

Board of Education Regular Meeting
Monday, August 14, 2023 7:00 PM
District Office Board Room
401 South Pine Street
Valley, NE 68064-0378

1. Call to Order	
2. Public Communications and Correspondence	3
3. Approval of Agenda	
4. Administrative Reports	5
4.1. Superintendent's Report	15
4.2. Financial Report	17
5. Consent Agenda	
5.1. Approve Minutes	32
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	
7. New Business	
7.1. 2023 Student Achievement Results Presentation	34
7.2. Outdoor Facilities Update Planning Discussion	
7.3. Fiscal Year 2024 Budget Review & Discussion	45
7.4. Approve Student Handbooks 2023-2024 School Year	46
7.5. Approve Certificated Staff	

7.6. Board Discussion Livestreaming Meetings	
7.7. Student Fees Hearing and Approval of Fees 2023-2024	171
7.8. 2nd Reading and Approval of Grading System Policy 5204	178
7.9. Approve Extra Duty Positions	
7.10. Discuss, Consider, & Take Necessary Action to Execute a Real Estate Purchase Agreement	179
8. Executive Session	
8.1. Reconvene to Regular Session	
9. Adjournment	

Board of Education

Jamie Jorgensen

Bill Koile

Dr. Kelly Hinrichs

Elizabeth Mayer

Luke Janke

Jim Tomanek

Dr. Melissa Polonicic, Superintendent

Kristi Trost, 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 request items placed before the Board of Education for consideration by contacting the Superintendent at least three business days 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

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



DC WEST
COMMUNITY SCHOOLS

www.dcwest.org

Board Meeting Procedures

“Engage, Prepare, and Empower”

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**

Board Report
August 14, 2023

Jim Knott - Principal
Douglas County West High School

Wow... it is upon us! The new school year always brings with it a renewed excitement for students, staff, and parents. However, this year seems to bring even more excitement with completion or near completion of all the new facilities. From the gym refresh, to the middle school/fine arts addition, along with the eventual opening of the high school fitness center and locker rooms, it is a GREAT time to be a Falcon! It has been especially amazing to watch the transformation of our campus over the summer as the new facilities took their final form. The amount of facility work done in our district over the last few years is truly staggering. I would like to extend a special thank you to Scott Perrigo and his crew for their efforts in supporting the construction crews as well as taking on the usual grind of summer projects.

Every new school year also brings new faces to our team. This year at the high school, we will have six new teachers. Their names and a brief bio are listed below. Please stop by and meet them at open house on Monday, August 14, from 6:30-8:00.

Lisa Benson – Mrs. Benson is originally from Omaha and has lived all over the world due to her husband’s military career. She has taught middle and high school French in Oklahoma and Missouri during her career. Mrs. Benson will be teaching all High School French classes along with two sections of Middle School World Language.

Gisele Daigle – Mrs. Daigle is a retired Spanish and French teacher from Elkhorn High School. She has worked part-time for DC West in the past as a long-term substitute in the World Language Department. Mrs. Daigle will teach two sections of Spanish II, one section of Spanish III, and one section of Spanish IV.

Maggy Dailey – Ms. Dailey is originally from Wahoo and attended the University of Oklahoma in Norman. She taught two and a half years of English at Noble High School in Oklahoma and is looking forward to moving back to Nebraska. Ms. Dailey will teach English 9, Honors English 9, and Digital Journalism at DC West High School. She will also coach the Dance Team.

Kristi Eggen – Mrs. Eggen is a Waterloo resident and has been teaching at Joslyn Elementary and Beveridge Middle School in Omaha since 2010. She will teach Practical English 9, English 9 Support, and Digital Journalism at DC West High School. Mrs. Eggen is very excited to be teaching in her home community.

Taylor Hyatt – Mr. Hyatt taught one year of High School Science at Gretna and seven years of Science at Garden County High School in Oshkosh, NE. He was also the head XC coach at Garden County. Mr. Hyatt will teach Chemistry, Honors Chemistry, Anatomy/Physiology, and Physics at DC West High School.

Jared Wiemer – Mr. Wiemer previously taught four years of High School ELA at Newman Grove and two years of ELA at Logan View High School. He also coached Speech and One Act at both Newman Grove and Logan View. Mr. Wiemer will teach English 11, Honors English 11, Metro Composition II, and Metro Ethnic Literature.



**Douglas County West
Middle School Board Report August 2023
Mr. Jeremy Travis**

Enrollment as of 8/7/23

6th-81

7th-66

8th-94

Total DC West Middle School (241)

We are super excited about our New Middle School Building and Performing Arts Center here at DC West. This building now allows us to function at a higher level for a grade level teaming that we are continuing to establish. We have developed a Master Schedule for our students and staff to thrive in this school year. While we know that it is the staff inside the building that makes the most impact on student learning, the new building is greatly appreciated-THANK YOU! In this report, I am also including the following documents:

- Welcome Back Letter 2023-2024
- From the MS Principal 2023-2024
- MS Building Goals for 2023-2024
- The Falcon Way 2023-2024
- MS 1st Day Schedule for 2023-2024
- MS Bells for 2023-2024

New DC West Middle School Staff:

Katie Richards (Middle School Counselor), Sara Gotch (Middle School Art), Jesse Hays (6th Grade Math), Beau Schwenka (7th Grade Science), Adelaide Watts (7th Grade Social Studies), Traci Evans (8th Grade Math), Jacob Gagner (Middle School STEM), and Katie Bents (District Nurse).

MS Play and MS Speech Team Proposal:

We are proposing that the Middle School Play and the Middle School Speech Team be split into two separate duties moving forward at DC West Middle School. Ms. Sherry Dill is the current sponsor for us at the Middle School and High School level. There is a definite increase in the amount of time commitment as well as the competitions provided for our students moving forward. Here is a brief description of both activities:

MS Play - Approximately an 8 week commitment for auditions, practices, and at least two performances of a full-length play (or a collection of one-acts equal to a full-length play). The play might be in the winter sports season (around MS GBB) like it was last year or we might move it earlier in the school year - TBD. This is similar to the current high school play but with middle school appropriate scripts and only one staff member.

MS Speech Team - Approximately 8-10 week commitment for team meetings, practices, and a parent showcase. We would travel to at least 3 all-day competitions, hopefully local, primarily held in April. This is similar to the current high school speech team but with a shorter competition season and only one staff member.

Thank you for your consideration in splitting these for us. We had a large number of participants last year in year one under Ms. Dill and with the New Performing Arts Center I can only imagine those programs continuing to grow for us. It's exciting!

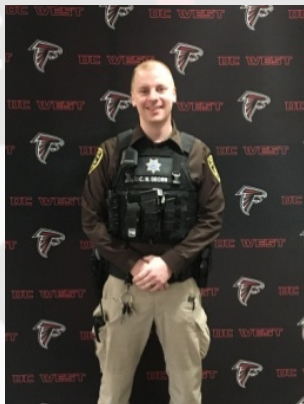
MTSS (Multi-Tiers System of Support) for Students at DC West Middle School

MTSS will be a chance EVERY DAY to have the following:

- **Intervention**-with the Math or Reading Interventionist (Mrs. Giles or Ms. Samson) to work on improving skills to close the gap in their learning based off of their MAP Testing
- **Extension**-with the grade level Math or ELA Teacher (8th grade-Mrs. Evans, Ms. Dill, or the Special Education Staff. 7th Grade-Ms. Pearson, Mrs. Reddel, or the Special Education Staff. 6th Grade-Mr. Hays, Mrs. Siegrist, or the Special Education Staff) to work on current Nebraska State Standards that are being taught and worked on during their normal Math or ELA class period.

- **Enhancement**-with their grade level Science or Social Studies Teacher to enhance or build upon an understanding of the Nebraska State Standards in the areas of Math and ELA.
- **Enrichment**-with Mr. Gagner our MS STEM Teacher to work on critical thinking lessons, activities, and projects to challenge our students beyond the typical classroom setting.
- If a student qualifies for HAL (High Ability Learning) based off of their MAP Testing then they will also have HAL one day per week in Math, ELA, and Science with their grade level teacher.
- Students may be assigned anywhere from 1 to 5 teachers during the week each day during their MTSS period for the whole quarter (9 weeks).

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.



Deputy Brown-School Resource Office (SRO) Update:

Deputy Brown will be starting his 6th year with us already and we are looking forward to continuing to partner with the Douglas County Sheriff's Department to provide a safe learning environment for all of our students and staff.

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.
Middle School Principal/MS AD (6-8)



DC WEST

Community Schools

Engage, Prepare, and Empower

School Phone: 402.779.2646
Fax Number: 402.779.2534

"Kids don't care how much you know until they know how much you care"
#TheFalconWay #FalconStrong #DCWestROCKS #BeFALCONKind #dcwestpride

EST

2005

COMMUNITY SCHOOLS

DC West Elementary School:
August 2023 Board Report

Welcome Message to our Falcon Families:

I hope you are having an amazing summer! I also hope you are relaxed, recharged, and ready to start a new school year. I love the excitement of beginning each new school year and eagerly await welcoming our students and their families back to campus. It is a true privilege to live and go to school in a community where parents, teachers, and students care for each other and strive to build positive relationships that support academic success and social growth. Our staff understands our children's success relies heavily on the support offered both at school and at home. We realize that a strong partnership with you will make a great difference in your child's education. I am certain that our common responsibility for our children's success will provide fruitful outcomes as the year progresses no matter the challenges.

Sincerely,

Dr. Jeffrey Kerns

Upcoming events:

1. Open House: Monday, August 14, 5:30-7:00
2. First day of school for students will be Wednesday, August 16th with an early dismissal time of 11:45 a.m.
3. Pictures will be on September 20th, retakes are scheduled for November 8th.

We would like to welcome our new certified staff members:

Kim Bottorff

Bobbi Singer

Toni Donohoe

Pam Dobrovolny

Sam Shepard

Cassie Seckel

Dr. Nancy Johnston

Kristen Reeves



I (Dr. Kerns) took a team of DC West elementary teachers along with staff members from The Buffet Early Childhood Institute to a week long Responsive Schools training. This team is very excited to implement and share our new skills and strategies with our entire staff. We have created a year-long plan of professional development with our expert teachers leading the way!

Responsive Classroom is a research-based teaching approach that gives teachers concrete practices for ensuring a high-quality education for every child every day. Although the approach offers practices for improving student behavior through effective management, it goes beyond that to also offer strategies for promoting academic engagement, building a positive community, and teaching in a developmentally appropriate way. The Responsive Classroom approach rests on the foundational idea that these four areas of teaching—engaging academics, positive community, effective management, and developmental awareness—are interrelated and are all crucial to student success. The approach gives teachers practical tools and strategies for raising their competence in all four areas. The result is that teachers are not just improving student behavior, but constantly creating an optimal learning environment that promotes students' overall school success.

-(Center for Responsive Schools, n.d., About Responsive Classroom)

August 2023 Board Report

It is exciting to start the 2023-2024 school year! Coming back from vacation and seeing all of the finished and finishing upgrades to the facilities has been a lot of fun. I have shared pictures of the new gym with several colleagues outside of the DC West system and they are very jealous. I just try to remind them that DC West is the best. Thank you for your commitment to the updating of facilities.

Sports and activities have already started up and are swiftly moving through preseason work. The band just completed their band camp and even though it was a bit rainy, Mrs. Guinn said it was a huge success. All of the sports teams began official workouts on Monday of this week. I have to say I cannot remember a fall season that started in the love 80 degrees. All of the coaches are excited for the upcoming season and to see the results of hard work this summer.

We have several new teachers around DC West who are immediately jumping into coaching and sponsorship positions. I thought I would give you a list so you can know who is helping out where this coming fall:

- Speech will be coached by Sherry Dill and Kristi Eggen
- The Dance team will be sponsored by Maggie Dailey
- Brad Henderson will be helping out as an assistant football coach
- Addy Wats will be working as an assistant coach on the softball team

It is shaping up to be an exciting fall and I am excited to see where each week will take the Falcons this year. Looking forward to seeing you around and at activities!

Respectfully Submitted:

Nathan Ter Beest
Assistant Principal Activities Director



August 2023 Special Education Report

Hello! It's been a fast and furious start to the 2023-2024 school year as we all work to get settled in our beautiful new spaces and get ready for our new staff and students. We are so excited to be starting this school year with a positive, hopeful outlook, and I'm certain it's going to be a great year.

Here's what's been happening in the Special Education Department:

- *Student Updates:* We have a number of moving parts with students moving in and out of the district, and I will have a better sense of our special education enrollment numbers next month.
- *Emergency Operations Planning:* Members of our special education team helped update district emergency operations plans, including thinking through how we would support our students with disabilities during emergencies. Our Crisis Response Team is planning on attending a *Psychological First Aid* training in February to update our crisis response plans and ensure that we are prepared to meet the needs of staff and students following any crises or emergencies.
- *Administrator Days:* Thank you for supporting our administrative team in attending NDE and NCSA's Administrator Days in July. We always learn a lot about legal and procedural updates for the upcoming year and enjoy the time to network with colleagues and each other, as well as get inspired by some great speakers.
- *Professional Development Planning for 2023-24:* Dr. Marten and I and a team of secondary teachers attended a training at ESU 3 this month for a "Train the Trainers" session for Tier 1 Classroom Practices for Student and Staff Wellbeing. We received content and ideas for presenting five sessions throughout this year on modules focused on supporting staff and student mental health and wellbeing, in line with Strategic Goal 2.2. We have our first session planned for all secondary teachers on Monday,

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

Dr. Melissa Poloncic
Dr. Dawn Marten
Nickj Pechous
Dr. Jeffrey Kerns
Jeremy Travis
Jim Knott
Nathan Ter Beest

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402.779.2646
402.359.2121
402.359.2121



August 14 focusing on core practices teachers can implement surrounding the learning environment, relationships, routines, and expectations.

- *Crisis Prevention Institute Deescalation Training:* Approximately 15 staff and administrators from all three buildings participated in a one-day training on crisis prevention and deescalation using the CPI model on Friday, August 4. We were fortunate to hold this required training onsite with a trained trainer from ESU 3. Each building now has a CPI team who can respond to behavioral crises following the CPI model in line with our Board Policy on restraint and seclusion.
- *New Staff Update:* We welcomed three new special education teachers to our team this week. Pam Dobrovolny will be our preschool and kindergarten speech-language pathologist, Cassie Seckel will be our elementary life skills teacher, and Kim Bottorff will be our new K-1 Resource teacher. Pam is replacing Kelly Berggren who will now serve as a preschool teacher, and Kim is replacing Megan Nolasco, who is moving into a role to support our students with IEPs who have significant behavior needs. Our goal with our increased staffing is always to support students' grade-level learning in their regular classroom with their peers as much as possible. We appreciate your continued support to ensure that all our students experience an inclusive and supportive environment with high expectations for all at DC West.

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

Superintendent's Report August 14, 2023

Policy Updates

Legislative changes in LB 705 from this session have impacted comprehensive law changes. There are over 20 new mandates on schools and school personnel in this bill. Some of these impacts include:

- New high school graduation requirement for students to complete the FAFSA
- New requirements regarding part-time enrollment in public schools and extracurricular activities
- New requirements to allow youth organizations on school grounds
- Changes relating to the special education enrollment option students
- Changes to the Computer Science and Technology Education Act
- Prohibiting suspension of students in prekindergarten through second grade in school districts
- The new Behavioral Intervention Training and Teacher Support Act

Due to these many changes in laws, we will need to update several district policies. I will provide the policy committee with the drafts of the policy updates this month. We will do a first read with the Board next month and then a second and final read in October to update all policies to align to the changes set forth in LB 705.

PDK UNO Fall Leadership Dinner

PDK UNO hosts a fall leadership dinner each year inviting leadership of the district with the Board of Education to enjoy an evening together for a dinner and keynote speaker. This year's event is Wednesday, September 13, 5-7:30 p.m. at the Thompson Alumni Center. [Dr. Joe Sanfelippo](#) is the keynote speaker. I encourage you to attend this event with us!

Band Uniforms

As mentioned in my May report, the DC West Schools Foundation has worked closely with our band directors on a fundraiser for new band uniforms. The total cost for the uniforms is \$59,000. The foundation has currently fundraised approximately \$30,000 between private donations, foundation matching, and PTSA matching. I recommend we commit \$20-25,000 within the general fund of the 2023-2024 budget to the purchase of the band uniforms. Once the full amount of the purchase is attained, we will bring the purchase to the Board of Education for approval and ordering.

State Competition Student Dismissal Guidelines

As our programs at DC West continue to grow and increase in their success, it is time we develop some guidelines for whole school dismissal for state competitions in advance of the situation in order to maintain instructional hours for accreditation as well as allowing our community pride to support our student athletes. After surveying several school districts and multiple discussions of our administration, we propose the following:

- All state competitions of varsity football, volleyball, and basketball would prompt an entire school district release for a partial or whole day depending on the competition time.
- All state finals of baseball, softball, and soccer contests would prompt an entire school district release for a partial or whole day depending on the competition time.
- State competitions of cross country, wrestling, track and field, and golf will not prompt an entire school district release.
- Parents always reserve the right to check their students out of school to participate or view a state competition under the supervision of the parent.
- The rationale for the differentiation is the amount of participants & supervision needed for the participants of the athletic team, band, cheerleaders, student section and crowd control in football, volleyball, and basketball contests.

Superintendent Goals for 2023

- Lead the vision and support needed to implement strategic plan priorities.
- Refine our Multi-Tiered System of Supports (MTSS) model to support academic achievement and provide social-emotional behavioral supports for all students PreK-12.
- Engage in financial planning and design for long-term capital improvement projects.
- Complete the pilot and adoption process of a new certified staff and administrator evaluation system as well as implement new electronic management for personnel evaluation.
- Continue to learn strategies to facilitate, coach and lead the entire 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 so we are proactive rather than reactive.

Upcoming Dates:**August 14~ Open House****August 16~ First Day of School for Students****August 28~ Homecoming Week****September 4~ No School Labor Day****September 11~ Regular Board of Education Meeting**

Financial Recap June 2023

General Fund	6/1/2023	Receipts	Expenditures	6/30/2023
Depreciation Fund	\$8,607,046.11	\$457,513.54	\$1,228,356.31	\$7,836,203.34
Food Service Fund	\$2,179,181.53	\$2,237.38	\$6,946.60	\$2,174,472.31
Qualified Capital Fund	\$213,783.43	\$33,697.11	\$52,068.35	\$195,412.19
Bond Fund	\$321,839.48	\$5,690.98	\$0.00	\$327,530.46
Special Building Fund	\$700,044.27	\$13,400.67	\$0.00	\$713,444.94
- Special Bldg (MS/Fine Art)	\$2,212,553.34	\$248,685.28	\$234,181.99	\$2,227,056.63
	\$2,664,064.58	\$0.00	\$446,834.49	\$2,217,230.09
	\$16,898,512.74	\$761,224.96	\$1,968,387.74	\$15,691,349.96

General Fund Detail

Expenditures	June	YTD	Budgeted	Revenues	June	YTD
All Instructional Program	\$ 572,727.29	\$ 5,460,793.02	\$ 7,365,638.00	Personal and Prop Taxes	\$ 96,000.10	\$ 6,870,063.14
SPED Instructional Program	\$ 155,163.85	\$ 1,540,804.32	\$ 2,016,700.00	Carline Tax	\$ -	\$ 7,407.10
Support Services SPED Related	\$ 14,277.43	\$ 206,837.42	\$ 324,265.00	Motor Vehicle Taxes	\$ 103,554.66	\$ 1,037,532.48
Support Services Non-SPED Related	\$ 28,102.29	\$ 288,317.05	\$ 302,340.00	Facility Rental	\$ 400.00	\$ 650.00
Support Instructional	\$ 49,179.90	\$ 604,156.67	\$ 740,685.00	Tuition Received from Individuals	\$ 633.30	\$ 97,301.36
Board of Education	\$ 1,580.52	\$ 56,947.67	\$ 77,250.00	Interest	\$ 4,328.66	\$ 21,934.69
Executive Administration Services	\$ 33,543.45	\$ 370,528.86	\$ 427,969.00	Local License Fees	\$ -	\$ 1,875.00
District Legal Services	\$ -	\$ 4,792.25	\$ 35,000.00	Other Local Receipts	\$ 894.00	\$ 10,179.37
Office of the Principal	\$ 67,432.65	\$ 660,789.46	\$ 790,732.00	Grants from Corporations/Private	\$ -	\$ 49,770.46
General Admin - Business Services	\$ 21,940.14	\$ 220,435.57	\$ 249,300.00	County Fines and License Fees	\$ 2,046.64	\$ 17,546.62
Maint & Operation of Building & Sit	\$ 71,773.66	\$ 1,231,655.99	\$ 3,154,786.00	ESU Receipts	\$ -	\$ -
Vehicle Acquisition & Maint	\$ -	\$ 3,550.00	\$ 17,500.00	State Aid	\$ 106,130.00	\$ 1,061,628.00
Regular Pupil Transportation	\$ 138,812.07	\$ 488,658.66	\$ 426,600.00	Special Education Programs	\$ 103,511.00	\$ 568,322.00
SPED Pupil Transportation	\$ 10,280.52	\$ 101,466.01	\$ 149,550.00	Special Education Transportation	\$ -	\$ 35,722.00
Categorical Grant from Coporation	\$ 14,109.18	\$ 87,498.84	\$ 128,660.00	Homestead Exemption	\$ 22,628.65	\$ 90,514.60
State Categorical Programs	\$ 602.36	\$ 6,023.60	\$ 108,091.00	Pro-Rate Motor Vehicle	\$ -	\$ 15,634.45
Federal Programs	\$ 34,410.11	\$ 340,331.21	\$ 408,894.00	High Ability Learners	\$ -	\$ 8,789.00
ESSER II & III	\$ 14,420.89	\$ 102,655.10	\$ 791,000.00	Early Childhood Grant	\$ -	\$ -
	\$ 1,228,356.31	\$ 11,776,241.70	\$ 17,514,960.00	State Apportionment	\$ -	\$ 165,260.39
				Other State Receipts	\$ -	\$ 5,104.56
				Prop & Personal Property Tax Credit	\$ -	\$ 491,304.04
				Title ESSA Programs	\$ -	\$ 134,013.00
				IDEA Programs	\$ -	\$ 335,788.00
				Medicaid	\$ 16,275.53	\$ 29,458.38
				ESSER II & ESSER III	\$ -	\$ -
				Other Federal Categorical Receipts	\$ -	\$ 42,302.38
				Sale of Property	\$ 1,111.00	\$ 3,951.00
				Insurance Adjustment	\$ -	\$ 17,488.00
					\$ 457,513.54	\$ 11,119,540.02

June 2023 Payroll

Net Payroll	\$ 561,892.98
Payroll Taxes (District)	\$ 61,363.83
Payroll Withholding (Employees)	\$ 153,633.00
Retirement (District)	\$ 76,891.98
Retirement Withholding (Employees)	\$ 76,130.70

Regular; Beginning Month 06/2023; Processing Month 06/2023; Accounts to Include Accounts with Activity, Fund Number 05, 12

Fund: 05 ACTIVITY FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704	INTEREST	1,011.33	0.00	78.10	0.00	1,089.43
05 704 1001	ACTIVITY PASSES	5,331.14	0.00	(954.00)	0.00	4,377.14
05 704 1002	CORPORATE SPONSORSHIPS	18.99	0.00	0.00	0.00	18.99
05 704 1003	INSTRUMENTAL MUSIC	3,979.17	311.25	47.00	0.00	3,714.92
05 704 1005	STAFF LOUNGE	1,669.01	0.00	0.00	0.00	1,669.01
05 704 1006	STUDENT FINES	573.50	0.00	(573.50)	0.00	0.00
05 704 1007	VALLEY WAY	13,576.40	0.00	0.00	0.00	13,576.40
05 704 1008	DUAL CREDIT FEES	4,300.00	0.00	(4,300.00)	0.00	0.00
05 704 1011	PTSA DONATION	4,117.70	0.00	0.00	0.00	4,117.70
05 704 1022	SENIOR CLASS	191.62	0.00	0.00	0.00	191.62
05 704 1023	PROM	3,468.73	0.00	0.00	0.00	3,468.73
05 704 1102	ARTS & HUMANITIES	894.50	104.07	0.00	0.00	790.43
05 704 1104	ATHLETICS HS	2,024.22	672.28	0.00	0.00	1,351.94
05 704 1106	BASEBALL TEAM	1,985.48	632.50	0.00	0.00	1,352.98
05 704 1107	BAND	4,811.58	0.00	0.00	0.00	4,811.58
05 704 1108	CHEER	(5,254.56)	2,400.33	1,235.00	0.00	(6,419.89)
05 704 1111	BBB TEAM	1,075.92	459.83	320.00	0.00	936.09
05 704 1112	CONCESSIONS	28,440.17	1,103.95	0.00	0.00	27,336.22
05 704 1113	CONSTRUCTION TECH	7,106.79	0.00	0.00	0.00	7,106.79
05 704 1114	DANCE TEAM	705.88	0.00	0.00	0.00	705.88
05 704 1116	DRAMA	5,291.84	0.00	0.00	0.00	5,291.84
05 704 1117	FBLA	1,988.72	0.00	0.00	0.00	1,988.72
05 704 1118	HIGH SCHOOL	609.12	0.00	(343.00)	0.00	266.12
05 704 1119	DC TECH 1:1	43,821.23	68.32	80.00	0.00	43,832.91
05 704 1120	GBB TEAM	6,337.58	600.00	0.00	0.00	5,737.58
05 704 1123	HOSA	3,323.92	29.30	0.00	0.00	3,294.62
05 704 1124	STUCO HS	1,924.16	981.81	0.00	0.00	942.35
05 704 1128	NATIONAL HONOR SOCIETY	1,924.98	0.00	0.00	0.00	1,924.98
05 704 1131	FOOTBALL TEAM	634.22	0.00	0.00	0.00	634.22
05 704 1132	SCIENCE CLUB	298.19	0.00	0.00	0.00	298.19
05 704 1133	SPEECH TEAM	2,162.44	0.00	0.00	0.00	2,162.44
05 704 1134	VOCAL MUSIC	3,471.39	0.00	0.00	0.00	3,471.39
05 704 1136	WORLD LANGUAGE CLUB	69.52	0.00	0.00	0.00	69.52
05 704 1137	ROBOTICS TEAM	5,238.40	1,462.32	550.00	0.00	4,326.08
05 704 1141	GOLF TEAM	84.88	0.00	0.00	0.00	84.88
05 704 1142	YEARBOOK HS	4,689.35	0.00	0.00	0.00	4,689.35

Regular; Beginning Month 06/2023; Processing Month 06/2023; Accounts to Include Accounts with Activity; Fund Number 05, 12

Fund: 05 ACTIVITY FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 1151	GROSS COUNTRY TEAM	1,725.13	0.00	0.00	0.00	1,725.13
05 704 1161	SOFTBALL TEAM	2,663.30	250.00	225.00	0.00	2,638.30
05 704 1166	BOYS TRACK TEAM	381.33	54.00	0.00	0.00	327.33
05 704 1167	GIRLS TRACK TEAM	674.39	36.00	0.00	0.00	638.39
05 704 1176	VOLLEYBALL TEAM	4,468.64	980.00	0.00	0.00	3,488.64
05 704 1186	WRESTLING TEAM	1,024.95	0.00	0.00	0.00	1,024.95
05 704 1198	SUMMER SPORTS CAMPS	598.12	0.00	0.00	0.00	598.12
05 704 1199	CHANGE BAGS	880.00	0.00	0.00	0.00	880.00
05 704 1222	SCIENCE GRANT	3,055.68	0.00	0.00	0.00	3,055.68
05 704 1224	STUCO MS	12,430.78	985.00	0.00	0.00	11,445.78
05 704 1225	COFFEE CART - EL SPED	1,494.61	0.00	0.00	0.00	1,494.61
05 704 1319	DISNEY MUSICAL	13,879.62	0.00	0.00	0.00	13,879.62
05 704 1320	PRESCHOOL	45.33	0.00	0.00	0.00	45.33
05 704 2112	MS CONCESSIONS	2,888.91	0.00	0.00	0.00	2,888.91
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 2204	ATHLETICS MS	(954.00)	0.00	954.00	0.00	0.00
05 704 2205	UNIFIED SPORTS	779.07	0.00	0.00	0.00	779.07
05 704 2218	MIDDLE SCHOOL	2,117.62	1,080.00	6.60	0.00	1,044.22
05 704 2242	MS YEARBOOK	3,639.84	0.00	0.00	0.00	3,639.84
05 704 3220	ELEM FIELD TRIP	739.92	259.00	0.00	0.00	480.92
05 704 3221	PBIS/FALCOIN	2,222.28	285.46	0.00	0.00	1,936.82
05 704 3318	ELEMENTARY	4,407.11	0.00	24.60	0.00	4,431.71
Fund Total: 05		221,639.66	12,755.42	(2,650.20)	0.00	206,234.04

Activity Fund Balance Report - Summary - Exclude Encumbrances
06/2023 - 06/2023

Douglas County West Community School District 15
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Regular; Beginning Month 06/2023; Processing Month 06/2023; Accounts to Include Accounts with Activity; Fund Number 05, 12

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
12 704	STUDENT PARTICIPATION FEE	12,721.88	0.00	140.00	0.00	12,861.88
	Fund Total:	12,721.88	0.00	140.00	0.00	12,861.88

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JULY 2023 BOARD BILLS

User ID: CQ

Vendor Name	Vendor Description	Amount
Checking Account ID 1	Fund Number 01 GENERAL FUND	
360 COMMUNITY SERVICES		2,808.71
AMAZON CAPITAL SERVICES		683.49
AWARDS UNLIMITED INC		317.47
BERINGER CIACCIO DENNEL MABREY		9,323.15
BORDER STATES INDUSTRIES INC		5,040.00
BOYS TOWN		4,829.76
BROMM & ASSOCIATES		14,300.00
BSN SPORTS INC		407.10
CAPITAL ONE TRADE CREDIT		258.97
CAPPEL NAPA AUTO SUPPLY - VALLEY		58.58
CITY OF VALLEY		2,314.27
CLASSIC SPORTSWEAR & AWARDS		497.54
COX BUSINESS		1,075.56
DAILY RECORD, THE		255.12
DIETZE MUSIC HOUSE		3,129.00
EAGLE SERVICES INC.		230.66
EDUCATIONAL SERVICE UNIT #3		10,712.47
EGAN SUPPLY CO		6,606.71
ENGINEERED CONTROLS		3,416.87
ESHIPPING LLC		2,009.44
ESU COORDINATING COUNCIL		1,493.00
EVERETTS REPAIR INC		6,998.09
EVERYDAY SPEECH		299.99
FIBER PLATFORM, LLC		1,804.93
FIRST STUDENT		33,891.30
FLINN SCIENTIFIC INC		1,040.87
FREMONT ELECTRIC INC		1,773.00
FREMONT TRIBUNE		207.60
GARAGE DOOR SERVICES INC		1,500.00
HARNISH, SHERRI		340.00
HEARTLAND ACADEMIC COMPETITIONS		240.00
HOMETOWN LEASING		2,522.27
HY-VEE INC		150.98
ILLUMINATE EDUCATION. INC		7,516.50
JOSTENS INC		23.70
JUST FOR KIDS THERAPY INC		10,392.25
KUDER INC		69.95
LEARNING WITHOUT TEARS		239.25
MACKIE CONSTRUCTION, INC.		38,341.57
MARKING REFRIGERATION		1,251.25
MATHESON TRI-GAS INC		69.19
MECHANICAL SALES INC		501.00
MENARDS - ELKHORN		645.43
METRO OMAHA EDUCATION CONSORTIUM		6,000.00
MIDWEST MOVEMENT		75.00
N2Y LLC		3,165.19
NE COUNCIL OF SCHOOL ADM		1,910.00
NEBRASKA ASCD		255.00
NEBRASKA FURNITURE MART		1,186.99
NEBRASKA RURAL COMMUNITY SCHOOLS ASSOCIATION		850.00
NEBRASKA SAFETY CENTER		125.00
NEBRASKA TURF PRODUCTS		1,507.82
OMAHA PUBLIC POWER DISTRICT		21,797.69
OMAHA WORLD-HERALD		2,700.00

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JULY 2023 BOARD BILLS

User ID: CQ

Vendor Name	Vendor Description	Amount
ONE SOURCE		661.50
PEARSON ASSESSMENT		195.00
PECHOUS, NICOLE		1,802.85
PERRY GUTHERY HAASE & GESSFORD		144.00
PITNEY BOWES		969.15
PLATTEVIEW HIGH SCHOOL		60.00
PRAIRIE MECHANICAL CORP		516.00
PRIME COMMUNICATIONS INC		83,910.21
PRO TRACK AND TENNIS		1,000.00
S2 ROLL OFFS, LLC		379.00
SAVVAS LEARNING COMPANY		144,754.88
SELECT-YOUR-GIFT, INC		928.83
SHERWIN-WILLIAMS CO		963.38
SOFTCHOICE CORPORATION		3,826.35
SOFTWARE UNLIMITED, INC.		11,480.00
STUDENT ASSURANCE SERVICES INC		1,525.00
TAESE/USU		500.00
TEACHING STRATEGIES LLC		2,266.10
THIELE GEOTECH INC		510.00
VERIZON		180.24
WASTE CONNECTIONS OF NEBR, INC		924.86
WATER ENGINEERING INC		302.50
WELLS FARGO BANK		7,875.10
WEX BANK		49.76
WINSUPPLY COMMERCIAL CHARGE		147.19
WOODRIVER ENERGY LLC		2,182.20
Checking Account ID 1		<u>487,213.78</u>
Checking Account ID 2	Fund Number 02	DEPRECIATION
BSN SPORTS INC		80.56
CDW GOVERNMENT INC		25,811.85
Checking Account ID 2		<u>25,892.41</u>
Checking Account ID 6	Fund Number 06	NUTRITION FUND
DC WEST COMMUNITY SCHOOLS		35.95
GOODWIN TUCKER		326.50
LA QUINTA INN AND SUITES		239.90
Checking Account ID 6		<u>602.35</u>
Checking Account ID 8	Fund Number 08	SPECIAL BUILDING FUND
BERINGER CIACCIO DENNEL MABREY		9,091.34
BOYD JONES CONSTRUCTION CO		760,782.94
RAINWOOD DEVELOPMENT PARTNERS, LLC		13,440.00
THIELE GEOTECH INC		286.00
Checking Account ID 8		<u>783,600.28</u>

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MID MONTH BILLS - JUNE/JULY 2023

User ID: CQ

Vendor Name	Vendor Description	Amount
Checking Account ID 1	Fund Number 01 GENERAL FUND	
ACH BANK FEE		58.00
LOVE'S TRAVEL STOPS & COUNTRY STORE		1,063.05
MADISON NATIONAL LIFE INS CO IN		1,955.62
MAGIC WRIGHTER E-SERVICE		307.50
NSAA		1,110.00
NEBRASKA COACHES ASSOC		925.00
SID DILLON CHEVROLT		106,222.00
Checking Account ID 1		<hr/> 111,641.17
Checking Account ID 6	Fund Number 06 NUTRITION FUND	
ADAIR, MIKE		57.65
BEREISHA, VIRGINIA		13.25
GERARD, CHRISTINA		11.70
PITZL, DENNIS		204.25
Checking Account ID 6		<hr/> 286.85

Financial Recap July 2023

	7/1/2023	Receipts	Expenditures	7/31/2023
General Fund	\$7,836,203.34	\$359,558.31	\$1,624,606.17	\$6,571,155.48
Depreciation Fund	\$2,174,472.31	\$2,296.31	\$36,037.47	\$2,140,731.15
Food Service Fund	\$195,412.19	\$2,855.51	\$4,731.78	\$193,535.92
Qualified Capital Fund	\$327,530.46	\$10,028.84	\$0.00	\$337,559.30
Bond Fund	\$713,444.94	\$23,406.17	\$0.00	\$736,851.11
Special Building Fund	\$2,227,056.63	\$47,011.43	\$0.00	\$2,274,068.06
-Special Bldg (MS/Fine Art)	\$2,217,230.09	\$0.00	\$786,222.28	\$1,431,007.81
	\$15,691,349.96	\$445,156.57	\$2,451,597.70	\$13,684,908.83

General Fund Detail

	July	YTD	Budgeted	Revenues	July	YTD
Expenditures						
All Instructional Program	\$ 516,547.05	\$ 5,977,340.07	\$ 7,365,638.00	Personal and Prop Taxes	\$ 190,886.72	\$ 7,060,949.86
SPED Instructional Program	\$ 122,974.67	\$ 1,663,778.99	\$ 2,016,700.00	Carline Tax	\$ -	\$ 7,407.10
Support Services SPED Related	\$ 25,570.18	\$ 232,407.60	\$ 324,265.00	Motor Vehicle Taxes	\$ 105,231.04	\$ 1,142,763.52
Support Services Non-SPED Related	\$ 16,986.40	\$ 305,303.45	\$ 302,340.00	Facility Rental	\$ -	\$ 650.00
Support Instructional	\$ 70,650.22	\$ 674,806.89	\$ 740,685.00	Tuition Received from Individuals	\$ 4,693.95	\$ 101,995.31
Board of Education	\$ 11,170.33	\$ 68,118.00	\$ 77,250.00	Interest	\$ 4,472.79	\$ 26,407.48
Executive Administration Services	\$ 47,752.98	\$ 418,281.84	\$ 427,969.00	Local License Fees	\$ -	\$ 1,875.00
District Legal Services	\$ 144.00	\$ 4,936.25	\$ 35,000.00	Other Local Receipts	\$ 1,920.63	\$ 12,100.00
Office of the Principal	\$ 57,551.34	\$ 718,340.80	\$ 790,732.00	Grants from Corporations/Private	\$ -	\$ 49,770.46
General Admin - Business Services	\$ 26,757.39	\$ 247,192.96	\$ 249,300.00	County Fines and License Fees	\$ 1,632.73	\$ 19,179.35
Maint & Operation of Building & Sit	\$ 337,538.50	\$ 1,569,194.49	\$ 3,154,786.00	ESU Receipts	\$ -	\$ -
Vehicle Acquisition & Maint	\$ 2,977.66	\$ 6,527.66	\$ 17,500.00	State Aid	\$ -	\$ 1,061,628.00
Regular Pupil Transportation	\$ 35,454.20	\$ 524,112.86	\$ 426,600.00	Special Education Programs	\$ -	\$ 568,322.00
SPED Pupil Transportation	\$ 8,169.13	\$ 109,635.14	\$ 149,550.00	Special Education Transportation	\$ -	\$ 35,722.00
Categorical Grant from Coporation	\$ 24,266.53	\$ 111,765.37	\$ 128,660.00	Homestead Exemption	\$ 22,628.65	\$ 113,143.25
State Categorical Programs	\$ 6,848.28	\$ 12,871.88	\$ 108,091.00	Pro-Rate Motor Vehicle	\$ 5,159.42	\$ 20,793.87
Federal Programs	\$ 35,140.67	\$ 375,471.88	\$ 408,894.00	High Ability Learners	\$ -	\$ 8,789.00
ESSER II & III	\$ 278,106.64	\$ 380,761.74	\$ 791,000.00	Early Childhood Grant	\$ -	\$ -
	\$ 1,624,606.17	\$ 13,400,847.87	\$ 17,514,960.00	State Apportionment	\$ -	\$ 165,260.39
				Other State Receipts	\$ -	\$ 5,104.56
				Prop & Personal Property Tax Credit	\$ -	\$ 491,304.04
				Title ESSA Programs	\$ -	\$ 134,013.00
				IDEA Programs	\$ -	\$ 335,788.00
				Medicaid	\$ 21,732.38	\$ 51,190.76
				ESSER II & ESSER III	\$ -	\$ -
				Other Federal Categorical Receipts	\$ 1,000.00	\$ 43,302.38
				Sale of Property	\$ 200.00	\$ 4,151.00
				Insurance Adjustment	\$ -	\$ 17,488.00
					\$ 359,558.31	\$ 11,479,098.33

July 2023 Payroll

Net Payroll	\$ 475,470.41
Payroll Taxes (District)	\$ 52,881.70
Payroll Withholding (Employees)	\$ 136,793.44
Retirement (District)	\$ 68,968.55
Retirement Withholding (Employees)	\$ 68,285.58

Regular; Beginning Month 07/2023; Processing Month 07/2023; Accounts to Include Accounts with Activity; Fund Number 05, 12

Fund: 05 ACTIVITY FUND		Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
Chart of Account Number							
05 704		INTEREST	1,089.43	0.00	91.92	0.00	1,181.35
05 704 1001		ACTIVITY PASSES	4,377.14	0.00	300.00	0.00	4,677.14
05 704 1002		CORPORATE SPONSORSHIPS	18.99	0.00	0.00	0.00	18.99
05 704 1003		INSTRUMENTAL MUSIC	3,714.92	490.00	40.00	0.00	3,264.92
05 704 1005		STAFF LOUNGE	1,669.01	0.00	0.00	0.00	1,669.01
05 704 1006		STUDENT FINES	0.00	0.00	0.00	0.00	0.00
05 704 1007		VALLEY WAY	13,576.40	0.00	0.00	0.00	13,576.40
05 704 1008		DUAL CREDIT FEES	0.00	0.00	0.00	0.00	0.00
05 704 1011		PTSA DONATION	4,117.70	0.00	0.00	0.00	4,117.70
05 704 1022		SENIOR CLASS	191.62	0.00	0.00	0.00	191.62
05 704 1023		PROM	3,468.73	0.00	0.00	0.00	3,468.73
05 704 1102		ARTS & HUMANITIES	790.43	0.00	0.00	0.00	790.43
05 704 1104		ATHLETICS HS	1,351.94	0.00	526.95	0.00	1,878.89
05 704 1106		BASEBALL TEAM	1,352.98	0.00	0.00	0.00	1,352.98
05 704 1107		BAND	4,811.58	0.00	60.00	0.00	4,871.58
05 704 1108		CHEER	(6,419.89)	0.00	853.93	0.00	(5,565.96)
05 704 1111		BBB TEAM	936.09	0.00	0.00	0.00	936.09
05 704 1112		CONCESSIONS	27,336.22	0.00	0.00	0.00	27,336.22
05 704 1113		CONSTRUCTION TECH	7,106.79	0.00	0.00	0.00	7,106.79
05 704 1114		DANCE TEAM	705.88	0.00	0.00	0.00	705.88
05 704 1116		DRAMA	5,291.84	0.00	0.00	0.00	5,291.84
05 704 1117		FBLA	1,988.72	0.00	0.00	0.00	1,988.72
05 704 1118		HIGH SCHOOL	266.12	0.00	0.00	0.00	266.12
05 704 1119		DC TECH 1:1	43,832.91	3,727.50	740.00	0.00	40,845.41
05 704 1120		GBB TEAM	5,737.58	1,385.00	0.00	0.00	4,352.58
05 704 1123		HOSA	3,294.62	0.00	0.00	0.00	3,294.62
05 704 1124		STUCO HS	942.35	0.00	225.00	0.00	1,167.35
05 704 1128		NATIONAL HONOR SOCIETY	1,924.98	0.00	0.00	0.00	1,924.98
05 704 1131		FOOTBALL TEAM	634.22	0.00	0.00	0.00	634.22
05 704 1132		SCIENCE CLUB	298.19	0.00	0.00	0.00	298.19
05 704 1133		SPEECH TEAM	2,162.44	0.00	0.00	0.00	2,162.44
05 704 1134		VOCAL MUSIC	3,471.39	0.00	0.00	0.00	3,471.39
05 704 1136		WORLD LANGUAGE CLUB	69.52	0.00	0.00	0.00	69.52
05 704 1137		ROBOTICS TEAM	4,326.08	0.00	0.00	0.00	4,326.08
05 704 1141		GOLF TEAM	84.88	0.00	0.00	0.00	84.88
05 704 1142		YEARBOOK HS	4,689.35	0.00	0.00	0.00	4,689.35

Regular; Beginning Month 07/2023; Processing Month 07/2023; Accounts to Include Accounts with Activity; Fund Number 05, 12

Fund: 05 ACTIVITY FUND

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
05 704 1151	GROSS COUNTRY TEAM	1,725.13	0.00	0.00	0.00	1,725.13
05 704 1161	SOFTBALL TEAM	2,638.30	0.00	0.00	0.00	2,638.30
05 704 1166	BOYS TRACK TEAM	327.33	0.00	0.00	0.00	327.33
05 704 1167	GIRLS TRACK TEAM	638.39	0.00	0.00	0.00	638.39
05 704 1176	VOLLEYBALL TEAM	3,488.64	0.00	0.00	0.00	3,488.64
05 704 1186	WRESTLING TEAM	1,024.95	0.00	0.00	0.00	1,024.95
05 704 1198	SUMMER SPORTS CAMPS	598.12	0.00	0.00	0.00	598.12
05 704 1199	CHANGE BAGS	880.00	0.00	0.00	0.00	880.00
05 704 1222	SCIENCE GRANT	3,055.68	0.00	0.00	0.00	3,055.68
05 704 1224	STUCO MS	11,445.78	0.00	0.00	0.00	11,445.78
05 704 1225	COFFEE CART - EL SPED	1,494.61	0.00	56.79	0.00	1,551.40
05 704 1319	DISNEY MUSICAL	13,879.62	0.00	0.00	0.00	13,879.62
05 704 1320	PRESCHOOL	45.33	0.00	0.00	0.00	45.33
05 704 2112	MS CONCESSIONS	2,888.91	0.00	0.00	0.00	2,888.91
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 2204	ATHLETICS MS	0.00	0.00	0.00	0.00	0.00
05 704 2205	UNIFIED SPORTS	779.07	0.00	0.00	0.00	779.07
05 704 2218	MIDDLE SCHOOL	1,044.22	0.00	0.00	0.00	1,044.22
05 704 2242	MS YEARBOOK	3,639.84	0.00	0.00	0.00	3,639.84
05 704 3220	ELEM FIELD TRIP	480.92	0.00	0.00	0.00	480.92
05 704 3221	PBIS/FALCOIN	1,936.82	0.00	0.00	0.00	1,936.82
05 704 3318	ELEMENTARY	4,431.71	0.00	0.00	0.00	4,431.71
Fund Total: 05		206,234.04	5,602.50	2,894.59	0.00	203,526.13

Douglas County West Community School District 15
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Activity Fund Balance Report - Summary - Exclude Encumbrances
07/2023 - 07/2023
Regular; Beginning Month 07/2023; Processing Month 07/2023; Accounts to Include Accounts with Activity; Fund Number 05, 12

Fund: 12	STUDENT FEES	Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
12 704		STUDENT PARTICIPATION FEE		12,861.88	0.00	1,190.00	0.00	14,051.88
		Fund Total:	12	12,861.88	0.00	1,190.00	0.00	14,051.88

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AUGUST 2023 BOARD BILLS

User ID: CQ

Vendor Name	Vendor Description	Amount
Checking Account ID 1	Fund Number 01 GENERAL FUND	
360 COMMUNITY SERVICES		2,016.50
ACTON, MELISSA		1,582.46
AKRS EQUIPMENT SOLUTIONS INC		524.68
AMAZON CAPITAL SERVICES		8,736.05
AMERICAN FENCE COMPANY		5,545.00
AMERICAN TIME & SIGNAL CO		120.16
AMSTERDAM PRINTING		583.98
BERINGER CIACCIO DENNEL MABREY		10,795.22
CAPPEL NAPA AUTO SUPPLY - VALLEY		82.97
CDW GOVERNMENT INC		415.59
CITY OF VALLEY		1,474.45
CLARK, SERENA		3,747.39
COX BUSINESS		3.53
CROUCH RECREATIONAL DESIGN INC		204,062.00
DC WEST DEPRECIATION FUND		900,000.00
DOSTALS CONSTRUCTION		5,652.00
EAGLE SERVICES INC.		183.16
EAKES OFFICE PLUS		5,636.46
EDUCATIONAL SERVICE UNIT #3		12.00
ELLIOTT, JACQUELYN		971.67
FASTSIGNS		588.30
FIREGUARD INC		2,243.25
FREMONT ELECTRIC INC		442.00
FREMONT TRIBUNE		312.40
HILSON, DENISE		1,232.67
HOMETOWN LEASING		2,522.27
JOHNSON, JENNIFER		2,499.19
JUST FOR KIDS THERAPY INC		1,520.75
KANNAS, HEATHER		383.21
MACKIE CONSTRUCTION, INC.		424,152.16
MATHESON TRI-GAS INC		34.99
MECHANICAL SALES INC		3,134.00
MENARDS - ELKHORN		841.76
NEBRASKA COACHES ASSOC		50.00
NEBRASKA DEPARTMENT OF EDUCATION		20.00
OMAHA WORLD-HERALD		2,700.00
ONE SOURCE		141.00
PERRY GUTHERY HAASE & GESSFORD		96.00
RAILE, AMANDA		1,735.15
RISE VISION		999.00
S2 ROLL OFFS, LLC		1,868.87
SAFFORD, SARAH		1,752.40
SCHOMER, GIANNA		1,786.40
THIELE GEOTECH INC		6,006.00
VERIZON		90.12
WALMART COMMUNITY		242.94
WASTE CONNECTIONS OF NEBR, INC		924.86
WATER ENGINEERING INC		302.50
Fund Number 01		<u>1,610,767.46</u>

Checking Account ID 2	Fund Number 02	DEPRECIATION	
COMMONWEALTH ELECTRIC COMPANY of the Midwest			18,138.24
Fund Number 02			<u>18,138.24</u>

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AUGUST 2023 BOARD BILLS

User ID: CQ

Vendor Name	Vendor Description	Amount
Checking Account ID 6	Fund Number 06	
BULLER FIXTURE COMPANY	NUTRITION FUND	28,129.00
Fund Number 06		<u>28,129.00</u>
Checking Account ID 8	Fund Number 08	
BERINGER CIACCIO DENNEL MABREY	SPECIAL BUILDING FUND	18,289.97
BOYD JONES CONSTRUCTION CO		395,068.86
I-GO VAN AND STORAGE CO		5,880.50
PUSH-PEDAL-PULL		107,846.74
RAINWOOD DEVELOPMENT PARTNERS, LLC		13,440.00
SHEPPARD'S BUSINESS INTERIORS INC		245,492.04
THIELE GEOTECH INC		168.00
Fund Number 08		<u>786,186.11</u>

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MID MONTH BILLS - JULY/AUGUST 2023

User ID: CQ

Vendor Name	Vendor Description	Amount
Checking Account ID 1	Fund Number 01 GENERAL FUND	
ACH BANK FEE		44.75
ACKLIE, DEANNA		49.68
APPLE COMPUTER INC		4,793.00
AUTOGRAPHIX, INC		2,400.00
AWARDS UNLIMITED INC		89.57
BERINGER CIACCIO DENNEL MABREY		10,795.22
CAPPEL NAPA AUTO SUPPLY - VALLEY		5.99
DAILY RECORD, THE		95.12
DICK'S VALLEY MARKET		5.83
EDUCATIONAL SERVICE UNIT #3		9,795.97
ELKHORN AUTOMOTIVE		788.00
ESU COORDINATING COUNCIL		976.50
FARMER BROWN'S		965.46
FASTSIGNS		275.19
FES		3,700.00
FREMONT ELECTRIC INC		5,025.00
GINGER JOHNSON		10,930.00
H2I GROUP, INC		17,899.00
HEARTLAND PEST CONTROL		480.00
ILLUMINATE EDUCATION. INC		7,065.00
JOURNEYED.COM, INC		500.00
LOVE'S TRAVEL STOPS & COUNTRY STORE		1,035.15
MADISON NATIONAL LIFE INS CO IN		2,323.15
MAGIC WRIGHTER E-SERVICE		4.50
MCGRAW-HILL EDUCATION INC		61,069.73
MECHANICAL SALES INC		650.00
MIDWEST MOVEMENT		150.00
MULTI-HEALTH SYSTEMS INC.		1,325.00
NCS PEARSON INC		195.00
NEARPOD INC		5,760.00
NEBRASKA AIR FILTER		1,590.92
OMAHA PUBLIC POWER DISTRICT		24,940.19
PITNEY BOWES		161.95
PRAIRIE MECHANICAL CORP		6,093.00
PUBLICATION PRINTING		186.35
SOL LEWIS ENGINEERING CO		46,226.00
WELLS FARGO BANK		12,737.09
WEST O CHAMBER		300.00
WOODRIVER ENERGY LLC		1,042.34
ZOOM VIDEO COMMUNICATION, INC.		14,525.82
Fund Number 01		<u>256,995.47</u>
Checking Account ID 2	Fund Number 02 DEPRECIATION	
CDW GOVERNMENT INC		7,521.60
MCGRAW-HILL EDUCATION INC		2,623.46
Fund Number 02		<u>10,145.06</u>
Checking Account ID 6	Fund Number 06 NUTRITION FUND	
CASH-WA DISTRIBUTING		218.00
HOODMASTERS, INC		968.10
UNIV OF NEBRASKA LINCOLN		240.00
Fund Number 06		<u>1,426.10</u>
Checking Account ID 8	Fund Number 08 30 SPECIAL BUILDING FUND	

Board Report - Newspaper

MID MONTH BILLS - JULY/AUGUST 2023

Vendor Description

Amount

2,622.00

2,622.00

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF
EDUCATION OF DOUGLAS COUNTY SCHOOL DISTRICT 28-0015,
a/k/a, DOUGLAS COUNTY WEST COMMUNITY SCHOOL DISTRICT**

Tuesday, July 11, 2023

The special 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 Tuesday, July 11, 2023 at the MS/HS Commons Area, 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 6:30 PM.

Kelly Hinrichs: Present

Luke Janke: Present

Jamie Jorgensen: Present

Bill Koile: Present

Elizabeth Mayer: Present

Jim Tomanek: Present

Present: 6.

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. Approval of Agenda

Motion to approve agenda as presented passed with a motion by Luke Janke and a second by Jim Tomanek.

Kelly Hinrichs: Yea, Luke Janke: Yea, Jamie Jorgensen: Yea, Bill Koile: Yea, Elizabeth Mayer: Yea, Jim Tomanek: Yea

Yea: 6, Nay: 0

3. New Business

3.1. Discuss Long Term Facility Finance and Land Considerations

The finance committee met on June 13, 2023 to discuss options for the refinancing of the current elementary school lease as well as consideration of financing future outdoor facilities projects. The finance committee discussed some of these ideas and options that came from this meeting with the Board of Education. These ideas included:

1. Refinancing the current elementary school lease.
2. The consideration of a land purchase for future development of facilities projects.
3. The consideration utilizing purchased land for facilities projects in order to free up space needed for future educational space expansion over the next several decades on the main campus.

It was recommended that a facility taskforce, consisting of board members and community members, be formed to look at short-term and long-term planning for future developments and facility projects.

4. Executive Session

The Board may enter into closed session at any time to discuss any matter for which a closed session is lawful and appropriate.

There were real estate matters that need to be handled in closed session.

Before the Board can enter closed session, a motion must be made in agreement with Statute 84-1410 by the Board to discuss topics such as personnel, negotiations, and legal matters.

Motion to enter in Executive Session passed with a motion by Jamie Jorgensen and a second by Kelly Hinrichs.

Kelly Hinrichs: Yea, Luke Janke: Yea, Jamie Jorgensen: Yea, Bill Koile: Yea, Elizabeth Mayer: Yea, Jim Tomanek: Yea

Yea: 6, Nay: 0

4.1. Reconvene to Regular Session and Adjournment

Motion to reconvene to regular session and adjourn meeting at 7:50pm passed with a motion by Jamie Jorgensen and a second by Bill Koile.

Kelly Hinrichs: Yea, Luke Janke: Yea, Jamie Jorgensen: Yea, Bill Koile: Yea, Elizabeth Mayer: Yea, Jim Tomanek: Yea

Yea: 6, Nay: 0



Kristi Trost, Board Secretary



Dr. Melissa Polonic, Superintendent

DC West Community Schools



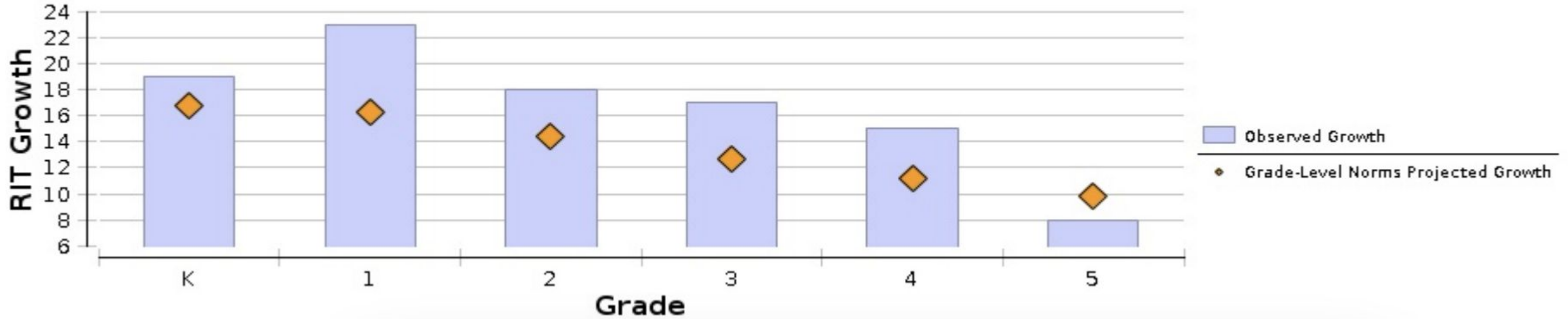
August 2023

MAP Assessment

Growth from
Fall 2022 to Spring 2023

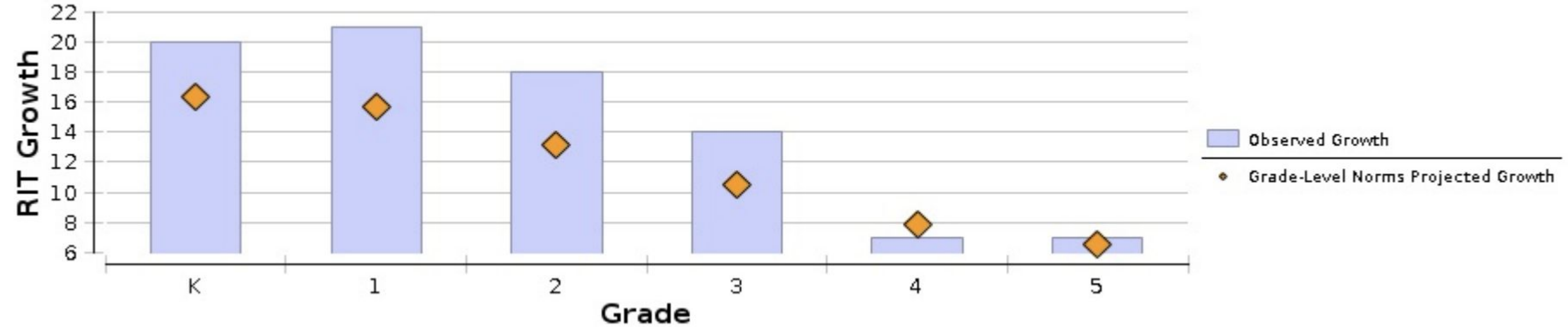


K-5th Grades Math



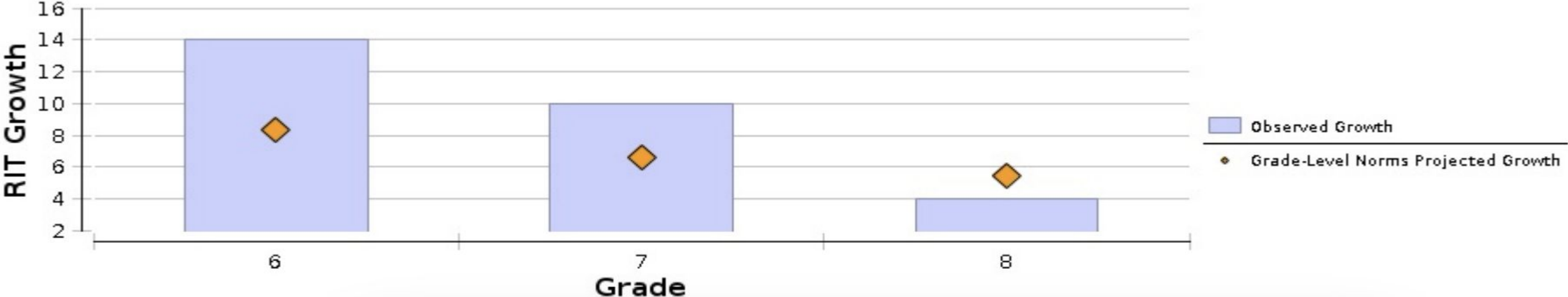
Grade (Spring 2023)	Total Number of Growth Events‡	Comparison Periods							Observed Growth	Observed Growth SE
		Fall 2022			Spring 2023			Growth		
		Mean RIT Score	Standard Deviation	Achievement Percentile	Mean RIT Score	Standard Deviation	Achievement Percentile			
K	63	144.6	9.2	82	164.0	10.2	91	19	0.8	
1	56	164.9	9.7	80	188.0	11.2	97	23	0.9	
2	80	174.7	13.5	48	192.6	13.7	69	18	0.9	
3	66	189.0	12.1	53	205.5	12.4	75	17	0.9	
4	73	203.7	14.5	73	218.6	15.3	86	15	0.9	
5	74	211.0	13.3	60	219.3	12.3	53	8	0.9	

K-5th Grades ELA



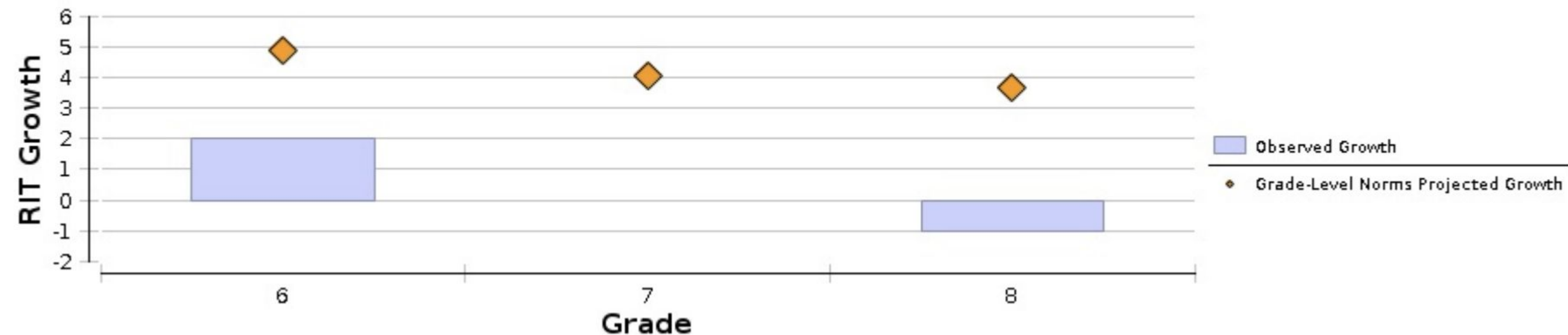
Grade (Spring 2023)	Total Number of Growth Events‡	Comparison Periods							Growth	
		Fall 2022			Spring 2023			Observed Growth	Observed Growth SE	
		Mean RIT Score	Standard Deviation	Achievement Percentile	Mean RIT Score	Standard Deviation	Achievement Percentile			
K	63	137.7	6.6	58	158.0	9.7	82	20	0.9	
1	55	158.4	9.5	68	179.0	10.1	88	21	0.9	
2	78	170.0	15.2	36	187.8	13.2	62	18	1.2	
3	66	185.9	14.6	46	199.9	11.5	65	14	1.0	
4	74	201.8	17.0	76	209.1	17.4	73	7	1.0	
5	74	203.4	12.7	44	210.7	12.1	48	7	0.9	

6th-8th Grade Math



Grade (Spring 2023)	Total Number of Growth Events‡	Comparison Periods							Observed Growth	Observed Growth SE
		Fall 2022			Spring 2023			Growth		
		Mean RIT Score	Standard Deviation	Achievement Percentile	Mean RIT Score	Standard Deviation	Achievement Percentile			
6	60	218.7	14.1	69	232.2	13.8	86	14	0.9	
7	85	223.3	17.5	64	233.2	16.9	76	10	0.9	
8	82	226.6	17.2	57	230.3	17.0	50	4	1.0	

6th-8th Grade ELA



Grade (Spring 2023)	Total Number of Growth Events‡	Comparison Periods							Observed Growth	Observed Growth SE
		Fall 2022			Spring 2023			Growth		
		Mean RIT Score	Standard Deviation	Achievement Percentile	Mean RIT Score	Standard Deviation	Achievement Percentile			
6	60	215.6	13.7	78	217.9	11.6	64	2	1.0	
7	86	216.5	15.8	62	216.0	13.7	37	0	0.8	
8	81	218.0	15.6	50	217.1	14.1	28	-1	0.9	

11th Grade ACT

Group	Year	Admin	Composite	
			Valid Number	Mean Score
DOUGLAS COUNTY WEST SCHOOL DISTRICT 15	2022-2023	Spring	86	20.3
DOUGLAS COUNTY WEST SCHOOL DISTRICT 15	2021-2022	Spring	66	19.7
DOUGLAS COUNTY WEST SCHOOL DISTRICT 15	2020-2021	Spring	77	18.4
DOUGLAS COUNTY WEST SCHOOL DISTRICT 15	2018-2019	Spring	75	20.3

NSCAS Growth: ELA and Math

**District and State proficiency levels
are currently embargoed.
Hoping to share results in
September or October.**



2023-2024 Professional Development Plan



Focus Topics

- Alignment to District Strategic Plan
- Refining **Building MTSS Processes** for academic and behavior
- **Instructional Practices:** Research-based, Math Acceleration – Topic/Unit Internatization with new K-12 curriculum, coaching observations
- **Grading Practices:** Research based, student learning focused, districtly synchronized
- MTSS B – **Social Emotional Learning & Behavioral Supports:** tools & techniques, possible curriculum pilot
 - Elementary: Tier I Responsive Classroom Training
 - Secondary: Tier I Mental Health & Behavioral Training



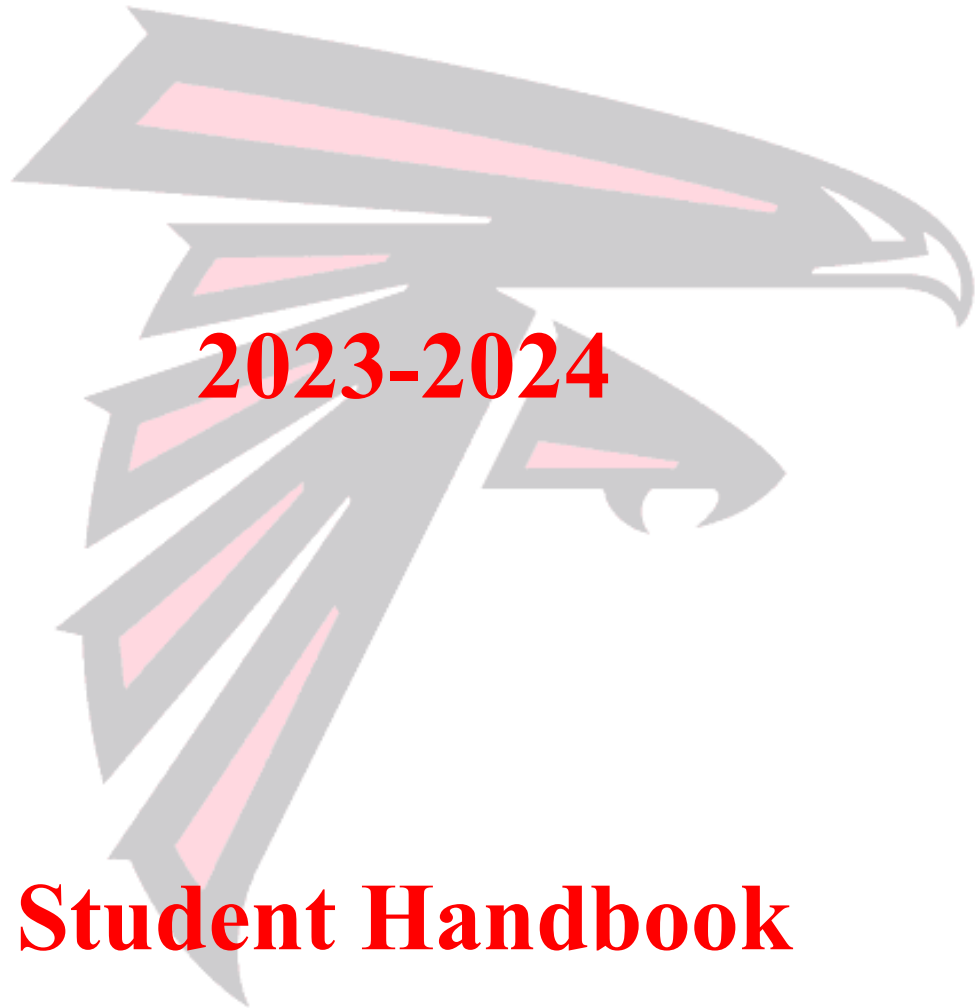
Timeline

- District Professional Development Days – Full Days
 - Friday, September 29
 - Wednesday, December 20
 - Monday, February 19 (Presidents' Day)
 - Friday, April 19
- Friday Afternoon Rotation from 2:15–3:45
 - MTSS Tier I: PLC Team Meetings
 - Building Staff Meetings
 - MTSS Tier I: PLC Team Meetings
 - MTSS Tier II & III: Building Team Meetings

*Building level specific PD needs & Required trainings on Fridays as needed

2023-2024 Preliminary Budget			
Categories	Budgeted 2022-2023	Budgeted 2023-2024	Difference
Non SPED Instructional Programs	\$7,365,638.00	\$7,458,378.00	\$92,740.00
SPED Instructional Programs	\$2,016,700.00	\$2,138,459.00	\$121,759.00
Support Services SPED Related	\$324,265.00	\$370,017.00	\$45,752.00
Support Services Non-SPED Related	\$302,340.00	\$485,873.00	\$183,533.00
Support Instructional	\$740,685.00	\$973,145.00	\$232,460.00
Board of Education	\$77,250.00	\$77,250.00	\$0.00
Executive Administration Services	\$427,969.00	\$390,526.00	-\$37,443.00
District Legal Services	\$35,000.00	\$35,000.00	\$0.00
Office of the Principal	\$790,732.00	\$806,694.00	\$15,962.00
General Admin~ Business Services	\$249,300.00	\$291,069.00	\$41,769.00
Maint & Operation of Building & Sites	\$3,154,786.00	\$1,717,976.00	-\$1,436,810.00
Vehicle Acquisition & Maintenance	\$17,500.00	\$30,000.00	\$12,500.00
Non SPED Pupil Transportation	\$426,600.00	\$426,600.00	\$0.00
SPED Pupil Transportation	\$149,550.00	\$126,031.00	-\$23,519.00
Categorical Grant from Corporation	\$128,660.00	\$136,318.00	\$7,658.00
State Categorical Programs	\$108,091.00	\$97,755.00	-\$10,336.00
Federal Programs	\$408,894.00	\$351,582.00	-\$57,312.00
ESSER II & III	\$791,000.00	\$471,569.00	-\$319,431.00
	\$17,514,960.00	\$16,384,242.00	-\$1,130,718.00

Douglas County West Middle School



2023-2024

Student Handbook

We are looking forward to a Fantastic School Year!

During the eRegistration process, please make sure that you complete the online signature. Our Student Handbook is not a contract, your online signature acknowledges that it has been received and read.

Thank You!



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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)

MIDDLE SCHOOL STAFF:

Mrs. Kristen Phillips, School Psychologist

Mrs. Rachel Smith, Speech Pathologist

Sandi Kerkhoff, District Technology Coordinator

SCHOOL RESOURCE OFFICER:

Deputy Corbin Brown (402-779-2646)

SCHOOL NURSE:

Mrs. Katie Bents

OFFICE STAFF:

Mrs. Nikki Kingham (Secretary)

Mrs. Chelsea Dembinski (Health Para)

DC WEST MIDDLE SCHOOL TEACHING STAFF:

Interventionist: Desi Samson (Reading), Janna Giles (Math)

Guidance Counselor: Katie Richards

English Language Learners: Alyssa Lindahl

Special Education: Amber Goddard, Lisa Masters, Kaylie Chromy

6th grade: Jesse Hays (Math), Kerry Reker (Science), Nolan Zimmer (Social Studies), Taylor Siegrist (ELA)

6th grade Specials: JD Gagner (STEM), Russ Ninemire (Health), Jennifer Erdman (Media Research), Dawn Beyl (Theatre), Bob Wald (Computers)

7th grade: Lindsey Pearson (Math), Beau Schwenka (Science), Ady Watts (Social Studies), Julia Reddel (ELA)

7th grade Specials: JD Gagner (STEM), Russ Ninemire (Health), Lisa Benson (French), Katie Richards (Careers), Jennifer Erdman (Digital Citizenship)

8th grade: Traci Evans (Math), LeAnn Siekman (Science), Ben Steward (Social Studies), Sherry Dill (ELA)

8th Grade Specials: JD Gagner (STEM), Bob Wald (Health), Lisa Benson (Spanish), Cyndi Thomas (Family Consumer Science), Adam Loftis, (Strength and Conditioning)

Instrumental Music (Band): Elizabeth Guinn, Bryan Bohn

Vocal Music (Choir): Dawn Beyl, Bryan Bohn

Physical Education/Health: Bob Wald, Russ Ninemire

Art: Sara Gotch

MIDDLE SCHOOL DAILY CLASS SCHEDULE (Monday-Thursday)

Teachers Available	7:45	
Breakfast	7:30-7:55	
1st Hour	8:00-8:45	(45 MINS)
2nd Hour	8:48-9:33	(45 MINS)
3rd Hour	9:36-10:21	(45 MINS)
4th Hour	10:24-11:09	(45 MINS)
6th Grade	Class	10:24-11:00 (36 MINS)
	Lunch	11:00-11:30 (30 MINS)
	Class	11:30-11:39 (9 MINS)
	Pride	11:42-12:12 (30 MINS)
7th Grade	Class	10:24-11:09 (45 MINS)
	Pride	11:12-11:15 (3 MINS)
	Lunch	11:15-11:45 (30 MINS)
	Pride	11:45-12:12 (27 MINS)
8th Grade	Class	10:24-11:09 (45 MINS)
	Pride	11:12-11:30 (18 MINS)
	Lunch	11:30-12:00 (30 MINS)
	Pride	12:00-12:12 (12 MINS)
5th Hour	12:15-1:00	(45 MINS)
6th Hour	1:03-1:48	(45 MINS)
7th Hour	1:51-2:36	(45 MINS)
8th Hour	2:39-3:24	(45 MINS)

FRIDAY EARLY DISMISSAL SCHEDULE

Teachers Available	7:45	
Breakfast	7:30-7:55	
1st Hour	8:00-8:35	(35 MINS)
2nd Hour	8:38-9:13	(35 MINS)
3rd Hour	9:16-9:51	(35 MINS)
4th Hour	9:54-10:29	(35 MINS)
5th Hour	10:32-11:07	(35 MINS)
6th Grade	Class	10:32-11:00 (28 MINS)
	Lunch	11:00-11:30 (30 MINS)
	Class	11:30-11:37 (7 MINS)
	Pride	11:40-12:10 (30 MINS)
7th Grade	Class	10:32-11:07 (35 MINS)
	Lunch	11:07-11:37 (30 MINS)
	Pride	11:40-12:10 (30 MINS)
	8th Grade	Class
Pride		11:10-11:15 (5 MINS)
Lunch		11:15-11:45 (30 MINS)
Pride		11:45-12:10 (25 MINS)
6th Hour	12:13-12:48	(35 MINS)
7th Hour	12:51-1:26	(35 MINS)
8th Hour	1:29-2:04	(35 MINS)

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 backpack, locker, pocket, etc. 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.

During class, if a staff member asks the student to turn in their electronic device to the designated area in the classroom, the student needs to comply. The student will be able to get their electronic device at the end of the class period. If a student chooses not to comply, then their electronic device will be turned into the office by a staff member. Then there will be a phone call home to a parent/guardian and the student will be able to get their electronic device at the end of the school day.

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. 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.

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. 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.

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 form parent, guardian, or health care provider. If the child has had varicella disease, the child does not need any varicella shots.

Additional, for 7th 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 DC West School System has a nurse who will serve the Elementary, Middle, and High School buildings. Due to the multi-building responsibility, the nurse may be available on a limited basis. However, each building also has a Health Paraprofessional in their respective office who may be consulted for any illness or medical situation.

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.

PROFESSIONAL BOUNDARIES

All employees are expected to observe and maintain professional boundaries between themselves and students. If you believe a staff member is being in violation of professional boundaries please contact building level administration.

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. 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 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 or a school building, including lockers, at a time when student 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 SYSTEM

The grading system of Douglas County West Community Schools shall be as follows:

- a. Achievement marks shall be given on a numerical basis for all grades 3-12 with the mark of 59 or lower considered a failure.
- b. The grading scale is as follows:

A	=	90-100
B+	=	87-89
B	=	80-86
C+	=	77-79
C	=	70-76
D+	=	67-69
D	=	60-66
F	=	0-59
I	=	Incomplete may be given to students that have not completed work by the end of the semester. Course work not made up will result in a failing grade.
P or NP	=	Pass or No Pass grades will be issued under special circumstances as approved by the administration.

- c. For all other grading reports received for transfer students, the principal or designee shall convert the grades to an approximately equal grade on our system.
- d. All grade reports will contain a percentage and letter grade for each subject, as well as the following: absences, tardiness, comments (if teacher desires).

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 6th/7th/8th 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 87% 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 80%, 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.

SPECIAL EDUCATION AND STUDENTS WITH DISABILITIES (SECTION 504) SERVICES

Services are provided for students who qualify under Rule 51 according to Nebraska State Statute.

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.

HOMELESS STUDENTS

“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. “Homeless children and youths” shall mean any individuals who lack a fixed, regular, and adequate nighttime residence.

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 1st** 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 1st 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, Speech, Play, 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 3rd 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

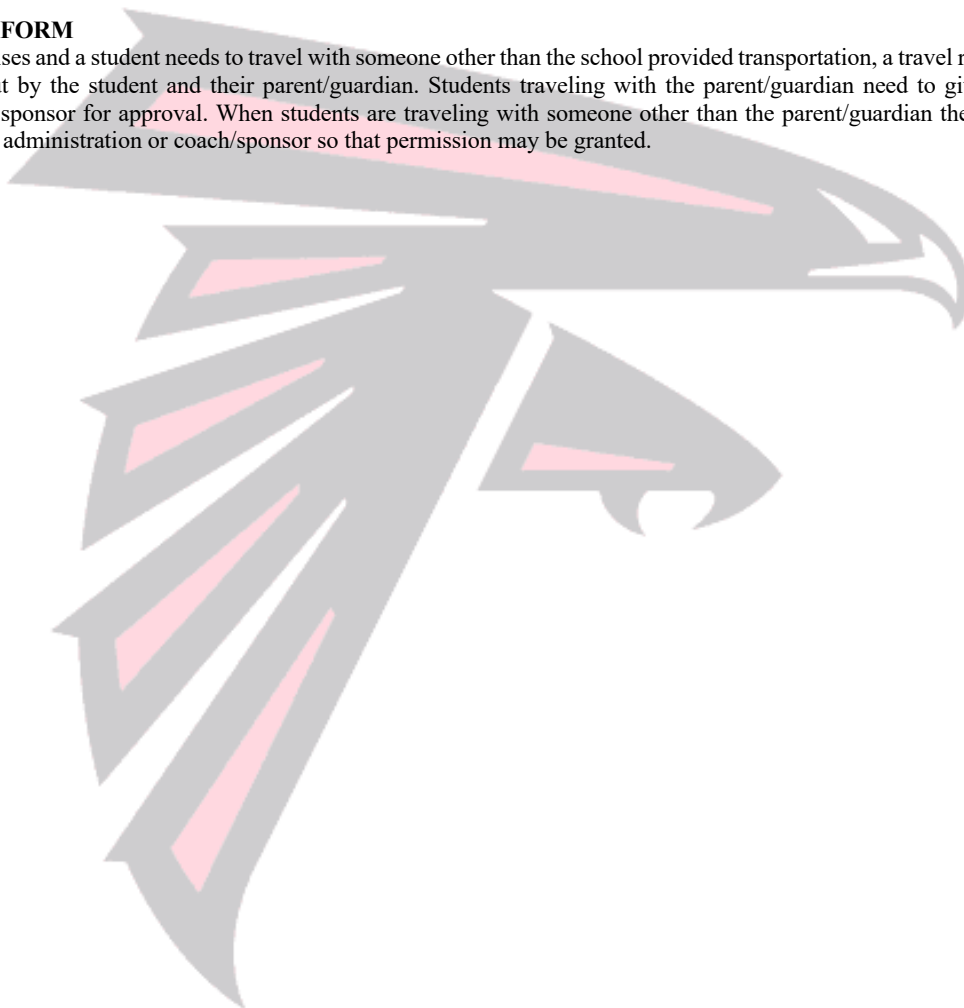
All athletes will be under the direct supervision of the coach in charge while dressing. An athlete must not linger in the dressing room, or endanger the safety of others. All cases of misconduct while dressing will be dealt with by the coach in charge.

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 Elementary
Student Handbook
2023-2024



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 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

JKerns@DCWest.org

DC West Board of Education

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Elementary Principal: Dr. Jeffrey S. Kerns

Director Of Learning: Dr. Dawn Marten

Director of Special Education: Mrs. Nicki Pechous

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 2023. 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

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

DC WEST ELEMENTARY BELIEFS

We believe . . .

- 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.

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SCHOOL COLORS, MASCOT, and SONG

DC West's school colors are black and red.

School Mascot

The DC West school mascot is the Falcons.

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)**

- There will be no supervision prior to 7:30 AM, please do not drop off students prior to 7:30 AM
- 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.

- 1) Drop Off: We ask that you please drop off your (K-5) Falcon(s) in the large loop on the east side of the building, please drop off your Preschool Falcons in the small loop on the north side of the building.
- 2) Pick Up: We ask that you please pick up your (1-5) Falcon(s) in the large loop on the east side of the building, and please pick up your Preschool and Kindergarten Falcon(s) in the small loop on the north side of the building.
- 3) Please make sure your Falcons are ready to exit and enter your vehicle and do so on the **passenger** side of the vehicle.
- 4) 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 elementary 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.

5) Please do not park in the drop off loops for any reason

6) Only preschool students may enter using the small loop doors in the morning, K-5 grade students will be asked to walk to the main entrance.

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 [POLICY No. 5008](#)

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.

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.

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.

Absence Procedure

- 1) Parent/guardian should call the Elementary Office attendance line or email Mrs. Becky (bericson@dcwest.org) 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. 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. 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.

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.

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.

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 DC West Elementary is defined in [Policy 5204](#)

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 [Policy 5207](#)

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

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, evaluation and verification process, IEP's, transportation, and complaint mechanisms, contact the district Director of Special Services, Mrs. Nicole Pechous.

Students with Disabilities: Section 504 [RULE 51](#)

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.

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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.

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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.

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 Nurse. 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 12th 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, 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.

Reporting Accidents

The health and safety of our students is of critical importance to DC West Elementary School. Even so, accidents may and do happen and resulting medical bills may be expensive. Please know the district does not carry insurance for student personal injury costs and therefore cannot assume responsibility for the costs. This includes students participating in athletics. If your student is injured during school activities you, as the guardian, are responsible for any medical bills.

When a student is injured or ill at school, or during any school sponsored event:

- A staff member will provide immediate care to the student unless or until the staff member is relieved by a nurse, doctor or emergency personnel.
- The parent/guardian will be contacted except in the case of very minor injuries that, in the judgment of the school nurse or health para, do not pose a serious risk to the student.
- In the case of a medical emergency 911 will be called.

Documentation helps prevent the loss of important facts relating to an incident, in case the event later evolves into something larger than first expected. If you observe or experience an accident or a situation where there's potential for injury or damage, students must notify the school nurse/health para who will take prudent steps to protect people and property, investigate, and note in writing all facts at the time on the school district's accident report form.

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.

Homeless Students [Policy 5418](#)

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.

Married Students [Policy 5403](#)

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.

Pregnant and parenting Students [Policy 5422](#)

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.

Recording of Others

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person without consent, subject to appropriate exceptions.

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 videoby 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.

5. The use of video recordings from surveillance equipment shall be subject to other policies of the district, including policies concerning the confidentiality of student and staff records. If it is determined through an investigation that a student has committed an unlawful or unsafe act in violation of school rules, appropriate disciplinary consequences will be administered. Any type of activity detected through the use of video surveillance cameras that might constitute a violation of law will be reported immediately to the appropriate law enforcement agency.

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

Attendance [Policy 5103](#)

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 sent home monthly
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

BE SAFE

- 1) Keep hands and feet to yourself.
- 2) Swings – sit on bottoms, back and forth only, no side to side.
- 3) Slides – go up the stairs down the slides, on bottoms, feet first.
Climbing equipment – no climbing on the outside of tubes, no jumping off the spider web.
- 4) Throw or kick sporting equipment according to the game rules.
- 5) Keep woodchips, rocks, sand, dirt, snow, and ice on the ground.
- 6) Stay in the designated area.

BE RESPECTFUL

- 1) Play fairly.
- 2) Include others.
- 3) Follow the game rules.
- 4) Be a good sport.
- 5) Wait your turn for the disc swing. (4 at a time K-3rd, 2 at a time 4th-5th)

BE RESPONSIBLE

- 1) Get permission from an adult if there is a need to leave the playground.
- 2) Put away equipment when done.
- 3) Report problems to the adult on duty.
- 4) Boots must be worn to leave the pavement when there is snow.
 - a. Students may use the playground without boots, when the snow is compacted.
 - b. Snow pants and boots must be worn if the students want to sit or lie in the snow.

EXPECTED BATHROOM BEHAVIORS

BE SAFE

- 1) Walk in the bathroom.
- 2) Wash hands-use soap-rinse dry.

- 3) Keep water in the sink.
- 4) Keep feet on the floor- no climbing on walls or doors. No crawling under stalls.

BE RESPECTFUL

- 1) Use quiet voices.
- 2) Give others their privacy.

BE RESPONSIBLE

- 1) Make sure the toilet/urinal flush completely.
- 2) Make sure all trash gets into the garbage.

EXPECTED HALLWAY BEHAVIORS

BE SAFE

- 1) Walk at all times.
- 2) Walk on the right side of the hallway.
- 3) Keep hands and feet to self.
- 4) Keep eyes facing forward.

BE RESPECTFUL

- 1) Voices off.
- 2) Walk with quiet feet.
- 3) Respect others property.

BE RESPONSIBLE

- 1) Stay in order.
- 2) Listen to the adults and follow their instructions.
- 3) Keep track of belongings.
- 4) Make sure to have your hall pass to show where you are going.

EXPECTED LUNCHROOM BEHAVIORS

BE SAFE

- 1) Walk in the lunchroom.
- 2) Keep food to self.
- 3) Sit with bottom on the bench, facing the table, and feet on the floor.
- 4) Clean up spills – get help from an adult if needed.

BE RESPECTFUL

- 1) Use quiet voices.
- 2) Use good table manners. (please, thank you, chew with your mouth closed)
- 3) Raise your hand to get an adult's attention and to get up.
- 4) Voices off in the kitchen area.

BE RESPONSIBLE

- 1) Remember to get milk, utensils, and condiments before sitting down.
- 2) Raise your hand for permission to get seconds or go to the bathroom.
- 3) Clean up your area when you are finished eating.
- 4) Wait quietly in your seat until you are dismissed.

EXPECTED CLASSROOM BEHAVIORS

The following is a general but not exhaustive list of expectations for each student:

- 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.

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:

- 1) To create a caring community where teachers can teach and students can learn.
- 2) To teach, model, and practice responsible choices, problem solving, and conflict resolution.
- 3) To recognize appropriate behavior by the use of positive interventions, class incentives, and/or rewards.
- 4) To teach playground, classroom, lunchroom, hallway, and common area rules and procedures.
- 5) To work cooperatively with parents to promote our student management policies.
- 6) To focus on prevention.
- 7) To promote effective communication skills that enable students to be successful in their social and educational environments.
- 8) To promote behavior management skills that enable students to be successful in their social and educational environments.
- 9) To increase all individuals' sense of respect for self and others by enhancing self esteem and personal responsibility.
- 10) To enhance positive parent-student-teacher interaction.
- 11) To focus on using instruction to develop responsible staff and student decision making.

- 12) To promote the care and respect of school and personal property.
- 13) 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/ academic referrals.
- Providing strategies for staff for behavior concerns.
- Meeting on an as needed basis.
- Reviewing the Academic/Behavior Management Plan.
- 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

Behavior Philosophy: Early intervention when discipline problems first occur is very important. Often severe discipline problems progress from minor problems. Early parental involvement is mandatory. 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.

THE TEACHER WILL DETERMINE THE PROGRESSION OF MOVEMENT FOR STEPS 1 THROUGH 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.

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 by the teacher.

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, preferably a phone call. 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 MTSS Team
- E. Alternative placement

Step 6: Positive Support Room

If Step 5 does not provide improvement the principal will place the student in the Positive Support 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.

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.

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 could 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.

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 [Policy 4002](#)

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.

Notification of Rights Under FERPA [Policy 5202Z](#)

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.

Student Privacy Protection Policy [Policy 5202](#)

Student files and other education records shall not be released or divulged except in compliance with state and federal law.

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 [Policy 5401](#)

The DC West Community Schools do not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, treatment of, or employment in its programs and activities. Any person having inquiries concerning the school's compliance with Title IX and Section 504 is directed to contact the School District's Board of Education Secretary, 401 South Pine St., Valley, NE 68064.

Telephone 359-2583. The High School Principal has been designated to coordinate the school district's efforts to comply with Title IX and the Director of Special

Education has been designated to coordinate with efforts regarding 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 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

Title I Parent and Family Engagement [Policy 6410](#)

Douglas County West Community Schools intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, *Section 1116(a-f) ESSA, (Every Student Succeeds Act) of 2015.*

In General: The written District parent and family engagement policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.

Community Relations: Advertising and Promotion [Policy 1060](#)

Neither the facilities, the staff, nor the children of the school district shall be employed in any manner for advertising or otherwise promoting the interests of any commercial, political, or other non-school agency, individual, or organization, except that:

1. The schools may cooperate in furthering the work of any non-profit, community-wide social service agency, provided that such cooperation does not restrict or impair the educational program of the schools.
2. The schools may use films or other educational materials bearing mention of the producing firm or sponsor, providing such materials can be justified on the basis of their actual educational values.
3. The schools may cooperate with any agency in promoting the activities in general public interest, and which promote the education or other best interest of students.
4. The superintendent of schools may cooperate in furthering the work of any non-profit, community-wide social service agency provided such cooperating does not infringe on school programs or diminish the amount of time devoted thereto.
5. The administration may, at its discretion, announce, or authorize to be announced, any lecture, community activity, or film which it feels has educational merit.
6. School representatives may, upon approval of the board of education, cooperate

with any agency in promoting activities in the general public interest, and which promotes education that is in the best interest of the students.

Smoke-Free Environment [Nebraska State Policy 71-5716](#)

Personal Boundaries Between Employees and Students [Policy 4025](#)

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

Promotion and Retention ([Policy 5201](#))

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.

Vandalism: [Policy 5407](#)

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.

When to Stay Home:

An ill student cannot learn effectively and is unable to participate in classes in a meaningful way. Keeping an ill student home prevents the spread of illness in the school community and allows the student an opportunity to rest and recover.

If a student has an elevated temperature, parents/guardians will be contacted and the student will be sent home as soon as proper arrangements can be made.

Students will be excluded from school for the following conditions: contagious or infectious disease, including chicken pox, measles and mumps; pink eye; suspicious rash; vomiting, diarrhea, seizure activity, skin eruptions or live head lice.

Students may not return to school until they are fever/symptom free for twenty-four (24) hours without the use of pain reducing medication, and/or bring a doctor's note granting permission to return, or until all evidence of the condition is gone.

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)

DC WEST **COMMUNITY SCHOOLS**

www.dcwest.org

2023 - 2024

Student Handbook

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



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 unexpected situations not covered in this handbook.

E-REGISTRATION

An electronic copy of the student handbook will be accessible to students and parents. Parents and students are required to electronically sign off on the handbook through the E-Registration process prior to the start of the school year. The student/parent electronic signature page is not a contract. Its purpose is to acknowledge that the handbook has been received and read by the student and parents/guardians.

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

ADMINISTRATIVE STAFF

Dr. Melissa Polonic, Superintendent 402-359-2583
Mr. Jim Knott, Principal 402-359-2121
Mr. Nathan TerBeest, 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, Mrs. Lisa Leonard
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, Ms. Maggie Dailey
Mrs. Kristi Eggen, Mr. Jared Wiemer
Library/Media Mrs. Jennifer Webster
Mathematics Ms. Heather Cox, Mr. Chip Daehling
Mr. Jacob Gagner, Mr. Dalton Tremayne
Music Mrs. Dawn Beyl, Mr. Brian Bohn
Mrs. Liz Guinn
Physical Education & Health Mr. Brant Loewe, Mr. Adam Loftis
Science Mrs. Lindsey Boardman, Mr. Taylor Hyatt
Mr. Mike Troy
Social Studies. Mr. Matt Caldwell, Mr. Brad Henderson
Mrs. Kim Remmick
Special Education Mrs. Peggy Cooper, Mr. Ty Hansen
Mr. Nick Sims
World Languages.....Mrs. Lisa Benson (French), Mrs. Gisele Daigle (Spanish)
Ms. Alyssa Lindahl (Spanish)

HIGH SCHOOL DAILY CLASS SCHEDULE

2023 -2024 HIGH SCHOOL DAILY BELL SCHEDULE			
MONDAY-THURSDAY			FRIDAY
Period 1	8:00-8:45		Period 1 8:00-8:35
Period 2	8:48-9:33		Period 2 8:38-9:13
Period 3	9:36-10:21		Period 3 9:16-9:51
Period 4	10:24-11:09		Period 4 9:54-10:29
Period 5	11:12-11:57		Period 5 10:32-11:07
Period 6 & Lunch	11:57-1:15		Period 6 11:10-11:45
Lunch A	11:57-12:27 Class 12:30-1:15		Lunch 11:45-12:15
Lunch B	Class 12:00-12:45 Lunch 12:45-1:15		Keystone 12:18-12:48
Keystone	1:18-1:48		Period 7 12:51-1:26
Period 7	1:51-2:36		Period 8 1:29-2:04
Period 8	2:39-3:24	Teacher Professional Development	2:39-3:24

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 ensure 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, iPods, personal digital assistants (PDAs), 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 devise. 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 devises 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

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 handicap.

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 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

Lunch is to be consumed in the cafeteria as directed by school personnel. Limited food and drink consumed outside of the cafeteria during the school day is allowed as long as students do not cause a disruption to class and are clean with food-related trash. This privilege may be suspended for individual students or the entire student body if food and drink consumption become a disruption to the educational environment or students are not able to dispose of trash appropriately. Beverage machines are provided for student use before and after the school day.

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.

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.

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 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 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, handicap, pregnancy, or parenting status 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 of the Elementary, Middle, and High Schools 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 ensure prompt action. In circumstances where the grievance 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 grievance 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 School System has a nurse who will service the Elementary, Middle, and High School buildings. Due to the multi-building responsibility, the nurse may be available on a limited basis. However, each building also has a Health Paraprofessional in their respective office who may be consulted for any illness or medical situation.

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.

PROFESSIONAL BOUNDARIES

All employees are expected to observe and maintain professional boundaries between themselves and students. If you believe a staff member is in violation of these expectations, please contact a building administrator.

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 & TOBACCO 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. ensuring 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. 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 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. 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, 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 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 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 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.

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 at the discretion of the administration.
2. 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 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 to 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

- 1) Achievement marks shall be given on a numerical basis for all grades 3-12 with the mark of 59% or lower considered an "F" or "Failing."
- 2) The grading scale is listed below.

A	=	90-100
B+	=	87-89
B	=	80-86
C+	=	77-79
C	=	70-76
D+	=	67-69
D	=	60-66
F	=	0-59

I = "Incomplete" may be given to students that haven't completed work by the end of the semester. Course work not made up will result in a failing grade.

P/NP = "Pass" or "No Pass" grades will be issued under special circumstances as approved by the building administration.
- 3) For all other grading reports received for transfer students, the principal or his/her designee shall convert the grades to an approximately equal grade based on the DC West system.
- 4) All grade reports will contain a percentage and letter grade for each subject, as well as the following: absences, tardiness, comments (if teacher desires).

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 (48 starting with the class of 2027)

- 8 credits – Language Arts
- 6 credits – Mathematics
- 6 credits – Science
- 6 credits – Social Science
- 4 credits – Career and Technical Education (Class of 2027 will have 5 total – Foundations of Computer Science required)
- 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
- +Electives to 56 Total Credits
- *** 8 Total Credits Must Be Weighted Classes

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, Keystone time, Academic Support time, Falcon’s Nest 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 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 coursework. 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. Students who finish in the top 10% of their graduating class and earn a Diploma with Distinction (56 credit minimum) 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 = Does not Affect 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
Metro Creative Writing 1310
Metro Intro to Literature 2450

Science

Biology II
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 & Politics

Career & Technical Education

Metro Entrepreneurship 1050
Metro Financial Literacy (Personal Finance) 1000
Metro Business 1000
Metro Marketing 1010
Metro Career Academy Courses

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
UNMC Health High School Alliance Courses

Other

French IV
Spanish IV

Half Weighted Credits

Language Arts

Honors English 9
Honors English 10

Science

Chemistry
Earth Science
Ecology

Fine Arts

Band IV
Choir IV
Advanced Art IV

Other

Digital Journalism IV
Accounting
French III
Spanish III

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 the 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.

FALCON'S NEST

The Falcon's Nest is a mostly voluntary, after-school academic help, school work completion, and task-organization program for students. It is held Monday-Thursday from 3:30-4:15 weekly. Each attending student will work with the Falcon's Nest Coordinator to create an Academic Recovery Plan. This Academic Recovery Plan will be shared with the student's teachers, parents/guardians, school counselor, coach/sponsor (if currently in a school sport or activity) and the Principal / Assistant Principal. After the Academic Recovery Plan is created, the student is encouraged to follow through with the plan (including future attendance at the Falcon's Nest) until he or she is passing all classes.

SPECIAL EDUCATION AND STUDENTS WITH DISABILITIES (Section 504) SERVICES

Services are provided for students who qualify under Rule 51 according to Nebraska State Statute.

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.

RETAKING 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 an 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 the 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.

HOMELESS STUDENTS

“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. “Homeless children and youths” shall mean any individuals who lack a fixed, regular, and adequate nighttime residence.

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 issued 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 to passing. Once a passing grade is achieved/confirmed on the Powerschool grading report (or verbally/written by the teacher), the student will communicate the progress to the Activities Director (or his or her designee). 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 (4:15 PM) 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. The administration may also use discretion on enforcement of the policy due to teacher absence or inability to grade assignments/tests/projects by the end of the day (4:15) on Wednesdays.

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 1st in order that the student can be eligible in the fall. Failure to meet this May 1st 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, eighth, 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 11th 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.

PLAYING TIME

The amount of playing time a student athlete receives is up to the discretion of the coach and is based on a variety of factors.

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 on 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 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 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 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.

**Article 5 STUDENTS Appendix to Policy 5416
Appendix "1" to 2023-24 Student Fees Policy of
Douglas County West Community Schools**

Additional Specification of Required Materials and Fees¹

Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum)² or Specific Material Required
Elementary Program		
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

¹ This listing is a part of the Student Fees Policy and is intended to provide supplemental information. For additional specifications, refer to the Policy.

² Generally, dollar amounts are stated in terms of "maximums." The actual fee or charge may be less during the school year.

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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--\$1.65 Lunch~ PK-EL \$2.75 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.
Secondary Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
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.

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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--\$1.65 Lunch, MS-HS \$3.00 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

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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	\$20 fee required from all students grades 6-12. Cord Replacement \$10 Adapter Replacement \$10
Robotics Tuition	Tuition for materials and participation in the Robotics Program	Tuition not to exceed \$500 per year

Extracurricular and other programs	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required	
Athletic Physicals	NSAA required athletic physicals	Cost varies; payable directly to student's physician or clinic.	
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 cost.	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:	
		Basketball	No additional
		Football	Mouthpiece
		Golf	Golf bag & clubs

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		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
Travel meals	Meals	Students are responsible for their own meals while traveling.	
Locker use	Padlock for locker	\$5.00 fee if damaged or not returned at the end of the year.	
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 shall be at the student's expense.	
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	
Clubs/Organizations			
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.	

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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.
Social & Recognition Activities		
School plays, musicals and social activities	Admission to events	Up to \$10.00 per play or activity
School dances	Admission to homecoming, etc.	Up to \$10.00 per event
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.
Picture Packets	Optional - Pictures are still taken for use in school yearbook.	Students purchase packets as desired and pay directly to photo company.

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<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>

Students

Grading System

The grading system of Douglas County West Community Schools shall be as follows:

- a. Achievement marks shall be given on a numerical basis for all grades 3-12 with the mark of 59 or lower considered a failure.
- b. The grading scale is as follows:

A	=	90-100
B+	=	87-89
B	=	80-86
C+	=	77-79
C	=	70-76
D+	=	67-69
D	=	60-66
F	=	0-59
I	=	Incomplete may be given to students that have not completed work by the end of the semester. Course work not made up will result in a failing grade.
P or NP	=	Pass or No Pass grades will be issued under special circumstances as approved by the administration.

- c. For all other grading reports received for transfer students, the principal or designee shall convert the grades to an approximately equal grade on our system.
- d. All grade reports will contain a percentage and letter grade for each subject, as well as the following: absences, tardiness, comments (if teacher desires).

Date of Adoption: August 14, 2023

AGENDA

Discuss, consider and take all necessary action with regard to possible approval and authorization to execute a real estate purchase agreement for the purchase of approximately 44.52 acres of real property generally located adjacent to N. 264th Street south of E. Meigs Street in Valley, Nebraska.

MOTION (Executive Session)

Motion that the Board of Education of this School District go into closed session for the purpose of a strategy session with respect to a potential real estate purchase, such closed session is necessary for the protection of the public interest.

INFORMATION FOR MINUTES

Motion by: _____ Second by: _____

Roll call vote:

Board Member	Voted in Favor	Voted Against	Abstained
Bill Koile			
Dr. Kelly Hinrichs			
Jamie Jorgensen			
Elizabeth Mayer			
Luke Janke			
Jim Tomanek			

Board President statements:

1. "Motion carries" or "Motion fails"
2. "The Board of Education of this School District will now go into closed session for the limited purpose of a strategy session with respect to a potential real estate purchase which is necessary for the protection of the public interest."
3. The following persons will be allowed to attend the Closed Session: all elected board of education members and the superintendent of schools.
4. Closed session commences at __:__ p.m.

MOTION (to approve agreement)

MOTION by _____ that the Board of Education of this School District approves the purchase of approximately 44.52 acres of real property generally located adjacent to N. 264th Street south of E. Meigs Street in Valley, Nebraska, and entering into a real estate purchase agreement for the purchase of such real property from the sellers, and that the Board approves the agreement and hereby approves and adopts the attached RESOLUTION.

Board member _____ seconded the MOTION. After discussion and on roll call vote, the following Board members voted in favor of passage and adoption of the above Motion and Resolution:

_____.

The following Board members voted against the same: _____.

The following Board members were absent or not voting: _____.

The above Motion and Resolution having been consented to by a majority of the members of the School Board of this School District, were declared as passed and adopted by the Board President at a duly held and lawfully convened meeting in full compliance with the Nebraska Open Meetings Law.

DATED this 14th day of August, 2023.

DOUGLAS COUNTY SCHOOL DISTRICT 28-0015, A/K/A DC WEST COMMUNITY SCHOOLS

BY: _____
President, Board of Education

ATTEST:

Secretary

RESOLUTION

BE IT RESOLVED by Douglas County School District No. 28-0015, a/k/a DC West Community Schools, a Class III School District under the laws and statutes of the State of Nebraska, at this regular meeting of its Board of Education, (“School”), that the Real Estate Purchase Agreement for the approximately 44.52 acres of real property generally located adjacent to N. 264th Street south of E. Meigs Street in Valley, Nebraska, more particularly described in the Agreement, by and between the School, as the buyer, and OSC Valley Meigs 1, LLC, a Nebraska limited liability company, OSC Valley Meigs 2, LLC, a Nebraska limited liability company, and Omnicorp Valley, LLC, a Nebraska limited liability company, collectively the seller, such Agreement in the form on file with official School records and as presented at this meeting or with such changes as are deemed necessary and in the best interest of the School and approved by the Board President or Superintendent of Schools, should be and are hereby authorized and approved;

BE IT FURTHER RESOLVED that the President of the Board of Education, or a designee for the School, should be and is hereby delegated the authority and is authorized and directed to negotiate the final Agreement and, upon negotiation of a final Agreement, to sign, execute, and deliver such Real Estate Purchase Agreement, and any amendments thereto, development plans, subdivision agreements, interlocal agreements, documents, or other agreements called for in such Agreement for and on behalf of the School, and is further hereby delegated the authority and is authorized and directed to execute and deliver any necessary deeds, amendments, subdivision agreements, interlocal agreements, easements or other instruments under such Agreement or necessary or prudent in the development of the described real property, and is delegated the authority and is authorized and directed to retain any necessary professionals for assistance, to pay the purchase price, development costs, design and construction costs, and all other costs and expenses, and to take or cause to be taken all other action necessary or appropriate to close the sale, purchase, and conveyance transaction, and to develop the described property and pay all development, construction and design costs and expenses as provided therein according to such Agreement or any approved changes thereto or those necessary to develop the property or in the best interest of the School upon presentation of deeds or other required plans, documents, or development proposals from the seller, or others on the described property to be purchased, received, and developed by the School under this Agreement.