegations of abuse or neglect as defined in Neb. Rev. Stat. 28-710(3) and this request is made to facilitate an investigation where a family member is alleged to have committed acts of abuse or neglect against the above-named student.

( ) That requesting consent to the interview from the child's parent or guardian and notification of child's parent or guardian of the interview would be counter productive, and request is hereby made that the same be kept confidential.

That the additional information, if any, set out on the back of this affidavit is true and correct and is incorporated herein by reference.

\_\_\_\_\_  
(Give complete description of officer's name and position including badge number)

StudentsIdentification of Learners with High Ability

The Board of Education recognizes that the student population includes students with exceptional academic abilities. Efforts to refer and identify learners with high ability will be made at each grade level. Multiple criteria shall be used for identification purposes and identification efforts shall be inclusionary.

Learners with high ability shall be identified in the academic areas of mathematics, science, social studies, and language arts. Identification of learners in grades 3-11 with high ability in the specified academic areas shall be based on the criteria listed below. Students shall meet two of the following criteria to be identified as a learner with high ability.

- 1) Composite total test score of the 95<sup>th</sup> percentile or above on the NRT **OR**, 95<sup>th</sup> percentile or above in math, reading, language arts, science, or social studies; **PLUS** a composite total of 80% or above on the same test.
- 2) A score of above average or higher on a cognitive screening test.
- 3) Teacher nomination.

A listing of students who meet the district criteria for learners of high ability and the areas of high capability of each of those students will be made available to classroom teachers, by the school district administration, within the first thirty (30) days of each school year.

Within the first thirty (30) days of each school year, the school district administration shall make available to parents or guardians of identified learners with high ability information about how their child has been identified.

The administration shall implement the district wide plan for learners with high ability, as such plan is modified from time to time, in accordance with applicable laws and regulations.

Legal Reference: Neb. Rev. Stat. Sections 79-1106 to 79-1108.03  
NDE Rule 3

Date of Adoption: August 15, 2022

## MEETING NOTICE

The Board of Education of Douglas County West Community Schools will meet in regular session on [month/date], 20\_\_, at \_\_:\_\_ p.m. in the Central Office Board Room, 401 South Pine Street, Valley, Nebraska. The meeting will include the holding of a public hearing to discuss, consider, and receive input on the student fee policy and the parental involvement policy. An agenda for the meeting and public hearings, which shall be kept continually current, is readily available for public inspection at the Superintendent's office during normal business hours.

DOUGLAS COUNTY WEST COMMUNITY SCHOOLS

## AGENDA

The following is the agenda for the meeting of the Board of Education to be held on [month/date], 20\_\_ in the Central Office Board Room, 401 South Pine Street, Valley, Nebraska.

1. Call meeting to order and announce location of Open Meetings Act poster.
2. Approval of Agenda and Changes to Agenda.
3. Reading and approval of minutes:  
  
Discuss, consider and take all necessary action to approve minutes of prior meeting(s).
4. Reading and approval of board bills:  
  
Discuss, consider and take all necessary action to approve receipts, expenditures and payment of bills submitted by the administration.
5. Treasurer=s Report
6. Board Committee Reports
7. Administration's Reports
8. Public Comment
9. Action Items
  - A. Student Fees Policy:
    - i. Review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policies of the District for the 20\_\_-20\_\_ school year.
    - ii. Hold Public Hearing to discuss, consider, and receive input on a proposed Student Fee Policy. The public will be given the opportunity to present information and opinions on a proposed Student Fee Policy.
    - iii. Discuss, consider, and take action to adopt a Student Fee Policy and to suspend the two reading policy.
  - B. Parental Involvement Policy:
    - i. Hold Public Hearing to discuss, consider, and receive input on the Parental Involvement Policy. The public will be given the opportunity to present information and opinions on a proposed Parental Involvement Policy.
    - ii. Discuss, consider, and take action to either alter the Parental Involvement Policy and then adopt the policy as altered, or to reaffirm the Parental Involvement Policy.

- C. Bullying Policy:
  - i. Review bullying policy.
  - ii. Discuss, consider, and take action to adopt an amended Bullying Policy, if determined appropriate.
  
- D. Attendance Policy:
  - i. Review attendance policy.
  - ii. Discuss, consider, and take action to adopt an amended Attendance Policy, if determined appropriate.
  
- E. Multicultural Review:
  - i. The administration provided the annual status report to the board of education.
  - ii. The board conducted the periodic assessment of the multicultural education program.

004.01F5

- 10. Time/Date next meeting
  
- 11. Motion to Adjourn

**NOTICE:**

**COPY OF OPEN MEETINGS ACT:** The Board of Education makes available at least one current copy of the Open Meetings Act posted in the meeting room at a location accessible to members of the public. The Act is posted on the wall of the meeting room.

**INSTRUCTIONS FOR THOSE WHO WISH TO SPEAK DURING PUBLIC FORUM:**

Getting Started: When it is your turn to speak during the public forum portion of the agenda, please come forward to the table situated immediately in front of the Board, sign your name and address on the sign-in sheet and state your name to the Board of Education.

Time Limit: You may speak only one time and must limit comments to 5 minutes or less.

Personnel or Student Topic: If you are planning to speak about a personnel or student matter involving an individual, please plan to have first addressed the concerns initially to the administration for consideration. Board members will generally not respond to any questions you ask or comments you may make about individual staff members or students. You are cautioned that slanderous comments are not protected just because they are made at Board meeting.

General Rules: Please remember that this is a public meeting for the conduct of the business of the Board of Education. Offensive language, personal attacks and hostile conduct will not be tolerated.

BY: DOUGLAS COUNTY WEST  
COMMUNITY SCHOOLS

**MINUTES OF THE MEETING OF THE BOARD OF  
EDUCATION OF DOUGLAS COUNTY WEST COMMUNITY SCHOOLS**

A meeting of the Board of Education of Douglas County West Community Schools was convened in open and public session on [month/date], 20\_\_, at \_:\_\_\_ p.m. in the Central Office Board Room, 401 South Pine Street, Valley, Nebraska. The roll was called and the following Board members were present or absent:

Present: \_\_\_\_\_  
Absent: \_\_\_\_\_

Notice of the meeting was given in advance by publication and/or posting in accordance with the Board approved method for giving notice of meetings. Notice of this meeting was given in advance to all members of the Board of Education. The Secretary of the Board maintains a list of the news media requesting notification of meetings and advance notification to the listed media of the time and place of the meeting and the subjects to be discussed at this meeting was provided. Availability of the agenda was communicated in the publicized notice and a current copy of the Agenda was maintained as stated in the publicized notice. All proceedings of the Board of Education, except as may be hereinafter noted, were taken while the convened meeting was open to the attendance of the public.

I. Call Meeting to Order. The meeting was duly called to order.

Announcement of Open Meetings Act Posting

At the beginning of this meeting, the Chairperson announced and informed the public that a current copy of the Open Meetings Act is posted on the wall of the meeting room and directed the public to its location.

II. Approval of Agenda. Motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve the agenda as provided. After discussion and on roll call vote, the Board voted as follows:

Voting for: \_\_\_\_\_  
Voting against: \_\_\_\_\_  
Not Voting: \_\_\_\_\_

The motion carried.

III. Reading and approval of minutes. Motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve the minutes of the regular meeting of the Board of Education held on [insert date of last meeting]. After discussion and on roll call vote, the Board voted as follows:

Voting for: \_\_\_\_\_  
Voting against: \_\_\_\_\_  
Not Voting: \_\_\_\_\_

The motion carried.

IV. Action Items

A. Student Fees Policy.

- i. The administration presented a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policies of the District for the 20\_\_-20\_\_ school year.
- ii. A public hearing was held to discuss, consider, and receive input on a proposed Student Fee Policy. The public was given the opportunity to present information and opinions on the proposed Student Fee Policy.
- iii. Motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ that the Student Fees Policy for the 20\_\_-20\_\_ school year, inclusive of Appendix "1," be adopted and that the two reading policy be suspended for purposes of this action.

After discussion and on roll call vote, the Board voted on the Motion as follows:

Voting for: \_\_\_\_\_  
Voting against: \_\_\_\_\_  
Not Voting: \_\_\_\_\_

The motion carried.

B. Parental Involvement Policy.

- i. A public hearing was held to discuss, consider, and receive input on the Parental Involvement Policy. The public was given the opportunity to present information and opinions on the Parental Involvement Policy.
- ii. Motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ that the Board's current Parental Involvement Policy be re-adopted without alteration.

After discussion and on roll call vote, the Board voted on the Motion as follows:

Voting for: \_\_\_\_\_  
Voting against: \_\_\_\_\_  
Not Voting: \_\_\_\_\_

The motion carried.

C. Bullying Policy.

- i. The Bullying Policy was reviewed by the Board. No action was taken.

D. Attendance Policy.

- i. The Attendance Policy was reviewed by the Board. No action was taken.

V. Time/Date next meeting. The next meeting of the Board is scheduled for [insert date] 20\_\_ at \_\_:\_\_ p.m.

VI. Motion to Adjourn. Motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ to adjourn the meeting at \_\_\_\_\_ o'clock p.m. on July \_\_, 20\_\_.

Voting for: \_\_\_\_\_.

Voting against: \_\_\_\_\_.

Not Voting: \_\_\_\_\_.

The motion carried.

The meeting was duly adjourned.

DATED this \_\_ day of \_\_\_\_\_, 20\_\_.

DOUGLAS COUNTY WEST COMMUNITY  
SCHOOLS

BY: \_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

StudentsAnti-Bullying Policy

One of the missions of the District is to provide a physically safe and emotionally secure environment for students and staff.

The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.

The school district shall review the anti-bullying policy annually.

Legal Reference: Neb. Rev. Stat. Sec. 79-2,137  
Student Discipline Act, Neb. Rev. Stat. Sections 79-254 to 79-296  
NDE February 2003 State Board Action; Reaffirmed December 2005

Date of Adoption: August 15, 2022

StudentsStudent Fees Policy

The Board of Education of Douglas County West Community Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "1," which provides further specifics of student fees and materials required of students for the 2021-2022 school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

(1) Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for

laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

(a) Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) Courses

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(iii) Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(v) Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

(3) Extracurricular Activities-Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which

participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(4) Extracurricular Activities-Fees for participation. Any fees for participation in extracurricular activities for the 2021-2022 school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

(5) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

(6) Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

(7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(8) Participation in before-and-after-school or pre-kindergarten services. Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

(9) Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(10) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(11) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

(12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

(13) Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

## CERTIFICATION

On the \_\_\_ day of \_\_\_\_\_, 20\_\_\_, the school board held a public hearing at a meeting of the school board on a proposed student fee policy. Such public hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the

student fee policy for the preceding school year. The foregoing student fee policy was adopted after such public hearing by a majority vote of the school board at an open public meeting in compliance with the public meetings laws.

\_\_\_\_\_  
Superintendent or Other Authorized School Official

Legal Reference: Neb. Rev. Stat. Sections 79-2125 to 79-2135 and Laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act)  
Neb. Constitution, Article VII, section 1.  
Neb. Rev. Stat. Sections 79-241, 79-605, and 79-611(transportation)  
Neb. Rev. Stat. Sec. 79-2104 (student files or records)  
Neb. Rev. Stat. Sec. 79-715 (eye-protective devices)  
Neb. Rev. Stat. Sec. 79-737 (liability of students for damages to school books)  
Neb. Rev. Stat. Sec. 79-1104 (before-and-after-school or pre-kindergarten services)  
Neb. Rev. Stat. Sections 79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

Date of Adoption: August 15, 2022

**APPLICATION FOR FEE WAIVER  
AND SHARING INFORMATION CONSENT  
DOUGLAS COUNTY WEST COMMUNITY SCHOOLS**

**FEE WAIVER REQUEST**

The Nebraska Public Elementary and Secondary Student Fee Authorization Act allows fee waivers for students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs. The fee waivers give qualifying students the right to not have to pay certain student fees and to be provided with specialized materials or equipment to participate in certain activities. **Specifically, the fee waiver applies to: (1) participation in extracurricular activities, and (2) use of a musical instrument in optional music courses that are not extracurricular activities.** Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section.

**The Board's Student Fee Policy states: *Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.*** To request a fee waiver, or to decline a fee waiver, complete the following:

- No! I **DO NOT** want a fee waiver for any programs or activities.
- Yes! I **DO** want a fee waiver. I request a fee waiver for the following (Note: Please describe the fee waiver, materials, or equipment requested, and the activity or course; failure to make timely request for a fee waiver for any fees, equipment, material, or instrument not listed may result in a fee waiver not being provided):

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Activity or Course: \_\_\_\_\_

Describe fee waiver or materials or equipment requested, including amount if known:

\_\_\_\_\_  
\_\_\_\_\_

Activity or Course: \_\_\_\_\_

Describe fee waiver or materials or equipment requested, including amount if known:

\_\_\_\_\_  
\_\_\_\_\_

Activity or Course: \_\_\_\_\_

Describe fee waiver or materials or equipment requested, including amount if known:

\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal/Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This form is to be returned to the Principal/Designee.**

**SHARING INFORMATION CONSENT**

To save you time and effort, the information you gave on your Application for Free or Reduced Meals may be shared with other programs for which your children may qualify. **For the fee waiver program, we must have your permission to share your Application for Free or Reduced Meals information in order to confirm your eligibility for a fee waiver. However, in no event will the manner in which you complete the consent form change whether your child gets free or reduced price meals.**

- No! I **DO NOT** want information from my Application for Free or Reduced Meals share for purposes of the fee waiver program.
- Yes! I **DO** want school officials to share information from my Application for Free or Reduced Meals with appropriate school officials for purposes of the student fee waiver program and any other program that would benefit student(s).

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Student Identification Number: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For more information, you may call your school Principal.**

*Original to Superintendent*

Once this fee waiver application form is turned into the school completed correctly, the school will verify the student's free and reduced lunch status. The School will also review the items on the Application to insure consistency with the School Board's policy. The fee waived items for your student are covered by the district as long as your student is actively participating in fund raising (where applicable) and contributing to their activity.

Students**School Wellness Policy**

A mission of Douglas County West Community Schools (“District”) is to provide curriculum, instruction, and experiences in a health-promoting school environment to instill habits of lifelong learning and health. Therefore, the Board adopts the following School Wellness Policy.

**1. District Wellness Committee****Committee Role and Membership**

The District will convene a representative District Wellness Committee (“DWC”) or work within an existing school health committee that meets at least four times per year to establish goals for and oversee school health and safety policies and programs, including development, implementation and periodic review and update of this District wellness policy.

The DWC membership will represent all school levels and include (to the extent possible), but not be limited to: parents and caregivers; students; representatives of the school nutrition program; physical education teachers; health education teachers; school health professionals or staff; mental health and social services staff; school administrators; school board members; and the general public. When possible, membership will also include Supplemental Nutrition Assistance Program Education coordinators. To the extent possible, the DWC will include representatives from each school building and reflect the diversity of the community.

***Leadership***

The Superintendent or designee(s) will convene the DWC and facilitate development of and updates to the wellness policy, and will ensure each school’s compliance with the policy.

Each school will designate a school wellness policy coordinator, who will ensure compliance with the policy.

**2. Wellness Policy Implementation, Monitoring, Accountability and Community Engagement*****Implementation Plan***

The District will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions and timelines specific to each school; and includes information about who will be responsible to make what change, by how much, where and when; as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness. It is recommended that the school use the Healthy Schools Program online tools to complete a school-level assessment based on the Centers for Disease Control and Prevention’s School Health Index, create an action plan that fosters implementation and generate an annual progress report.

This wellness policy and the progress reports can be found at the District’s website.

***Recordkeeping***

The District will retain records to document compliance with the requirements of the wellness policy at the Superintendent's office and/or on the District's computer network. Documentation maintained in this location will include but will not be limited to:

- The written wellness policy;
- Documentation demonstrating that the policy has been made available to the public;
- Documentation of efforts to review and update the Local Schools Wellness Policy; including an indication of who is involved in the update and methods the district uses to make stakeholders aware of their ability to participate on the DWC;
- Documentation to demonstrate compliance with the annual public notification requirements;
- The most recent assessment on the implementation of the local school wellness policy;
- Documentation demonstrating the most recent assessment on the implementation of the Local School Wellness Policy has been made available to the public.

***Annual Notification of Policy***

The District will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. The District will make this information available via the District website and/or district-wide communications. The District will provide as much information as possible about the school nutrition environment. This will include a summary of the District's events or activities related to wellness policy implementation. Annually, the District will also publicize the name and contact information of the District officials leading and coordinating the committee, as well as information on how the public can get involved with the school wellness committee.

***Triennial Progress Assessments***

At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- The extent to which the District's schools are in compliance with the wellness policy;
- The extent to which the District's wellness policy compares to [a] the Alliance for a Healthier Generation's model wellness policy; and
- A description of the progress made in attaining the goals of the District's wellness policy.

The position/person responsible for managing the triennial assessment and contact information is the Superintendent or the Superintendent's designee.

The DWC, in collaboration with individual schools, will monitor schools' compliance with this wellness policy.

The District will actively notify households/families of the availability of the triennial progress report.

***Revisions and Updating the Policy***

The DWC will update or modify the wellness policy based on the results of the annual School Health Index and triennial assessments and/or as District priorities change; community needs

change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.

### ***Community Involvement, Outreach and Communications***

The District is committed to being responsive to community input, which begins with awareness of the wellness policy. The District will actively communicate ways in which representatives of DWC and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means appropriate for that district. The District will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. The District will use electronic mechanisms, such as email or displaying notices on the District's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy. The District will ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the District and individual schools are communicating important school information with parents.

The District will actively notify the public about the content of or any updates to the wellness policy annually, at a minimum. The District will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

### **3. Nutrition**

#### ***School Meals***

The District is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams *trans* fat per serving (nutrition label or manufacturer's specification); and to meeting the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns and support healthy choices while accommodating cultural food preferences and special dietary needs.

All schools within the District that participate in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), and any additional Federal child nutrition programs will meet the nutrition requirements of such programs. The District may also operate additional nutrition-related programs and activities. All schools within the District are committed to offering school meals through the NSLP and SBP programs, and other applicable Federal child nutrition programs, that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;

- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. (The District offers reimbursable school meals that meet USDA nutrition standards.)
- Promote healthy food and beverage choices using at least ten of the following Smarter Lunchroom techniques:
  - Whole fruit options are displayed in attractive bowls or baskets (instead of chaffing dishes or hotel pans).
  - Sliced or cut fruit is available daily.
  - Daily fruit options are displayed in a location in the line of sight and reach of students.
  - All available vegetable options have been given creative or descriptive names.
  - Daily vegetable options are bundled into all grab-and-go meals available to students.
  - All staff members, especially those serving, have been trained to politely prompt students to select and consume the daily vegetable options with their meal.
  - White milk is placed in front of other beverages in all coolers.
  - Alternative entrée options (e.g., salad bar, yogurt parfaits, etc.) are highlighted on posters or signs within all service and dining areas.
  - A reimbursable meal can be created in any service area available to students (e.g., salad bars, snack rooms, etc.).
  - Student surveys and taste testing opportunities are used to inform menu development, dining space decor and promotional ideas.
  - Student artwork is displayed in the service and/or dining areas.
  - Daily announcements are used to promote and market menu options.

### ***Staff Qualifications and Professional Development***

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals. These school nutrition personnel will refer to USDA's Professional Standards for School Nutrition Standards website to search for training that meets their learning needs.

### ***Water***

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day and throughout every school campus ("school campus" and "school day" are defined in the glossary). The District will make drinking water available where school meals are served during mealtimes.

### ***Competitive Foods and Beverages***

The District is committed to ensuring that all foods and beverages available to students on the school campus during the school day support healthy eating. The foods and beverages sold and served outside of the school meal programs (e.g., "competitive" foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day and create an environment that reinforces the development of healthy eating habits. A summary of the standards and information, as well as a Guide to Smart Snacks in Schools are available at: <http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks>. The

Alliance for a Healthier Generation provides a set of tools to assist with implementation of Smart Snacks available at [www.foodplanner.healthiergeneration.org](http://www.foodplanner.healthiergeneration.org).

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed the USDA Smart Snacks nutrition standards or, if the state policy is stronger, will meet or exceed state nutrition standards. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores and snack or food carts.

### ***Celebrations and Rewards***

All foods offered on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards or, if the state policy is stronger, will meet or exceed state nutrition standards, including through:

1. Celebrations and parties. The District will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.
2. Classroom snacks brought by parents. The District will provide or make available to parents a list of foods and beverages that meet Smart Snacks nutrition standards.
3. Rewards and incentives. The District will provide teachers and other relevant school staff a list of alternative ways to reward children or other comparable resources. Foods and beverages will not be used as a reward, or withheld as punishment for any reason, such as for performance or behavior.

### ***Fundraising***

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day. The District will make available to parents and teachers a list of healthy fundraising ideas or comparable resources.

### ***Nutrition Promotion***

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff will receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by school staff, teachers, parents, students and the community.

The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will occur through:

- Implementing at least ten or more evidence-based healthy food promotion techniques through the school meal programs using Smarter Lunchroom techniques; and
- Ensuring 100% of foods and beverages promoted to students meet the USDA Smart Snacks in School nutrition standards.

### ***Nutrition Education***

The District will teach, model, encourage and support healthy eating by all students. Schools will provide nutrition education and engage in nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences and elective subjects;
- Includes enjoyable, developmentally-appropriate, culturally-relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens;
- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
- Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Links with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods and nutrition-related community services;
- Teaches media literacy with an emphasis on food and beverage marketing; and
- Includes nutrition education training for teachers and other staff.

### ***Essential Healthy Eating Topics in Health Education***

The District will include in the health education curriculum a minimum of 12 of the following essential topics on healthy eating:

- Relationship between healthy eating and personal health and disease prevention
- Food guidance from MyPlate
- Reading and using FDA's nutrition fact labels
- Eating a variety of foods every day
- Balancing food intake and physical activity
- Eating more fruits, vegetables and whole grain products
- Choosing foods that are low in fat, saturated fat, and cholesterol and do not contain *trans* fat
- Choosing foods and beverages with little added sugars
- Eating more calcium-rich foods
- Preparing healthy meals and snacks
- Risks of unhealthy weight control practices
- Accepting body size differences
- Food safety
- Importance of water consumption
- Importance of eating breakfast
- Making healthy choices when eating at restaurants

- Eating disorders
- The Dietary Guidelines for Americans
- Reducing sodium intake
- Social influences on healthy eating, including media, family, peers and culture
- How to find valid information or services related to nutrition and dietary behavior
- How to develop a plan and track progress toward achieving a personal goal to eat healthfully
- Resisting peer pressure related to unhealthy dietary behavior
- Influencing, supporting, or advocating for others' healthy dietary behavior

### ***Food and Beverage Marketing in Schools***

The District is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. The District strives to teach students how to make informed choices about nutrition, health and physical activity. These efforts will be weakened if students are subjected to advertising on District property that contains messages inconsistent with the health information the District is imparting through nutrition education and health promotion efforts. It is the intent of the District to protect and promote student's health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with the District's wellness policy.

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards or, if stronger, state nutrition standards, such that only those foods that comply with or exceed those nutrition standards are permitted to be marketed or promoted to students.

Food and beverage marketing is defined as advertising and other promotions in schools. Food and beverage marketing often includes oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product. This term includes, but is not limited to the following:

- Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.
- Displays, such as on vending machine exteriors
- Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards (Note: immediate replacement of these items are not required; however, districts will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that it is financially possible over time so that items are in compliance with the marketing policy.)
- Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, pupil assignment books or school supplies displayed, distributed, offered or sold by the District.
- Advertisements in school publications or school mailings.
- Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

As the District/school nutrition services/Athletics Department/PTA/PTO reviews existing contracts and considers new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by the District wellness policy.

#### **4. Physical Activity**

Children and adolescents should participate in at least 60 minutes of physical activity every day. A substantial percentage of students' physical activity can be provided through a comprehensive school physical activity program (CSPAP). A CSPAP reflects strong coordination and synergy across all of the components: quality physical education as the foundation; physical activity before, during and after school; staff involvement and family and community engagement and the District is committed to providing these opportunities. Schools will ensure that these varied physical activity opportunities are in addition to, and not as a substitute for, physical education (addressed in "Physical Education" subsection). All schools in the District will be encouraged to participate in *Let's Move! Active Schools* ([www.letsmoveschools.org](http://www.letsmoveschools.org)), or comparable program, in order to successfully address all CSPAP areas.

Physical activity during the school day (including but not limited to recess, classroom physical activity breaks or physical education) will not be withheld as punishment. The District will provide teachers and other school staff with a list of ideas or resources for alternative ways to discipline students.

To the extent practicable, the District will ensure that its grounds and facilities are safe and that equipment is available to students to be active. The District will conduct necessary inspections and repairs.

#### ***Physical Education***

The District will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts (discussed in the "*Essential Physical Activity Topics in Health Education*" subsection). The curriculum will support the essential components of physical education.

All students will be provided equal opportunity to participate in physical education classes. The District will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.

All elementary students in each grade will receive physical education for at least 60-89 minutes per week throughout the school year.

All secondary students (middle and high school) are required to take the equivalent of one academic year of physical education.

The District's physical education program will promote student physical fitness through individualized fitness and activity assessments (via the Presidential Youth Fitness Program or other appropriate assessment tool) and will use criterion-based reporting for each student.

### ***Essential Physical Activity Topics in Health Education***

Health education will be required in all elementary grades and the District will require middle and high school students to take and pass at least one health education course. The District will include in the health education curriculum a minimum of 12 of the following essential topics on physical activity:

- The physical, psychological, or social benefits of physical activity
- How physical activity can contribute to a healthy weight
- How physical activity can contribute to the academic learning process
- How an inactive lifestyle contributes to chronic disease
- Health-related fitness, that is, cardiovascular endurance, muscular endurance, muscular strength, flexibility, and body composition
- Differences between physical activity, exercise and fitness
- Phases of an exercise session, that is, warm up, workout and cool down
- Overcoming barriers to physical activity
- Decreasing sedentary activities, such as TV watching
- Opportunities for physical activity in the community
- Preventing injury during physical activity
- Weather-related safety, for example, avoiding heat stroke, hypothermia and sunburn while being physically active
- How much physical activity is enough, that is, determining frequency, intensity, time and type of physical activity
- Developing an individualized physical activity and fitness plan
- Monitoring progress toward reaching goals in an individualized physical activity plan
- Dangers of using performance-enhancing drugs, such as steroids
- Social influences on physical activity, including media, family, peers and culture
- How to find valid information or services related to physical activity and fitness
- How to influence, support, or advocate for others to engage in physical activity
- How to resist peer pressure that discourages physical activity.

### ***Recess (Elementary)***

All elementary schools will offer at least 20 minutes of recess on all days during the school year. Exceptions may be made as appropriate, such as on early dismissal or late arrival days. If recess is offered before lunch, schools will have appropriate hand-washing facilities and/or hand-sanitizing mechanisms located just inside/outside the cafeteria to ensure proper hygiene prior to eating and students are required to use these mechanisms before eating. Hand-washing time, as well as time to put away coats/hats/gloves, will be built in to the recess transition period/timeframe before students enter the cafeteria.

Outdoor recess will be offered when weather and other conditions make it feasible for outdoor play.

In the event that recess must be held indoors, teachers and staff will follow the indoor recess guidelines that promote physical activity for students, to the extent practicable.

Recess will complement, not substitute, physical education class. Recess monitors or teachers will encourage students to be active, and will serve as role models by being physically active alongside the students whenever feasible.

#### ***Classroom Physical Activity Breaks (Elementary and Secondary)***

Students will be offered periodic opportunities to be active or to stretch throughout the day on all or most days during a typical school week. The District recommends teachers provide short (3-5-minute) physical activity breaks to students during and between classroom time at least three days per week. These physical activity breaks will complement, not substitute, for physical education class, recess, and class transition periods.

The District will provide resources and links to resources, tools, and technology with ideas for classroom physical activity breaks. Resources and ideas are available through the USDA and the Alliance for a Healthier Generation.

#### ***Active Academics***

Teachers will incorporate movement and kinesthetic learning approaches into “core” subject instruction when possible (e.g., science, math, language arts, social studies and others) and do their part to limit sedentary behavior during the school day.

The District will support classroom teachers incorporating physical activity and employing kinesthetic learning approaches into core subjects by providing annual professional development opportunities and resources, including information on leading activities, activity options, as well as making available background material on the connections between learning and movement.

Teachers will serve as role models by being physically active alongside the students whenever feasible.

#### ***Before and After School Activities***

The District offers opportunities for students to participate in physical activity either before and/or after the school day through a variety of methods. The District will encourage students to be physically active before and after school by sponsoring or permitting: physical activity clubs and physical activity in aftercare, intramurals or interscholastic sports.

#### ***Active Transport***

The District will support active transport to and from school, such as walking or biking. The District will encourage this behavior by requiring that its schools engage in six or more of the activities below, to be selected by each school administration; including but not limited to:

- Designate safe or preferred routes to school
- Promote activities such as participation in International Walk to School Week and National Walk and Bike to School Week
- Secure storage facilities for bicycles and helmets (e.g., shed, cage, fenced area)

- Instruction on walking/bicycling safety provided to students
- Promote safe routes program to students, staff, and parents via newsletters, websites, local newspaper
- Use crossing guards
- Use crosswalks on streets leading to schools
- Use walking school buses
- Document the number of children walking and or biking to and from school
- Create and distribute maps of school environment (e.g., sidewalks, crosswalks, roads, pathways, bike racks, etc.)

### **5. Other Activities that Promote Student Wellness**

The District will integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues and physical activity facilities. The District will coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development and strong educational outcomes.

Schools in the District are encouraged to coordinate content across curricular areas that promote student health, such as teaching nutrition concepts in mathematics, with consultation provided by either the school or the District's curriculum experts.

All efforts related to obtaining federal, state or association recognition for efforts, or grants/funding opportunities for healthy school environments will be coordinated with and complementary of the wellness policy, including but not limited to ensuring the involvement of the DWC.

All school-sponsored events will adhere to the wellness policy guidelines. All school-sponsored wellness events will include physical activity and healthy eating opportunities when appropriate.

#### ***Community Partnerships***

The District will develop, enhance, or continue relationships with community partners (e.g., hospitals, universities/colleges, local businesses, SNAP-Ed providers and coordinators, etc.) in support of this wellness policy's implementation. Existing and new community partnerships and sponsorships will be evaluated to ensure that they are consistent with the wellness policy and its goals.

#### ***Community Health Promotion and Family Engagement***

The District will promote to parents/caregivers, families, and the general community the benefits of and approaches for healthy eating and physical activity throughout the school year. Families will be informed and invited to participate in school-sponsored activities and will receive information about health promotion efforts.

As described in the "Community Involvement, Outreach, and Communications" subsection, the District will use electronic mechanisms (e.g., email or displaying notices on the District's website), as well as non-electronic mechanisms, (e.g., newsletters, presentations to parents or

sending information home to parents), to ensure that all families are actively notified of opportunities to participate in school-sponsored activities and receive information about health promotion efforts.

### ***Staff Wellness and Health Promotion***

The DWC will have a staff wellness subcommittee that focuses on staff wellness issues, identifies and disseminates wellness resources and performs other functions that support staff wellness in coordination with human resources staff.

Schools in the District will implement strategies to support staff in actively promoting and modeling healthy eating and physical activity behaviors. The District promotes staff member participation in health promotion programs and will support programs for staff members on healthy eating/weight management that are accessible and free or low-cost.

### ***Professional Learning***

When feasible, the District will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school (e.g., increasing the use of kinesthetic teaching approaches or incorporating nutrition lessons into math class). Professional learning will help District staff understand the connections between academics and health and the ways in which health and wellness are integrated into ongoing district reform or academic improvement plans/efforts.

### ***Glossary***

**School Campus:** areas that are owned or leased by the school and used at any time for school-related activities, including on the outside of the school building, school buses or other vehicles used to transport students, athletic fields and stadiums (e.g., on scoreboards, coolers, cups, and water bottles), or parking lots.

**School Day:** the time between midnight the night before to 30 minutes after the end of the instructional day.

**Triennial** – recurring every three years.

Legal Reference: Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. Section 1758b; 7 CFR Sections 210.11 and 210.30; National School Lunch Program, 42 U.S.C Sections 1751-1760, 1770; Regulations and Procedures for Accreditation of Schools, NDE Rule 10

Date of Adoption: August 15, 2022

## **Administrative Regulation for School Wellness Policy**

### **Additional Wellness Goals, Nutrition Guidelines and Implementation Plan**

The School Wellness Policy establishes a mission of providing a curriculum, instruction, and experiences in the environment of a health-promoting school community, to instill habits of lifelong learning and health. The School Wellness Policy authorizes the Superintendent to establish such further goals and nutrition guidelines as are determined appropriate to meet the stated mission. This regulation sets forth additional goals and nutrition guidelines as appropriate to meet the District's school wellness mission and implement the School Wellness Policy.

### **Nutrition Education Activities to Promote Student Wellness**

The base goal is to implement a curriculum that meets or exceeds the health and nutrition education objectives established by the Nebraska Department of Education. The administration establishes the following additional goals and actions to achieve such goals:

1. Curriculum: Nutrition education will be integrated into other subjects to complement, but not replace, the health and nutrition education curriculum that is provided in accordance with NDE Rule 10. Educators are to incorporate the promotion of healthy eating nutrition lifestyles in all subject areas as appropriate.
2. Display Nutrition Education Materials: The cafeteria shall display posters or other communications suitable to the ages of students served that promote healthy nutrition choices (e.g., display food pyramid). Educators are encouraged to incorporate such communications in their classrooms as well.
3. Nutrition Health Events: Educators are encouraged to search for and take advantage of events that promote nutrition education. Activities may include:
  - a. health fairs
  - b. traveling health exhibits
  - c. field trips to farm or food production facilities
  - d. school gardens
  - e. health speakers (school assemblies or class speakers on nutrition)
4. Family:
  - a. Parents are to be welcomed to join their children at school lunch as appropriate.
  - b. School communications to parents will include information about healthy nutrition; such as by including information about healthy snacks for children.
5. Staff: Our employees are encouraged to be healthy role models for students. It is important for students to receive consistent messages. Staff is discouraged from eating foods or drinking beverages of minimal nutritional value during the school day in the presence of students.

**Physical Activities to Promote Student Wellness**

The established goal is to implement a curriculum that meets or exceeds the health and physical education objectives established by the Nebraska Department of Education. The administration establishes the following additional goals and actions to achieve such goals:

1. Curriculum: Health and physical education will be integrated into other subjects to complement, but not replace, the health and physical education curriculum provided in accordance with NDE Rule 10. Educators are to incorporate physical activity promotion and non-sedentary lifestyles in all subject areas as appropriate.
2. Physical Activity During the School Day:
  - a. Recess:
    - i. Elementary students will have the opportunity for daily recess. Weather and other conditions permitting, recess will be outdoors. Students who are idle during recess are to be encouraged by supervising staff to engage in physical activity. Daily minimums are as follows: Pre-school: 30 minutes; Grades K-3: 50 minutes (15 for ½ day Kindergarten); Grades 4-6: 35 minutes. Minimums include lunch recess. Minimums are set for “ordinary” days and are subject to modification in the judgment of the educator when events such as field trips, testing, etc. occur during the day.
    - ii. Middle School and High School students will have the opportunity for physical activity during their lunch period. The gym or outside facilities will be open to use during lunch when possible.
  - b. Class Time: Physical activity within class periods (e.g. stretching breaks when students are at task for more than 50 minutes) will be encouraged.
3. Physical Activity To/From School:
  - a. To encourage biking or walking to school, the administration will work with law enforcement and as appropriate volunteer parent safety monitors to provide safe routes to school. Bike racks will be established commensurate with need.
  - b. In establishing bus pick up/drop off sites, the fact that students will have to walk farther from a particular site will not necessarily be considered as a negative factor.
4. As Punishment: Physical activity will not be used as punishment and will not be withheld as punishment. This guideline shall not apply to extra-curricular activities. Educators may use appropriate professional discretion to make exceptions to this guideline. In no event, however, will physical activity be used as a form of corporal punishment.
5. Display Physical Activity Educational Materials: The cafeteria, gym and health classrooms shall display posters or other communications suitable to the ages of students served that promote physical activity and non-sedentary lifestyles (e.g., display sports posters, walking fitness posters). Educators are encouraged to incorporate such communications in their classrooms as well.

6. Physical Activity Health Events: Educators are encouraged to search for and take advantage of events that promote physical activity education. Activities may include:
  - a. health fairs
  - b. traveling health exhibits
  - c. field trips to physical activity centers
  - d. physical activity speakers (school assemblies or class speakers representing sports figures, medical people)
7. Family:
  - a. The school's physical activity facilities (playground, gym) will be made available to use by parents with their children outside the normal school day, subject to priority use being for children and subject to other competing uses and safety and risk management considerations.
  - b. School communications to parents will include information that promotes physical activity. Such communications may include information about the benefits of physical activity to children and the distribution of information about youth sports programs.
8. Staff: Our employees are encouraged to be healthy role models for students. It is important for students to receive consistent messages. Staff is encouraged to be seen engaging in non-sedentary lifestyles. For example, staff is encouraged to walk or bike to work; use stairs even if an elevator is available; and share as appropriate personal information about physical activities they engage in to remain fit.

#### **Other School Activities to Promote Student Wellness**

The established goal is to offer other suitable opportunities to students to engage in health-promoting activities. The administration establishes the following additional goals and actions to achieve such goals:

1. Extracurricular Programs: The District will offer athletic and other activity programs subject to and in compliance with the bylaws of the Nebraska School Activities Association. Secondary school students will be offered the opportunity to participate in intramural sports activities commensurate with their interests and school resources.
2. After-School Facility Uses: The school's physical activity facilities (playground, gym) will be made available to use by students outside the normal school day, subject to other competing uses and safety and risk management considerations.
3. Advertising: The administration will monitor advertising that occurs in the school and endeavor to limit messages that promote foods of minimal nutritional value.
4. Staff Development:
  - a. Professional staff members will be provided with professional development and guidance on appropriate practices and procedures to

- implement the school wellness goals and recommendations. Professional development activities will include activities each year related to the integration of physical activities and nutrition education into the academic curriculum, use of food as rewards and denial of physical activities as a disciplinary consequence, and other wellness goals and activities.
- b. The District will provide ongoing training and development for food service staff related to nutrition and wellness goals and activities.
5. Community Resources: The administration will coordinate the school wellness program efforts with those available from medical and other community organizations.

### **Nutrition Guidelines**

The established nutrition guidelines for foods available in each school building during the school day are as follows: (1) school breakfast and lunch programs will be offered which meet or exceed the requirements of federal and state law and regulatory authorities and (2) no foods in competition with the school lunch or breakfast program shall be sold or otherwise made available to students anywhere on school premises during the period of one-half hour prior to the serving period for breakfast and lunch and lasting until one-half hour after the serving of breakfast and lunch.

The administration establishes the following additional nutrition guidelines and actions to meet the guidelines:

1. Conditions for School Meals:
  - a. Scheduling meals. Lunch periods will be scheduled at times when students are in need of nutrition (e.g., in the middle of their school day). Students will be provided adequate time to eat. In general students will, upon arrival in the cafeteria, have at least 10 minutes to eat breakfast and 15 minutes to eat lunch.
  - b. Conditions for meals. Efforts shall be made to establish comfortable and relaxed eating conditions. The factors to promote these conditions will be a clean, orderly environment, pleasant food services staff, adequate seating, enforcement of student conduct rules and adequate supervision.
2. Selection of School Meals:
  - a. School Meals: School meals shall at a minimum meet nutrition requirements established by state and federal law. The school food service staff is to offer meals that are of a nutritional value higher than that required. Emphasis is to be on good menu planning principles that offer healthy food choices including lean meats, a variety of fruits and non-fried vegetables daily, whole grains once each week, and low-fat or nonfat milk daily. Locate these choices where they are readily accessible to students. Limit portion sizes of desserts and fried foods.
  - b. Ala carte selections: Elementary students are to be offered balanced meals. Elementary students are not to be sold individual food or beverage selections except for limited portions of low-fat foods, no-fat milk, fruits, and non-fried vegetables. Middle School and High School students may

be sold foods and beverage ala carte provided the ala carte items not include foods of minimal nutritional value and that the offerings include fruits, non-fried vegetables, and healthy beverages (waters and 100% fruit juices).

3. Student's Meals From Home: Students will be discouraged from sharing food and be prohibited from sharing foods brought from home. Parents will be encouraged via health promotional materials to make healthy choices for student lunches.
4. Closed Campus. To encourage students to eat a nutritious lunch, students will not be permitted to leave school during the school day for the purpose of lunch. Exceptions: Students may leave at lunch time if they will be eating lunch at home, with parent permission. Juniors and Seniors may leave campus for lunch, even if they will not be eating lunch at home, with parent permission. Students who leave campus for lunch may not bring any purchased meals or other food back to school. The administration may grant special exceptions to the closed campus rule as needed (e.g., for students with special dietary needs).
5. Vending machines:
  - a. Vending machines will not be available for student use at any school for the period of ½ hour before and ½ hour after breakfast and lunch periods.
  - b. Elementary school students: Vending machines with foods of minimal nutritional value will not be available to use by elementary school students at any time during the school day.
  - c. Middle school students: Vending machines with foods of minimal nutritional value will not be available to use by middle school students for the period of 1 hour before and 1 hour after breakfast and lunch periods.
  - d. High school students: Vending machines with foods of minimal nutritional value will not be available to use by high school students for the period of 1 hour before and 1 hour after breakfast and lunch periods.
  - e. Promotion of Healthy Choices: At least one vending machine in each school building shall include healthy choices (e.g., water, 100% fruit juices, low-fat/non-fat milk, animal crackers, granola bars, whole-grain fruit bars, pretzels, nuts, plain trail mix).
6. Foods available during the school day:
  - a. Water: Students will be allowed access to water during the school day. Water fountains are available. Educators may in their discretion allow students to bring water bottles to classes. Students will not be permitted to bring soda pop or other drinks or food to class.
  - b. Food rewards. Food will not be used as rewards. No foods are to be provided by the school or school staff during instructional time except: healthy foods, foods provided for instructional purposes (e.g., cultural programs, FCS classes, and foods given in accordance with a special education student's IEP).

- c. Classroom Celebrations:
    - i. Staff is not to offer students foods of minimal nutritional value for classroom celebrations.
    - ii. Parents are to be encouraged to bring healthy foods for classroom celebrations.
7. Fund-raising:
- a. School clubs are not to sell food for the period of ½ hour before and ½ hour after breakfast and lunch periods.
  - b. Student clubs are encouraged to not sell foods of minimal nutritional value as part of fund-raising efforts.
  - c. Each activity sponsor shall report to the Principal the percentage of total fund-raising receipts from sales of foods of minimal nutritional value as of the end of the each school year.
8. School activities/events:
- a. Athletes: Student athletes serve as role models. Coaches are to encourage healthy eating by student athletes. The coaches' conduct rules may limit consumption of foods of minimal nutritional value by their athletes during their sport season.
  - b. Concessions: Concession stands will include healthy food choices. Efforts will be made to reduce offerings of foods of minimal nutritional value.
9. Definition of Foods of Minimal Nutritional Value: For purposes of this regulation, "foods of minimal nutritional value" has the same meaning as in the federal regulations for the National School Lunch program. Foods of minimal nutritional value are as follows:

Food of minimal nutritional value means: (i) In the case of artificially sweetened foods, a food which provides less than five percent of the Reference Daily Intakes (RDI) for each of eight specified nutrients per serving; and (ii) in the case of all other foods, a food which provides less than five percent of the RDI for each of 8 specified nutrients per 100 calories and less than 5% of the RDI for each of eight specified nutrients per serving. The 8 nutrients to be assessed for this purpose are -- protein, vitamin A, vitamin C, niacin, riboflavin, thiamine, calcium, and iron.

Specific foods of minimal nutritional value are:

- (1) Soda Water.
- (2) Water Ices (except those which contain fruit or fruit juices).
- (3) Chewing Gum.
- (4) Certain Candies -- Processed foods made predominantly from sweeteners or artificial sweeteners with a variety of minor ingredients which characterize the following types:
  - (i) Hard Candy -- A product made predominantly from sugar (sucrose) and corn syrup which may be flavored and colored, is characterized by a hard, brittle texture, and includes such items as

- sour balls, fruit balls, candy sticks, lollipops, starlight mints, after dinner mints, sugar wafers, rock candy, cinnamon candies, breath mints, jaw breakers and cough drops.
- (ii) Jellies and Gums -- A mixture of carbohydrates which are combined to form a stable gelatinous system of jelly-like character, and are generally flavored and colored, and include gum drops, jelly beans, jellied and fruit-flavored slices.
  - (iii) Marshmallow Candies -- An aerated confection composed as sugar, corn syrup, invert sugar, 20 percent water and gelatin or egg white to which flavors and colors may be added.
  - (iv) Fondant -- A product consisting of microscopic-sized sugar crystals which are separated by thin film of sugar and/or invert sugar in solution such as candy corn, soft mints.
  - (v) Licorice -- A product made predominantly from sugar and corn syrup which is flavored with an extract made from the licorice root.
  - (vi) Spun Candy -- A product that is made from sugar that has been boiled at high temperature and spun at a high speed in a special machine.
  - (vii) Candy Coated Popcorn. -- Popcorn which is coated with a mixture made predominantly from sugar and corn syrup.
10. Definition of Healthy Foods: For purposes of this regulation, “healthy foods” means foods that are not foods of minimal nutritional value, and that are low in fats, sodium and sugars, and high per serving in the nutrients which are needed to meet Reference Daily Intakes.

StudentsHomeless StudentsA. General Policy Statement

The District shall ensure that homeless children and youths shall have equal access to the same free, appropriate public education, including public preschool education, as provided to other children and youths.

B. Definitions

“School of Origin” shall mean the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including preschool. School of origin shall also include any designated receiving school for the next grade level for all feeder schools when a student completes the final grade level served by the school of origin.

“Homeless children and youths” shall mean any individuals who lack a fixed, regular, and adequate nighttime residence; and includes:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. Migratory children who qualify as homeless because they are living in circumstances described in (1-3).

“Unaccompanied youth” shall mean a homeless child or youth not in the physical custody of a parent or guardian.

C. School Stability

1. School Selection: Each school shall presume that keeping a homeless child or youth enrolled in the child’s or youth’s school of origin is in the child’s or youth’s best interest, except when doing so is contrary to the request of the child’s or youth’s parent or guardian or, in the case of an unaccompanied youth, the youth.

To overcome the presumption that a child or youth should remain in his/her school of origin, the school shall consider student-centered factors including: the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child's or youth's parent or guardian or, in the case of an unaccompanied youth, the youth.

2. Enrollment: Once the school is selected in accordance with the child's or youth's best interest, that child or youth shall be immediately enrolled even if the child or youth is unable to produce records normally required for enrollment including, but not limited to, previous academic records, immunization or other health records, proof of residency or has missed any application or enrollment deadlines during any period of homelessness.
3. Transportation: If the child or youth continues to attend his or her school of origin, transportation shall be provided promptly even if there is a dispute pending regarding which school is in the child's or youth's best interest to attend. Transportation will continue to be provided to and from the school of origin for the remainder of any academic year during which the child or youth becomes permanently housed.

#### D. Records

Any record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained:

1. Such that all records are available, in a timely fashion, when a child or youth enrolls in a new school or school district;
2. Any information about a homeless child's or youth's living situation shall be treated as a confidential student education record, and shall not be deemed to be directory information; and
3. In a manner consistent with the Federal Education Rights and Privacy Act.

#### E. Services

The Local Education Agency Liaison shall identify an appropriate staff person to be the Local Educational Liaison (LEL) for all homeless children and youth attending school in the District. The LEL responsibilities shall include, but are not limited to:

1. Ensure homeless children and youth are identified through outreach and coordination activities including coordination with the Nebraska Department of Education Homeless Education Liaison, community, and school personnel responsible for education and related services to homeless children and youths;

2. Receive appropriate time and training in order to carry out the duties required by law and this policy;
3. Ensure homeless families and homeless children and youths are referred to health care, dental, mental health, substance abuse, housing and any other appropriate services;
4. Ensure that homeless children and youths:
  - a. Are enrolled in school which includes attending classes and participating fully in school activities;
  - b. Have a full and equal opportunity to meet the same challenging State academic standards as other children and youths;
  - c. Receive individualized counseling from counselors to prepare and improve their readiness for college, including college selection, application, financial aid, and on-campus supports.
  - d. Unaccompanied youths are informed of their status as independent students under the Higher Education Act of 1965 and may obtain assistance from the LEL to receive verification of such status for purposes of the Free Application for Federal Student Aid.
5. Ensure that public notice of the educational rights and available transportation services of the homeless children and youths is disseminated in locations frequented by parents or guardians of such youths and unaccompanied homeless youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form that is easily understandable.
6. Ensure the dispute resolution process identified below is carried out in accordance with the law and district policy.

F. Dispute Resolution

1. The dispute procedure must be available for disputes over eligibility, as well as school selection or enrollment.
2. In the event of a dispute regarding where a child or youth should enroll, the child or youth shall be immediately enrolled in the school in which enrollment is sought pending final resolution of the dispute, including all available appeals. The district shall immediately provide the child's parent or guardian or, in the case of an unaccompanied youth, the youth a written explanation of the decision made regarding the school selection including the right to appeal such decision. Said writing shall be provided in a manner and form understandable to such parent, guardian, or unaccompanied youth and also include the LEL contact information.

The LEL shall carry out the dispute resolution process within 30 calendar days from the date of said writing pursuant to 92 Nebraska Administrative Code 19-005.02.

3. Appeals: Any parent, guardian or other person having legal or actual charge of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner within thirty calendar days of receipt of the decision by following the process in 92 Nebraska Administrative Code 19-005.03 and 19-005.03C.

A party may appeal the decision of the Commissioner or designee by filing a Petition with the State Board of Education within thirty (30) calendar days of the receipt of the decision. Refer to NDE, Rule 19, Section 005.03C for further details. [https://www.education.ne.gov/legal/webrulespdf/CLEAN19\\_2016.pdf](https://www.education.ne.gov/legal/webrulespdf/CLEAN19_2016.pdf)

Legal Reference: Neb. Rev. Stat. Sec. 79-215  
Nebraska Department of Education Rule 19  
McKinney-Vento Homeless Assistance Act, 42 USC Sections 11431, et seq.  
Every Student Succeeds Act

Date of Adoption: August 15, 2022

**Homeless Education Program**

**HOMELESS STUDENT ENROLLMENT INFORMATION  
& PLACEMENT REQUEST**

Child's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Grade \_\_\_\_\_  
(Last Name) (First Name) (M.I.)

Parent/Guardian Name \_\_\_\_\_ Unaccompanied Youth \_\_\_\_\_  
(Last Name) (First Name) (M.I.) ("Yes" or "No")

Current Address \_\_\_\_\_

Telephone Number: \_\_\_\_\_  
(If phone # not available, phone number of someone who can be contacted and their relationship, if any).

Information provided on this form is confidential.

1. Homeless Status

a. Do you live in any of these following situations?

- \_\_\_\_\_ sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (example: evicted from home, cannot afford housing, etc.)
- \_\_\_\_\_ in a motel, hotel, campground or similar setting due to lack of alternative adequate accommodations
- \_\_\_\_\_ in emergency or transitional shelters such as domestic violence or homeless shelters or transitional housing shelter or agency
- \_\_\_\_\_ have a primary nighttime residence that is a place not designed for or ordinarily used as a regular sleeping accommodation for humans
- \_\_\_\_\_ in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
- \_\_\_\_\_ None of the above.

b. How long do you anticipate living in current location? \_\_\_\_\_

2. School Most Recently Attended

School: \_\_\_\_\_  
(School Name) (City) (State)

Dates of Attendance: \_\_\_\_\_ to \_\_\_\_\_

Grade level when last attended: \_\_\_\_\_

3. Eligible for any of these educational and school related activities and services?

Special Education (IDEA) If yes, please identify disability and special education services previously provided : \_\_\_\_\_

- English Language Learners (ELL)  Gifted  Vocational Education
- Other \_\_\_\_\_

4. Possible Barriers to Education

- No Birth Certificate  No immunizations or other medical records
- No School Records  Transportation  School Selection
- Other issues/barriers \_\_\_\_\_

5. Requested Services and Activities to be Provided by Homeless Student Program

- Obtaining or transferring records necessary for enrollment
- Emergency assistance related to school attendance
- Expedited evaluations
- Transportation  Clothing to meet a school requirement  School supplies
- Early childhood program  Tutoring or other instructional support
- Before/after-school, mentoring, summer programs
- Referrals for medical, dental, or other health services
- Referral to other programs/services
- Assistance with participation in school programs
- Parent education related to rights/resources
- Coordination between schools and agencies
- Counseling  Addressing needs related to domestic violence
- Staff professional development/awareness
- Other \_\_\_\_\_

6. Placement

a. School placement requested by parent/guardian or unaccompanied youth:

b. Reason(s) for Request: \_\_\_\_\_

c. Name of "School of Origin" \_\_\_\_\_

(School of Origin means the school that the child attended when permanently housed or the school in which the child was last enrolled).

Enrollment Date \_\_\_\_\_

Has student been withdrawn? \_\_\_\_\_

If so, what was the withdraw date? \_\_\_\_\_

d. Distance from:

i. Residence to the school of origin (miles): \_\_\_\_\_

ii. Residence to the school requested (if not school of origin): \_\_\_\_\_

\_\_\_\_\_  
Parent or Guardian or Unaccompanied Youth's signature

\_\_\_\_\_  
Date

Children living in homeless situations have certain rights under the McKinney-Vento Homeless Assistance Act. Please contact the Homeless Coordinator with any questions.

**WRITTEN NOTIFICATION OF  
ENROLLMENT/PLACEMENT DECISION FOR HOMELESS STUDENT**

Child's Name: \_\_\_\_\_

In compliance with the McKinney-Vento Homeless Assistance Act, the following written notification is provided to:

Parent/Guardian \_\_\_\_\_ Unaccompanied Youth \_\_\_\_\_  
(Name) (Name)

After reviewing your request to enroll the child, the determinations are as follows:

**Homeless student program eligibility:**

- \_\_\_\_\_ Child does not qualify under the homeless student program.
- \_\_\_\_\_ Child qualifies under the homeless student program. This determination was based upon: \_\_\_\_\_

**Placement** (if enrolled under the homeless student program) was made based on best interest of the student. The placement will be at: \_\_\_\_\_  
(Name)

Explanation for this determination (if not school of origin or the choice of parent/guardian or unaccompanied youth, give detail): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you are not satisfied with the determinations, you have the right to use the dispute resolution process. Contact the Homeless Coordinator and complete a Dispute Resolution Form.

**Notices:**

- The student has the right to be immediately admitted in the school in which enrollment is sought pending resolution of the dispute.
- You may contact the Nebraska Commissioner of Education  
Nebraska Department of Education  
[matt.blomstedt@nebraska.gov](mailto:matt.blomstedt@nebraska.gov)  
Telephone: (402) 471-5020
- You may seek the assistance of advocates or attorneys.

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

Written Notification Form was given to parent/guardian or unaccompanied youth on \_\_\_\_\_ (Date).

Homeless Education Program

DISPUTE RESOLUTION FORM

This form should be completed when a dispute arises over school enrollment/placement.

Child's Name: \_\_\_\_\_

Person completing form: \_\_\_\_\_  
(Name) (Relation to Student)

I may be contacted at (address/phone/e-mail): \_\_\_\_\_

I wish to dispute the following decision: \_\_\_\_\_

The decision I am disputing was wrong because (give detailed information in support of your position and use an attachment if necessary): \_\_\_\_\_

Persons who have information to support my position (include contact information): \_\_\_\_\_

I request that the following action be taken on this dispute: \_\_\_\_\_

Parent or Guardian or Unaccompanied Youth's signature \_\_\_\_\_ Date \_\_\_\_\_

~~For School Use~~

Date received by Homeless Coordinator \_\_\_\_\_

~~Determination of Homeless Coordinator~~

In compliance with the McKinney-Vento Homeless Assistance Act, the following written notification is provided to:

Parent/Guardian \_\_\_\_\_ Unaccompanied Youth \_\_\_\_\_  
(Name) (Name)

After reviewing the information relevant to your dispute my determination is as follows:

Explanation for this determination: \_\_\_\_\_

Notice of Right to Appeal: If you are not satisfied with the determination on this dispute, you have the right to appeal as provided for in the Nebraska Department of Education Rule 19. The appeal is to be filed with the Commissioner of Education within 30 calendar days of receipt of this decision. For information about an appeal you may contact:

Nebraska Commissioner of Education  
Nebraska Department of Education  
[matt.blomstedt@nebraska.gov](mailto:matt.blomstedt@nebraska.gov)  
Telephone: (402) 471-5020

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

The Determination of the Homeless Coordinator on this dispute was given to parent/guardian or unaccompanied youth on \_\_\_\_\_ (Date).

StudentsStudent Privacy Protection Policy

It is the policy of Douglas County West Community Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

- A. Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties  
Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.
- B. Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive  
The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed Definition of Surveys of Matters Deemed to be Sensitive), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: Notification of and Right to Opt-Out of Specific Events.
- C. Right of Parents to Inspect Instructional Materials  
Parents shall have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term instructional materials for purposes of this policy.

The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

D. Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings

The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parent opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: Notification of and Right to Opt-Out of Specific Events.

E. Protection of Student Privacy in Regard to Personal Information Collected from Students

The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information.

Personal information for purposes of this policy means individually identifiable information about a student including: (1) a student or parent's first and last name, (2) home address, (3) telephone number, and (4) social security number. The term personal information, for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

F. Parent Access to Instruments used in the Collection of Personal Information

While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received.

The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

#### Annual Parental Notification of Student Privacy Protection Policy

The District shall provide parents with reasonable notice of the adoption or continued use of this policy and other policies related to the student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

#### Notification to Parents of Dates of and Right to Opt-Out of Specific Events

The District shall directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

1. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information);
2. Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and
3. Any nonemergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parent opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities

Education Act).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities. In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive

Any survey containing one or more of the following matters shall be deemed to be Asensitive@ for purposes of this policy:

1. political affiliations or beliefs of the student or the student=s parent;
2. mental or psychological problems of the student or the student=s parent;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating or demeaning behavior;
5. critical appraisals of other individuals with whom the student has close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
- 7 Religious practices, affiliations, or beliefs of the students or the student=s parent;
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Mental Health Assessment or Service

The District shall obtain informed consent from the parent of each child who is under 18 years of age to participate in any mental-health assessment or service that is funded under the Every Student Succeeds Act (“ESSA”). Before obtaining the consent, the District shall provide the parent written notice describing in detail such mental health assessment or service, including the purpose for such assessment or service, the provider of such assessment or service, when such assessment or service will begin, and how long such assessment or service may last.

Legal Authorities: Every Student Succeeds Act  
 Protection of Pupil Privacy Amendment, 20 U.S.C. Sec. 1232h and 34 CFR Part 98;  
 Family Educational Rights and Privacy Act, 20 U.S.C. Sec.1232g;  
 Neb. Rev. Stat. Sec. 79-530 to 79-533

Date of Adoption: August 15, 2022

StudentsDating Violence

Douglas County West Community Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated.

For purposes of this policy “dating violence” means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. “Dating partner” means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District’s authority.

Staff training on dating violence shall be provided as deemed appropriate by the administration. The dating violence training shall include, but need not be limited to, basic awareness of dating violence, warning signs of dating violence, and the District’s dating violence policy.

Dating violence education that is age-appropriate shall be incorporated into the school program. Dating violence education shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

The administration will be responsible for ensuring that this dating violence policy is published in the school district’s student-parent handbook or an equivalent such publication. Parents and legal guardians shall be informed of the dating violence policy by such other means as the administration determines appropriate. If requested, parents or legal guardians shall be provided a copy of the dating violence policy and relevant information.

Legal Reference: Neb. Rev. Stat. Sections 79-2139 to 79-2142

Date of Adoption: August 15, 2022

StudentsUse of Restraints and Seclusion

This policy sets forth the requirements, restrictions and procedures related to the use of physical restraints and seclusions at Douglas County West Community Schools.

1. Definitions

- A. Physical Restraint. Physical restraint means one or more persons using a physical hold to restrict a student's freedom of movement as a response to student behavior. A light touching of a student while conducting a physical escort or a touching to provide instructional assistance is not a physical restraint for purposes of this Guidance.
- B. Seclusion. Seclusion is the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving as a response to student behavior.

Seclusion is distinguishable from an in-school suspension, in which other students or adults may be present. While students are required to remain in the in-school suspension area, the students are not physically prevented from leaving.

2. Physical Restraint

- A. When Physical Restraint May be Used. Physical restraint may be used in the following circumstances:
- To prevent a student from completing an act that would result in injury to the student or others when there is a substantial risk that the student would commit the act.
    - A verbal threat by a student does not present a substantial risk that a student would commit an aggressive act unless the student also demonstrates the ability and intent to carry out the threat.
    - Destruction of or damage to property does not present a substantial risk of personal injury unless personal injury would be caused as a result of the destructive act (for example, throwing sharp or heavy objects when others are present, or the person whose property is about to be destroyed is likely to react physically if the person's property were destroyed). (Note: If a student is about to destroy or damage property, the act of grasping the student's arm or leg solely to prevent the striking, throwing or kicking of the item is not prohibited).
  - To move a student to a seclusion room, or to remove a student to another location because the student is creating a substantial disruption to others, in

circumstances where the student is unable to be moved or removed without the use of physical restraint; and

- In circumstances where the student's IEP or a Behavioral Plan provides for the use of physical restraint in circumstances other than the foregoing. If it is anticipated that physical restraint may need to be used with a special education student, the IEP team is to discuss and include use of physical restraint in the student's IEP if the IEP team determines use of physical restraint to be appropriate. (Note: IEPs or Behavioral Plans should not provide for such physical restraint except in those circumstances where the professional staff determines that non-aversive or positive intervention strategies would not be effective).

Physical restraint may not be used:

- When a known medical or psychological condition contraindicates its use.
- As a form of punishment.

- B. Conditions. Use of physical restraint shall take into consideration the safety and security of the student.

In determining whether a student who is being physically restrained should be removed from the area where such restraint was initiated, the staff shall consider the potential for injury to the student, the student's privacy interests, and the educational and emotional well-being of other students in the vicinity.

If physical restraint is imposed upon a student whose primary mode of communication is sign language or an augmentative mode, the student shall be permitted to have his or her hands free of restraint for brief periods, unless staff determines that such freedom appears likely to result in harm to the student or others.

- C. Timeline. Physical restraint is to be used only as long as necessary to resolve the reason for which it was initiated.
- D. Training. Physical restraint shall be applied only by individuals who have received systematic training that includes all the elements described below. An individual who applies physical restraint shall use only techniques in which he or she has received such training within the preceding two (2) years.

Training with respect to physical restraint may be provided either by the School District or by an external entity and shall include, but need not be limited to:

- Appropriate procedures for preventing the need for physical restraint, including the de-escalation of problematic behavior, relationship-building, and the use of alternatives to restraint;

- A description and identification of dangerous behaviors on the part of students that may indicate the need for physical restraint and methods for evaluating the risk of harm in individual situations in order to determine whether the use of restraint is warranted;
- The simulated experience of administering and receiving a variety of physical restraint techniques, ranging from minimal physical involvement to very controlling interventions;
- Instruction regarding the effects of physical restraint on the person restrained, including instruction on monitoring physical signs of distress and obtaining medical assistance;
- Instruction regarding documentation and reporting requirements and investigation of injuries and complaints; and
- Demonstration by participants of proficiency in administering physical restraint.

An individual may provide training to others in a particular method of physical restraint only if he or she has completed training in that technique that meets the foregoing requirements within the preceding one-year period.

### 3. Seclusion

#### A. When Seclusion May be Used. Seclusion may be used in the following circumstances:

- When a student's behavior is so out of control that the student's behavior creates a risk of injury to the student or others;
- When a student's behavior is so out of control that the student is causing a substantial disruption to school activities and there is no other technique and no other place the student may be moved to prevent continued disruption;
- When a student's behavior is so out of control that the student is unable to engage in educational activities and there is no other technique that could reasonably be employed to allow the student's emotions to cool down and engage in appropriate behaviors and educational activities; and
- The student has an IEP or a Behavioral Plan which provides for the use of seclusion in circumstances other than the foregoing. If it is anticipated that seclusion may need to be used with a special education student, the IEP team is to discuss and include use of seclusion in the student's IEP if the IEP team determines use of seclusion to be appropriate. (Note: IEPs or Behavioral Plans should not provide for use of seclusion except in those circumstances where the professional staff determines that non-aversive or positive intervention strategies would not be effective).

Seclusion may not be used:

- When a known medical or psychological condition contraindicates its use.
- As a form of punishment.

B. Conditions. Use of seclusion shall take into consideration the safety and security of the student.

Enclosures used for seclusion, other than enclosures used on a temporary basis, shall:

- Have the same ceiling height as the surrounding room or rooms and be large enough to accommodate not only the student being isolated but also any other individual who is required to accompany that student.
- Be constructed of materials that cannot be used by students to harm themselves or others, be free of electrical outlets, exposed wiring, and other objects that could be used by students to harm themselves or others, and be designed so that students cannot climb up the walls (including walls far enough apart so as not to offer the student being isolated sufficient leverage for climbing).
- If an enclosure used for isolated time out is fitted with a door, the door shall either be a steel door or a wooden door of solid-core construction. If the door includes a viewing panel, the panel shall be unbreakable.
- Be designed to permit visual monitoring of and communication with the student sufficient to ensure the student's safety and security. For students who do not communicate verbally, arrangements shall be made to permit the student to periodically communicate the student's needs.
- If a locking mechanism is used on the enclosure, the mechanism shall be constructed so that it will engage only when a key, handle, knob, or other similar device is being held in position by a person, unless the mechanism is an electrically or electronically controlled one that is automatically released when the building's fire alarm system is triggered. Upon release of the locking mechanism by the supervising adult, the door must be able to be opened readily.

The procedures for use of seclusion include:

- An adult who is responsible for supervising the student shall remain within close proximity of the enclosure.
- The adult responsible for supervising the student must periodically check on the student visually if possible.

- C. Timeline. A student shall not be kept in seclusion for more than 20 minutes after the student ceases presenting the specific behavior for which isolated time out was imposed or any other behavior for which isolated time out would be an appropriate intervention.
- D. Training. Orientation will be provided to staff members who are anticipated to be involved in the use of seclusion. The orientation shall cover the procedures contained in this Guidance.

4. Documentation and Evaluation

- A. Documentation of Use of Physical Restraint or Seclusion. A written record of each use of seclusion or physical restraint shall be prepared and maintained in the student's temporary record. The student's case manager, if any, shall also maintain a copy of each such record. Each such record shall include:

- The student's name;
- The date of the incident;
- The beginning and ending times of the incident;
- A description of any relevant events leading up to the incident;
- A description of any interventions used prior to the implementation of physical restraint or seclusion;
- A description of the incident and/or student behavior that resulted in implementation of physical restraint or seclusion;
- A log of the student's behavior during physical restraint or seclusion, including a description of the restraint technique(s) used and any other interaction between the student and staff;
- A description of any injuries (whether to students, staff, or others) or property damage;
- A description of any planned approach to dealing with the student's behavior in the future;
- A list of the school personnel who participated in the implementation, monitoring, and supervision of physical restraint or seclusion;
- The date on which the parent or guardian was notified.

The record shall be completed by the beginning of the school day following the use of seclusion or physical restraint.

- B. Notification of Administration. The Superintendent or Superintendent's designee shall be notified of the incident as soon as possible, but no later than the end of the school day on which it occurred.
- C. Notification of Parent or Guardian. Within 24 hours after use of seclusion or physical restraint, the Superintendent or Superintendent's designee shall send written notice of the incident to the student's parents or guardians, unless the parent or guardian has provided the District a written waiver of this requirement for notification. The parent or guardian shall be informed of the date of the

incident, a description of the intervention (physical restraint or seclusion) used, and who at the school may be contacted for further information.

- D. Evaluation. An evaluation shall be conducted whenever a physical restraint exceeds 15 minutes or results in physical injury, whenever a seclusion exceeds 30 minutes, or use of physical restraint or seclusion is repeated with an individual student during any three-hour period:
- A certified staff person trained in the use of physical restraint, or knowledgeable about the use of seclusion, as applicable, shall evaluate the situation.
  - The evaluation shall consider the appropriateness of continuing the procedure in use, including the student's potential need for medication, nourishment, or use of a restroom, and the need for alternate strategies (e.g., assessment by a mental health crisis team, assistance from police, or transportation by ambulance).
  - The results of the evaluation shall be committed to writing and copies of this documentation shall be placed into the student's temporary student record and provided to the Superintendent or Superintendent's designee.

Date of Adoption: August 15, 2022

StudentsPregnant and Parenting Students

Douglas County West Community Schools recognizes that pregnant and parenting students have the right and responsibility to attend school. This attendance right and responsibility applies to students regardless of their marital or parental status. Further, the district will educate pregnant and parenting students and will provide reasonable accommodations to support and encourage all pregnant and parenting students to obtain their high school diploma. No student will be excluded from, denied the benefit of, or discriminated against under any educational program or activity because of pregnancy or parenting responsibilities.

Attendance and Leave of Absences

Pregnant and parenting students will be permitted to attend to their own health care, their child's medical care, or other pregnancy- or parenting- related appointments with the benefit of having any such absences or tardiness excused. A student will be permitted to take a leave of absence for pregnancy, childbirth, and any other pre- and post-natal related medical needs, along with recovery therefrom for the duration that is deemed medically necessary by the student's licensed health care provider. At the conclusion of the leave of absence, a student will be immediately enrolled in the district at the same grade and status as when the leave began. Pregnant and parenting students shall be allowed to participate in all activities including extracurricular activities throughout the student's pregnancy and thereafter unless the district deems such participation poses a substantial risk of injury to the student or to others. A pregnant and parenting student may be asked to obtain certification from the student's licensed healthcare provider regarding the student's safe participation in an extracurricular activity when such certification is required of students for other conditions which require the attention of a licensed healthcare provider.

Any absences accumulated due to pregnancy or pregnancy-related conditions, or care for an ill child, should not count towards any district policies in effect under compulsory attendance requirements. Pregnant and parenting students with excused absences or tardiness shall be treated like all other students with excused absences or tardiness for any other medical reasons.

Pregnant and parenting students will be provided with assignments, classwork and any additional support needed to ensure that the student can keep up with class requirements when absent for pregnancy or parenting-related absences.

Alternative Means to Complete Course Work

The district will provide at least one alternate method, in addition to traditional classroom instruction, to keep pregnant and parenting students in school. Such accommodation(s) may include accessing coursework online, home-based independent study, or at-home tutoring. Alternative methods of instruction or other alternative program for pregnant and parenting students are voluntary for the student who may elect whether to engage in an alternative method of instruction or the traditional methods of instruction available to their peers. Pregnant and parenting students shall be allowed to attend their regular classrooms and complete regular coursework.

Lactation

The district will provide reasonable time and space to accommodate lactating students to express breast milk or breastfeed during the school day. Such accommodations will be in a location, other

than a bathroom or closet, that is private, clean, has an electrical outlet, a chair and is reasonably accessible. Students shall also be provided a food safe refrigerator to store breast milk safely.

#### Child Care

If in-school child care is not provided, a list of qualified licensed child care providers will be provided upon request to pregnant or parenting students. Such list will be updated annually and include providers that participate in the quality rating and improvement system and meet all of the quality rating criteria for at least a step-three rating pursuant to the Step Up to Quality Child Care Act. Nothing in this policy is intended to prohibit or limit any referral for a student or a student's child to an early head start program or any other available community resources.

#### Privacy and Confidentiality

Pregnant and parenting students have the right to have their health and personal information kept confidential in accordance with law. School staff will make every effort to keep personal information and health records confidential and in compliance with Nebraska and federal law.

Information about students' pregnancies and related conditions will not appear in their cumulative records and will not be used when they are being considered for educational or job opportunities, awards or scholarships.

#### Other Accommodations

Pregnant and parenting students may request additional reasonable accommodations to ensure continued participation and enrollment in school. Accommodation requests will be evaluated on a case-by-case basis. Such accommodations may include but are not limited to: additional frequency allowed for bathroom breaks, additional time allowed in between class periods, a larger desk or additional work space, and adjustments to requirements for physical education as needed. Students seeking additional reasonable accommodation should make such requests to the building principal.

#### Bullying and Harassment

Pregnant and parenting students have the same rights as other students to be free from discrimination, bullying, and harassment. Such school policies are incorporated herein and apply to all students.

#### Policy Dissemination

This policy will be available at the beginning of each school year on the district's website and will be incorporated into the student handbook.

Legal Reference: Neb. Rev. Stat. Sections 79-2149 to 79-2152; 79-2,114 to 79-2,124 (Nebraska Equal Opportunity in Education Act); 20 USC Sec. 1681 (Title IX); 34 C.F.R. Sec. 106.40 (Title IX)

Cross-Reference: Non-discrimination policies

Date of Adoption: August 15, 2022

Students

Bus Transportation

Regular bus transportation shall be provided to designated stops on bus routes, outside city limits, within the school district. Occasional exceptions to regular bus schedules shall require prior administrative approval.

Date of Adoption: August 15, 2022

Students

Use of School Buses

Douglas County West Community Schools may provide transportation for instructional purposes and for school sponsored activities, organizations, and groups. The district shall not operate as a "Carrier for Hire".

Date of Adoption: August 15, 2022

Students

Special Education Transportation

Bus transportation shall be provided for students to facilities where they may receive instruction to the extent required by law. The State of Nebraska provides funding for such transportation. Arrangements will be made through the superintendent and administrators in the receiving institution.

Date of Adoption: August 15, 2022

*[Use with ALICAP or Similar SPT Plan]*

Article 5

**STUDENTS**

Policy No. 5505

Students

Safe Pupil Transportation Plan

The Superintendent or designee shall develop a safe pupil transportation plan to address student safety which addresses the following:

- Weapons;
- Pupil Behavior;
- Terroristic Threats
- Severe Weather;
- Hazardous Materials;
- Medical emergencies;
- Driver/passenger procedures in the event of mechanical breakdowns of the vehicle;
- Procedures in the event the drop-off location is uncertain or appears unsafe to leave students; and,
- A procedure that requires pupil transportation vehicle operators to document and submit to designated school authorities the occurrence of any events covered by the Safe Pupil Transportation Plan that involved the pupil transportation vehicle operated by the driver, or any pupils transported in it.

A copy of the plan shall be placed in each pupil transportation vehicle, kept at each school building, and made available upon request.

Legal Reference: Neb. Rev. Stat. Sections 79-318, 79-602, 79-607 and 79-608  
Title 92, Nebraska Administrative Code, Chapter 91

Date of Adoption: August 15, 2022

StudentsSafe Pupil Transportation Plan**Douglas County West Community Schools Safe Pupil Transportation Plan**

This Safe Pupil Transportation Plan sets forth the District's plan for providing safe transportation to students being transported in vehicles on regular routes assigned through the district transportation plan.

1. **Weapons.** Vehicles shall not transport any items, animals, materials, weapons or look-a-like weapons, explosive devices or bomb-related materials or equipment which could endanger the lives, health, or safety of the children, other passengers, and the driver. Look-a-like weapons associated with a school-sponsored or approved activity may be transported with written permission of an administrator of the District. Personal safety or security devices (such as tasers, mace or pepper spray) may only be transported with the prior approval of an administrator of the District. If possible, these items should be secured and not visible or accessible to students while in the vehicle.

Upon becoming aware of a weapon aboard a vehicle, the driver will make every attempt to:

- A. Contact dispatch and notify them of the situation *if possible*. If not possible, the driver will make every attempt to contact from a cell phone (after parking on a shoulder or otherwise not moving) or from the nearest safe haven location. Examples of a safe haven include, but are not limited to, any school building site, emergency service station (law enforcement or fire department), community service agency, etc.
  - B. Pull vehicle over to safe and secure area.
  - C. Confiscate weapon (if doing so does not jeopardize student or driver safety).
  - D. Give description of weapon and participating parties to dispatch.
  - E. Dispatch will immediately notify appropriate law enforcement agencies and school administration.
2. **Pupil behavior.** Students are expected to follow student conduct rules while in a vehicle. The pupil transportation driver is responsible for controlling behavior which affects safety and for reporting rule violations to school administration. In the event a student violates Board policy regarding student conduct standards or otherwise engages in behavior that jeopardizes safety, the driver will make every attempt to:
    - A. First seek to resolve incident through discussion with the student(s) involved.
    - B. Contact dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
    - C. Activate emergency flashers.

- D. Bring vehicle to a safe stop. Seek to resolve the incident, using physical force only as necessary to protect students or yourself.
  - E. Report and document discipline problems to the school administrator. Use a Bus Conduct Report/Incident Form, if available.
3. **Terrorist threats.** A person commits a terroristic threat if the person threatens to commit a crime of violence with the intent to terrorize another or with the intent of causing evacuation of a building, place of assembly or the vehicle or in reckless disregard of the risk of causing such terror or evacuation. Upon becoming aware of a terroristic threat relating to a pupil transportation vehicle, the driver will make every attempt to:
- A. Contact dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cell phone or from the nearest safe haven location.
  - B. Make every attempt to keep passengers calm (this may mean complying with the terrorist).
  - C. Dispatch will immediately notify appropriate law enforcement agencies and school administration.
  - D. Driver should wait for instructions from dispatch *if possible*.
4. **Severe weather.** Upon becoming aware of severe weather while aboard a pupil transportation vehicle, the driver will make every attempt to:
- A. Contact dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
  - B. Return to the school if less than five minutes away and follow the directions of the school administrator.
  - C. If more than five minutes away from school, go to the nearest school and follow the directions of the school administrator.
  - D. If more than five minutes away from the nearest school or there is immediate danger, get to the nearest basement or underground shelter with all students.
  - E. If there is no shelter and there is immediate danger the driver and passengers are to follow evacuation procedures and get everyone off the vehicle into the nearest ditch or culvert at least 100 feet away from the vehicle.
5. **Hazardous materials and Unattended Items.** Upon becoming aware of a hazardous material aboard a pupil transportation vehicle, the driver will make every attempt to:
- A. Contact dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
  - B. Pull vehicle over to safe and secure area.
  - C. Give description of hazardous materials in question to dispatch.
  - D. Dispatch will immediately notify appropriate law enforcement and school administration.
  - E. Driver should wait for instructions from dispatch *if possible*.

In the event an unattended item is discovered on or near the vehicle, the driver will seek to determine who the item belongs to and whether the item could be hazardous to the safety of those in the vehicle. Any unattended item that would break or could cause injury if tossed about the inside of the vehicle when involved in an accident shall be secured. If it is determined that the item is not hazardous and need not be secured, the driver will not allow the item to distract the driver's attention to the task of operating the vehicle.

6. **Medical emergencies.** Upon becoming aware of a medical emergency aboard a vehicle, the driver will make every attempt to:
  - A. Contact dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cell phone or from the nearest safe haven location.
  - B. Dispatch will immediately notify appropriate medical agencies and school administration.
  - C. Driver should follow instructions from dispatch, school officials, and parents when such information can be obtained quickly enough. If not available, follow emergency first aid procedures.
  - D. *Only if necessary*, the driver should move passengers only enough to get them out of danger of traffic or fire. If moved, the driver and aide are to keep them where placed until a medical agency arrives, unless a parent has taken charge of their child.
  - E. Driver should try to keep student passengers as calm as possible.
  
7. **Procedures in the event of mechanical breakdowns of the vehicle.** Upon becoming aware of a mechanical breakdown aboard a vehicle, the driver will make every attempt to:
  - A. Pull vehicle over to safe and secure area *if possible*.
  - B. Contact dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
  - C. Activate emergency flashers and place warning flares/reflectors in accordance with safety guidelines, if not in secure area.
  - D. Driver should try to keep student passengers as calm as possible.
  - E. Dispatch will arrange for assistance and a relief vehicle *if needed*.
  
8. **Procedures in the event the drop-off location is uncertain or appears unsafe to leave students.** In the event the drop-off location is uncertain or appears unsafe to leave students, the driver will make every attempt to:
  - A. Contact or otherwise communicate with dispatch to notify them of the situation *if possible*.

- B. Release children only if an adult responsible for the children is present. If not, keep children who are to be released in the vehicle, continue with route, and return children who were to be released to the school.
  - C. Dispatch will notify appropriate law enforcement agencies and school administration if appropriate given the circumstances.
9. **Documentation under Safe Pupil Transportation Plan.** Each pupil transportation driver is required to complete and submit to the school administration a bus conduct report or incident report involving the pupil transportation vehicle operated by the driver or any pupils transported in it. Documentation is to include the occurrence of any of the following events: weapons, student behavior which affects safety, terroristic threats, severe weather, hazardous materials, or medical emergencies. Documentation of such events shall be completed and submitted as soon as practicable after the incident.
10. **Transportation of Unsafe Items.** Drivers shall not permit pupil transportation vehicles to transport any items, animals, materials, weapons or look-a-like weapons or equipment which in any way would endanger the lives, health or safety of the children or other passengers and the driver. Look-a-like weapons associated with a school sponsored or approved activity may be transported only with written permission of a school administrator. Personal safety or security devices (such as tasers, mace or pepper spray) may only be transported with the prior approval of an administrator of the District. Any items that would break or could produce injury if tossed about inside the pupil transportation vehicle when involved in an accident or sudden stop shall be secured.
11. **Supplemental Information.** A copy of this plan shall be placed in each pupil transportation vehicle, kept at each school building, and made available upon request. Supplemental information with respect to operational and procedural guidelines used to administer this plan can be found in the District's safety and security plan adopted pursuant to 92 NAC10 and in the Nebraska Department of Education Pupil Transportation Guide.
12. **Vehicle drivers of small vehicles on activity trips.** The District will provide drivers of small vehicles with instruction on and guidance for emergency evacuation procedures, first aid, and emergency equipment. Drivers of small vehicles are generally expected to follow this Plan in the event of an emergency evacuation. The District's director of transportation may provide additional guidance for drivers of small vehicles to increase student safety.
13. **Student Instruction.** At least twice during each school year, each pupil who is transported in a school vehicle shall be instructed in safe riding practices and participate in emergency evacuation drills.
14. **Driver Capacity.** To confirm a driver has the ability to conduct daily tasks and emergency evacuations, drivers must: (a) pass a prescribed physical examination administered by a Certified Medical Examiner at least every two years and provide the employer with a copy of the medical certificate; (b) pass a transportation screening every year; (c) participate in required in-service training which includes emergency evacuation

training; and (d) if required, to have a Commercial Driver's License (CDL) to operate the vehicle, participate in the drug and alcohol testing program as required by federal law. Should a driver have a medical concern throughout the year, the Superintendent or Superintendent's designee will work with the driver to confirm a drivers' ability to conduct the daily tasks and emergency evacuations prior to transporting students.

Legal Reference: Neb. Rev. Stat. Sec. 79-318, 79-602, 79-607 and 79-608  
Title 92, Nebraska Administrative Code, Chapters 91 and 92

Date of Adoption: August 15, 2022

StudentsAsthma and Allergic Reaction Protocol

The District will adopt and implement the Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis Protocol as required by the Nebraska Department of Education.

The Superintendent, in conjunction with licensed health personnel, shall establish administrative regulations for the implementation of this policy. The regulations established shall comply with NDE rules regarding the protocol to follow in case of a life-threatening asthma or systemic allergic reaction and use of an EpiPen and albuterol. Also, these shall ensure that each school building will procure and maintain the equipment and medication necessary under the protocol in the case of any student or school staff emergency. Staff training in using the protocol shall occur periodically. Records of such training and occurrences of administering medication under the protocol shall be maintained.

The Emergency Protocol shall be implemented, and the equipment and medication necessary to implement the Emergency Protocol shall be maintained, at each school building while school is in session. For purposes of the Emergency Protocol, the phrase "while school is in session" is defined as the core instructional school day. The "core instructional school day" is defined as that portion of each day school is in session during which teachers are on duty to provide and students are scheduled to receive instruction in the School District's curriculum, generally beginning at 8:00 a.m. and ending at 3:30 p.m. The Emergency Protocol shall not be required to be implemented other than in the school buildings while school is in session, and as such is not required to be implemented at extracurricular activities, on school buses, or during school field trips. Implementation of the Emergency Protocol at such non-mandatory times or places shall be made in the discretion of the administration and shall be subject to the availability of the employees designated or trained in implementation of the Emergency Protocol and the availability of the necessary equipment and medication at such times or places.

The parent or guardian of a student of minority age may sign a waiver requesting that their student not receive emergency treatment under this protocol. Information about the waiver shall be provided to parents in the student handbook.

Legal Reference: NDE Rule 59.006

Cross Reference: Policies on Administration of Medication to Students

Date of Adoption: August 15, 2022

**WAIVER OF EMERGENCY RESPONSE TO  
LIFE THREATENING ASTHMA OR  
SYSTEMIC ALLERGIC REACTIONS PROTOCOL**

Douglas County West Community School District

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

I am aware of the school policy that provides a protocol to follow by school personnel to administer EpiPen/albuterol to a student when it is determined that the student is suffering a life-threatening asthma or systemic allergic reaction while school is in session.

After considering the school policy and the best interests of my child, \_\_\_\_\_, I do not wish to have him/her given or administered albuterol or medication from an Epi-Pen by school personnel under any circumstances for the 20\_\_\_\_ - 20\_\_\_\_ school year.

DATED: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Guardian/Custodian

DATED: \_\_\_\_\_

\_\_\_\_\_  
Signature of Physician

**DO NOT** return this form **without** a physician's signature supporting your request to remove your child from the protocol.

ASTHMA AND ALLERGIC REACTION PROTOCOL

**EMERGENCY RESPONSE TO LIFE-THREATENING ASTHMA OR SYSTEMIC ALLERGIC REACTIONS (ANAPHYLAXIS)**

**DEFINITION:** Life-threatening asthma consists of an *acute episode of worsening airflow obstruction. Immediate action and monitoring are necessary.*

A systemic allergic reaction (anaphylaxis) is a severe response resulting in cardiovascular collapse (shock) after the injection of an antigen (e.g. bee or other insect sting), ingestion of a food or medication, or exposure to other allergens, such as animal fur, chemical irritants, pollens or molds, among others. The blood pressure falls, the pulse becomes weak, **AND DEATH CAN OCCUR.** Immediate allergic reactions may require emergency treatment and medications.

**LIFE-THREATENING ASTHMA SYMPTOMS:** Any of these symptoms may occur:

- Chest tightness
- Wheezing
- Severe shortness of breath
- Retractions (chest or neck "sucked in")
- Cyanosis (lips and nail beds exhibit a grayish or bluish color)
- Change in mental status, such as agitation, anxiety, or lethargy
- A hunched-over position
- Breathlessness causing speech in one-to-two word phrases or complete inability to speak

**ANAPHYLACTIC SYMPTOMS OF BODY SYSTEM:** Any of the symptoms may occur within seconds. The more immediate the reactions, the more severe the reaction may become. Any of the symptoms present requires several hours of monitoring.

- Skin: warmth, itching, and/or tingling of underarms/groin, flushing, hives
- Abdominal: pain, nausea and vomiting, diarrhea
- Oral/Respiratory: sneezing, swelling of face (lips, mouth, tongue, throat), lump or tightness in the throat, hoarseness, difficulty inhaling, shortness of breath, decrease in peak flow meter reading, wheezing reaction
- Cardiovascular: headache, low blood pressure (shock), lightheadedness, fainting, loss of consciousness, rapid heart rate, ventricular fibrillation (no pulse)
- Mental status: apprehension, anxiety, restlessness, irritability

**EMERGENCY PROTOCOL:**

1. **CALL 911**
2. Summon school nurse if available. If not, summon designated trained, non-medical staff to implement emergency protocol
3. Check airway patency, breathing, respiratory rate, and pulse
4. Administer medications (EpiPen and albuterol) per standing order
5. Determine cause as quickly as possible
6. Monitor vital signs (pulse, respiration, etc.)
7. Contact parents immediately and physician as soon as possible
8. Any individual treated for symptoms with epinephrine at school will be transferred to medical facility

**STANDING ORDERS FOR RESPONSE TO LIFE-THREATENING ASTHMA OR ANAPHYLAXIS:** Administer an IM EpiPen-Jr. for a child less than 50 pounds or an adult EpiPen for any individual over 50 pounds. Follow with nebulized albuterol (premixed) while awaiting EMS. If not better, may repeat times two, back-to-back Administer CPR, if indicated.

\_\_\_\_\_  
(PHYSICIAN) Date

\_\_\_\_\_  
(PHYSICIAN) Date

\_\_\_\_\_  
(PHYSICIAN) Date

\_\_\_\_\_  
(PHYSICIAN) Date

**Appendix "1" to 2022-23 Student Fees Policy of  
Douglas County West Community Schools**

**Additional Specification of Required Materials and Fees<sup>1</sup>**

<b>Program</b>	<b>General Description of Fee or Material</b>	<b>\$ Amount of Fee (Anticipated or Maximum)<sup>2</sup> or Specific Material Required</b>
<b>Elementary Program</b>		
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes, socks, shorts, T-shirt
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged
Music-Optional band Courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student.
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists.
Field Trips	Transportation and admission costs of field trips	Parents may be encouraged but not required to pay for field trip costs per student for each field trip to defray costs. Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.
Summer school courses	Classes offered during the summer, or at night, if any	No Charge

<sup>1</sup> This listing is a part of the Student Fees Policy and is intended to provide supplemental information. For additional specifications, refer to the Policy.

<sup>2</sup> Generally, dollar amounts are stated in terms of "maximums." The actual fee or charge may be less during the school year.

Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge).	Five cents (.5) for black and twenty-five cents (.25) for color per page when charges apply.
School Meals		Breakfast--\$1.50 Lunch~ PK-EL \$2.60 Milk--\$.40 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
<b>Secondary Program</b>	<b>General Description of Fee or Material</b>	<b>\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes, socks, shorts, T-shirt
Art and shop classes and special projects, science classes	Appropriate clothing (non-specialized attire) Goggles-1 pair provided per year. If lost or damaged students are required to purchase a new pair.	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes; approved protective goggles for science classes.
Music-Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Classroom Projects, i.e., Family & Consumer Science, Industrial Technology	Project Cost	Student pays cost that is beyond the standard project provided by the school. Material (wood, metal, etc) for Industrial Technology classes.

Advanced math or science classes	Specialized calculators	Some calculators will be available at school. If lost or damaged a replacement fee will be assessed at a rate paid by the school. Students are encouraged but not required to purchase such equipment for their personal use.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Five cents (.5) for black and twenty-five cents (.25) for color per page when charges apply.
School Meals		Breakfast--\$1.50 Lunch, MS-HS \$2.85 Milk--\$.40 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Post-secondary education and advanced placement classes	Tuition and fees for college courses taken for credit.	Any postsecondary education costs are to be paid directly by students to the college. Additional costs may be assessed to students per credit hour to cover books and instructions fees (up to \$50 per credit hour).
End of year lost or damaged books	Damage fee or replacement cost	Fees and fines up to \$5.00 for damaged books. Lost books or ruined books are charged replacement cost, at a maximum of \$150.00
Yearbooks - Optional	School Book	Yearbooks are published and made available for purchase every year. Cost is generally between \$20-\$50.
College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved. ACT Prep Class: Cost up to \$125.00.
Summer school courses	Classes offered during the summer, or at night, if any	Grades 9-12 up to \$150 per class Drivers education class: \$175 to \$275

Locker usage	Use of school padlock	\$5.00 fee if damaged or not returned at the end of the year.
Student Activity Fee	Fee for admission and participation in ALL DC West home events and activities	\$35 fee required from all students grades 7-12. For District and Conference events hosted by the School, admission to be set by NSAA.
iPad Insurance Fee	Fee for student insurance on one to one device grades 7-12	\$40 fee required from all students grades 8-12.

Robotics Tuition	Tuition for materials and participation in the Robotics Program	Tuition not to exceed \$500 per year
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<b>Extracurricular and other programs</b>	<b>General Description of Fee or Material</b>	<b>\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>						
<b>Athletic Programs</b>								
2. Athletic Physicals	NSAA required athletic physicals	Cost varies; payable directly to student's physician or clinic.						
3. Equipment and Attire	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity. Uniform items are checked out to students. If lost or damaged students will be assessed fees in the amount of replacement	Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include: <table border="1" data-bbox="906 1633 1445 1814"> <tr> <td>Basketball</td> <td>No additional</td> </tr> <tr> <td>Football</td> <td>Mouthpiece</td> </tr> <tr> <td>Golf</td> <td>Golf bag &amp; clubs</td> </tr> </table>	Basketball	No additional	Football	Mouthpiece	Golf	Golf bag & clubs
Basketball	No additional							
Football	Mouthpiece							
Golf	Golf bag & clubs							

	cost.	Speech	Dress attire; copies of research
		Track	No additional
		Volleyball	Volleyball knee pads
		Wrestling	Wrestling head gear
		Cheerleading and Flag Team Squads	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories
4. Travel meals	Meals	Students are responsible for their own meals while traveling.	
5. Locker use	Padlock for locker	\$5.00 fee if damaged or not returned at the end of the year.	
6. Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.	
7. Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms.	
Vocal Music Group	Coordinating group attire	Students will pay for outfits selected by the group. Cost will be based on selection at a maximum of \$150.00	
<b>Clubs/Organizations</b>			
Future Business Leaders (FBLA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.	
National Honor Society	State & national dues, meals and activities	Currently no dues required. Annual dues not to exceed \$50.00 per club.	
Swing Choir	Attire	Students are responsible for purchasing outfits and accessories. Not to exceed \$150.00.	

Student Council	State & national dues, meals and activities	Currently no dues required. Annual dues not to exceed \$50.00 per club.
Dance Team	Uniforms	Uniforms range up to \$250.00. Camp attendance is optional.
Cheerleading	Uniforms	Uniforms range up to \$500.00. Camp attendance is optional.
<b>Social &amp; Recognition Activities</b>		
1. School plays, musicals and social activities	Admission to events	Up to \$10.00 per play or activity
2. School dances	Admission to homecoming, etc.	Up to \$10.00 per event
3. Class dues		Currently no dues are assessed. Each of the six secondary classes may assess its members an amount not to exceed \$50.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.
4. Picture Packets	Optional - Pictures are still taken for use in school yearbook.	Students purchase packets as desired and pay directly to photo company.

<p>5. Senior recognition assessment</p>	<p>Optional graduation activities</p>	<p>Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental or purchase of graduation robes, caps, tassels, and class flowers. Expenses for above mentioned items will be paid out of the "Class Activity" account until funds are depleted. After this fund is empty, students will be responsible for all optional graduation activity costs.</p>
<p>6. Prom</p>	<p>Optional</p>	<p>Participation in Prom is optional. Each student may be required to pay up to \$150.00 for attending Prom activities.</p>