

Board of Education Regular Meeting
Monday, August 12, 2024 7:00 PM
Central Office Board Room
401 South Pine Street
Valley, NE 68064-0378

1. Call to Order	
2. Public Communications and Correspondence	2
3. Approval of Agenda	
4. Administrative Reports	4
4.1. Superintendent's Report	34
4.2. Financial Report	36
5. Consent Agenda	
5.1. Approve Minutes	43
5.2. Approve Claims for Payment	
5.3. Approve Financial Report	
5.4. Approve Classified Staff	
6. New Business	
6.1. First Reading 2024 Policy Updates	49
6.2. Report of Academic Progress & Professional Development Plan for DC West Staff	107
6.3. Fiscal Year 2025 Budget Review & Discussion	126
6.4. Approval to Sell or Recycle Used Wheelchair Van	
6.5. 2024 Special Session Legislative Update	127
7. Adjournment	

Board of Education

Jamie Jorgensen

Bill Koile

Dr. Kelly Hinrichs

Elizabeth Mayer

Luke Janke

Jim Tomanek

Dr. Melissa Poloncic, 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 and the Valley City Hall.
- Notice of special meetings will be posted at least 24 hours in advance. Hearings will be published in The Omaha Daily Record.

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.



Board Meeting Procedures

“Engage, Prepare, and Empower”

**Douglas County West
Community Schools**

P.O. Box 378

401 S. Pine St.

Valley, Nebraska 68064

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.

August 2024 Special Education Report

Welcome to the 2024-2025 school year! We are excited and energized in the Special Education Department and looking forward to a great year.

Staffing Updates

Garrett Hoffman, 2021 DC West graduate, has accepted our open high school special education teacher position. Garrett is completing his secondary special education degree at UNO this semester with his student teaching assignment at Liberty Middle School in the Papillion La Vista Community Schools. Garrett will start with us in January, and we have a long-term substitute filling his position until he can begin. We are thrilled to welcome him back to Falcon Country! He will make an awesome positive contribution to our team.

High School Special Education Renovation

Our new space in the high school is ready to go! The modifications are completed for the building, the furniture is installed, and we have teachers hired to support our students. Please check out our new space the next time you're in the high school office or cafeteria.

Inclusive Practices

Our 2024-2025 Targeted Improvement Plan will focus on Inclusive practices. Inclusive practices are important because students with disabilities have better learning and life outcomes when they learn alongside their general education peers to the greatest extent possible. Six special education teachers and their general education teaching partners will participate in a six-day training series throughout the year on how to provide universal design for learning for all students and on how to collaborate and co-teach with each other to provide access and opportunities for success for all students. Inclusion will also be one of our main pillars for professional development for the district this year to support the Board's strategic plan goal around MTSS. We are excited to expand our skills and *#riseup!*

Administrator Days

Our team had a great time learning and bonding in Kearney during Administrator Days last month. Thank you for your continued commitment to this important professional development for our team.

Kudos

Kudos to Linsey Bellinger, Elementary Speech Language Pathologist, who participated in NDE's Assistive Technology Cohort last year. Linsey took it upon herself to participate in ongoing learning to become an expert in assistive technology in our district. She completed a Capstone project that focused on developing systems for AT considerations in our district, and we plan to spend some time this year training our teachers in this important area.

Thank you for your continued support for our special education programming!

Respectfully submitted,
Nicki Pechous, Ed.S.
Director of Special Education

August 12, 2024

Board Report

Alan Sarka

DC West Community Schools

We are both thrilled to be a part of the DC West Community Schools. Dr. Kerns has done so much to help orient us to the school and has helped us in so many ways. We have been impressed with the positive support of Dr. Polonic and the members of the Administration Team. The teachers and staff that we have met have been welcoming, positive, and ready to help in any way.

Contents:

1. Welcome Back School Letter
2. Letter of Introduction- Mr. Alan Sarka, Assistant Principal
3. AP Non-Negotiables
4. Summer Professional Learning
5. Collaboration with Principal and Assistant Principal

1. Welcome Back to School Letter:

Hello Falcon Families,

We hope you are having an amazing summer! Soon, it will be time for school and we hope that you are relaxed, recharged, and ready to start the new school year. The word NEW has special meaning this year. You will have a new Principal - Dr. Jed Johnston - and a new Assistant Principal - Mr. Alan Sarka. We welcome new teachers Miss Mikayla Olson in fourth grade and Miss Emma Shepard in 2nd grade. We also welcome Ms. Katie Hamik as SLP and Miss Sailer Bails who will teach SPED. Also, a warm Falcon Welcome to the new Preschool and Kindergarten students and other new students (and families) who will join our school. In fact, we welcome all students as each will start a new year, most with a new teacher. Finally, we welcome a wonderful group of teachers and staff who will work with and serve a new group of students.

There is always a sense of excitement at the beginning of each new school year. We eagerly await the start and can't wait to welcome our students and their families back to campus. DC West Elementary is truly an amazing place. Together, we are a community where parents,

teachers, and students care for each other and strive to build positive relationships that support academic success and social growth. Student success relies heavily on the support offered both at school and at home and the strong partnership we develop. We are certain that our common responsibility for children's success will provide fruitful outcomes as the year progresses.

SCHOOL HOURS

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Reminders

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3. **First day of school for Preschool students:** Thursday, August 15th
4. **Pictures:** Thursday, August 29th, retakes are scheduled for October 17th
5. **The DC West Elementary PTSA** provides programs and coordinates different activities for our school. Please join in! You may contact them at DCWestPTSA@gmail.com
6. If you have any **questions about bus routes**, please contact the superintendent's office at (402)-359-2583.
7. Please contact the **Twin Rivers YMCA** at (402)-359-9622 for further information on their **childcare program hours and registration process.**

Children's safety is everyone's responsibility. Thank you for your patience and for modeling the Falcon Way to your young Falcon(s). Procedures have been developed to provide a safe and efficient way to get all of our students to and from school safely each day:

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- **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.
- Please do not park in the drop off loops.

Thank you for helping DC West remain a celebrated and successful school. It is an honor and privilege to serve as your principals. We look forward to meeting each of you!

All the best,

Dr. Jed Johnston, Principal, and Mr. Alan Sarka, Assistant Principal

2. Letter of Introduction- Mr. Alan Sarka, Assistant Principal

My name is Alan Sarka and I am excited to join the DC West Community as the new Elementary Assistant Principal. This is my 15th year in education. I started my journey with Millard Public Schools. I spent my first 8 years as a K-5 physical education teacher and the following 6 years as an admin intern. I received my undergraduate degree from the University of Nebraska at Omaha in K-12 physical education and my Master's degree in Educational Leadership from Doane University.

I am coming to DC West with a strong commitment to empower students to demonstrate growth and achievement, to encourage a positive school culture and learning environment where students and teachers can thrive, and to prepare students with the tools and skills necessary to be successful along their educational and life journey. I highly value building

positive, productive and trusting relationships and I look forward to doing so with the parents, families, and community members of DC West.

A little about me personally, my wife Casey and I live in Omaha around the midtown area. In our free time we enjoy gardening, exercising, cooking, traveling, comedy shows, and sporting events. I support Creighton Bluejay basketball, Denver Broncos football, and LSU baseball. Something unique about my wife and I is that we do dog boarding at our house. We love meeting different breeds of dogs and we really enjoy the canine company.

I am looking forward to joining the falcon family. I can't wait to meet all of the students and families that make DC West an amazing community. Thank you ahead of time for welcoming me.



3. Assistant Principal Non-Negotiables

- All decisions will be made based on what is best for student growth (socially, emotionally, academically)
- We will take a collective efficacy approach in our school
- We will be productive problem solvers and not have conversations in silos or “bond in the yuck.”
- We have a growth mindset for both ourselves and for our students

- Failure-forgiveness-grace (We are all people first)
- Be vulnerable to share/Receive feedback that led to student success
- We will actively contribute to a positive school culture

4. Summer Professional Learning:

Responsive Classroom Training Shawnee, KS June 2, 2024- June 6, 2024:

This Summer 9 dedicated staff members went to Shawnee, KS for Responsive Classroom Training. Over the course of 4 days staff collaborated and engaged in professional learning centered in best practices for an optimal Tier 1 Learning Environment. This learning was a continuation of the work that was done last Summer and implemented throughout last school year. This Summer's team will now collaborate with last year's team to provide on-going professional development to staff as we strive to fully implement the Responsive Classroom Practices with all students.



2024 Responsive Classroom Team:

1. Amy Ethen- 1st grade
2. Megan Nalasco- SPED
3. Taytum West- 2nd grade
4. Kristen Reeves- School Counselor
5. Maggie Bottorff- 4th grade
6. Sam Shepard- Kindergarten
7. Reagan Rosenberg- School Psychologist
8. Rachele schurman- Pre-School
9. Riley Toelle- 3rd grade
10. Alan Sarka- Assistant Principal

HumanEX Conference Omaha, NE at Baxter Arena June 26, 2024-June 27, 2024

HumanEX was full of great speakers on the topics of leadership, perseverance, and serving others. Dr. Poloncic was honored as a HumanEx Exemplar during the conference for outstanding leadership contributions.



Administrator Days Kearney, NE July 23, 2024-July 26, 2024

Administrator Days for a great opportunity to connect and collaborate with our team and other administrators from around the state. The conference offered many knowledgeable speakers for attendees to individualize their learning. Dr. Melissa Poloncic was honored at the conference and received recognition for being awarded Nebraska State Superintendent of the year. To cap off the conference, the famous Gerry Brooks spoke to the attendees. His presentation was filled with laughter and also some tears, as he spoke about the power of servant leadership and the life-long impact a caring educator can have on a student.



5. Collaboration with Principal and Assistant Principal

Jed and I have worked several days to learn more about the processes in place, the systems in place, and the culture of DC West Elementary School. Dr. Kerns has been extremely helpful in orienting us and has gone out of his way to help us. We have collaborated, along with advice from Dr. Kerns on a Delegation Tree. This document will evolve throughout the year as roles are learned and developed.

DC West Elementary - Administration Leadership Delegation Tree

2024-2025

Draft - A working document

Leaf Decisions - Make decision, act on it, no report needed - self evaluate steps taken

- Minor disciplinary infractions
- Proactive planning on students with teachers/staff
- PLC participation and guidance
- HAL programming - plan/testing
- Approval of classified timeclock
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Branch Decisions - Make the decision, act on it, report action, self-evaluate process engaged

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- MDT/IEP Representative - difficult situations
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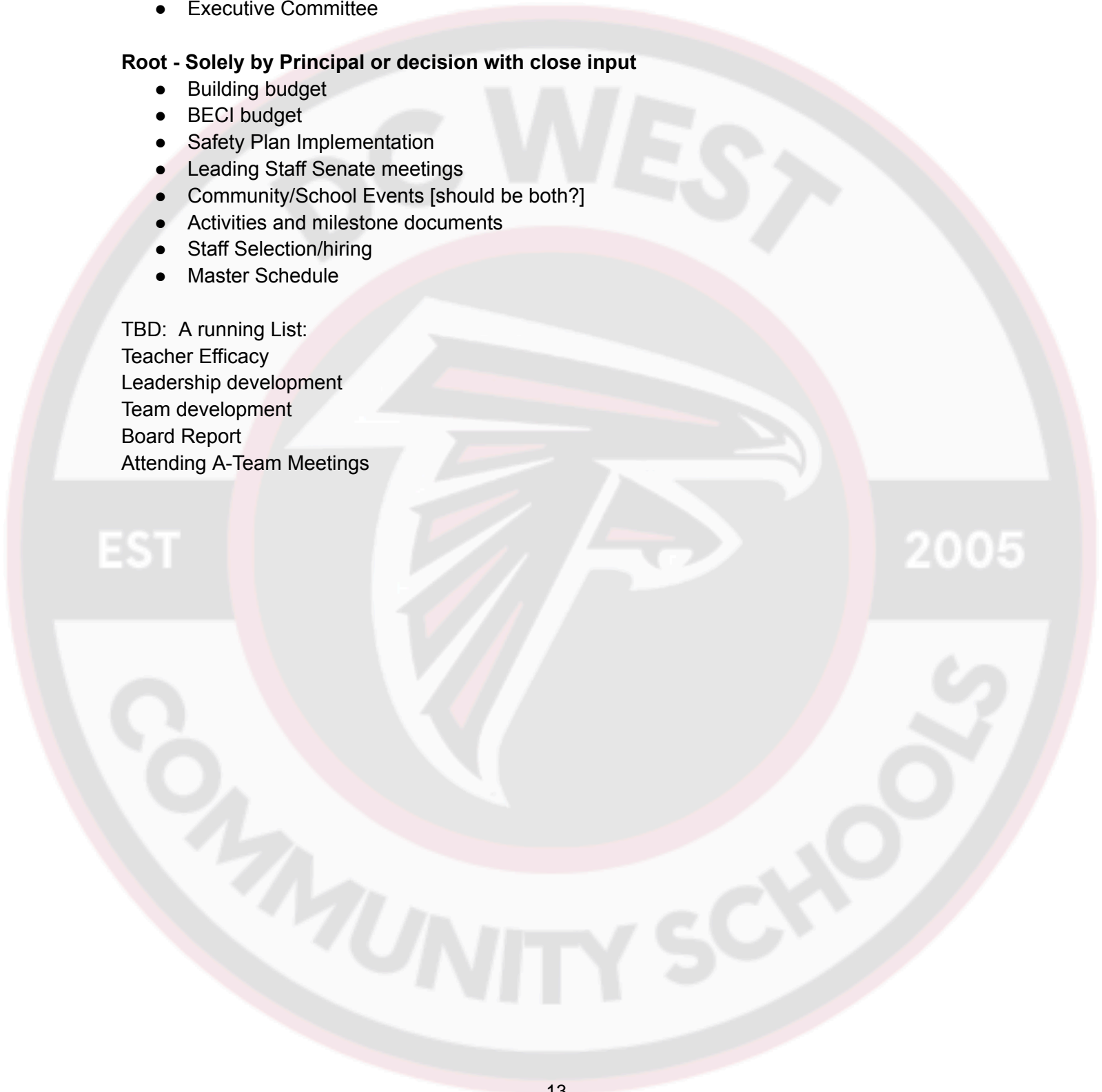


- Executive Committee

Root - Solely by Principal or decision with close input

- Building budget
- BECI budget
- Safety Plan Implementation
- Leading Staff Senate meetings
- Community/School Events [should be both?]
- Activities and milestone documents
- Staff Selection/hiring
- Master Schedule

TBD: A running List:
Teacher Efficacy
Leadership development
Team development
Board Report
Attending A-Team Meetings



August 12, 2024
Board Report
Dr. Jed Johnston
DC West Elementary School

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All the best,

Dr. Jed Johnston, Principal, and Mr. Alan Sarka, Assistant Principal

2. Letter of Introduction - Dr. Johnston, Principal

Greetings DC West Falcons and Families,

My name is Dr. Jed Johnston. I am delighted to serve as your principal for this upcoming school year. For the last three years I have been a retired educator and have observed DC West Elementary School through the eyes of a Grandpa as I attended school activities, volunteered in one of the preschool classrooms, and dropped off/picked up my grandson from school - by the way, my compliments to all the cordial drivers who yield and allow others into the driveway! I would not come out of retirement for just any place, but I am for DC West. I believe it is a special place for learning!

My wife, Nancy, and I blended families 29 years ago and have four adult children, three daughters-in-law, and five grandchildren. Three of our adult children are teachers - at Millard South High School, at Millard West High School, and at DC West. The other, a retired Navy pilot, flew off aircraft



carriers and was also an instructor and trainer of pilots. Teaching and learning are a huge part of our family. It has been so rewarding to see our children follow their hearts and serve others.

I come from a family of educators. Four generations of Johnston educators tallying 2,770 (and growing) years of service. There have been multiple generations of family associated with this school district. In the Valley years, my father served as the Superintendent and two brothers graduated. My wife and our daughter, Alyssa, teach at DC West and my grandson is a Falcon. We love this school!

Over the course of my career I have served as a classroom teacher, as an instructional facilitator, and as an elementary principal. I also trained teacher leaders and future principals through the Doane Educational Leadership Program. Many of my graduates are successful school principals across the state. As the Principal of DC West Elementary, I will come full circle as an educator.

Currently, I am President of the Kiwanis Club of Southwest Omaha, a service club dedicated to improving our community one child at a time - that fits my mission well! I also am a regular blood donor and recently reached the nine gallon level.



Nancy and I enjoy time with our grands and love to go to their activities and watch them grow and learn. As a retirement gift to ourselves we purchased a pull-behind camper and love the occasional camping trips, hitting as many National Parks as we can. We spend time seeing our beautiful country, reflecting, and reading! A love of travel through cruising and learning about other countries and cultures is another recent discovery.

I believe in service, in helping others uncover their potential, and in making sure that our most valuable resource, our children, grow and develop as learners to become well rounded human beings. I am looking forward to meeting and getting to know each of you so please introduce yourself when we cross paths. Together, we can make a huge, positive impact on the lives of our children.

Sincerely,
Dr. Jed K. Johnston (Dr. J.)

3. Interim Principal Goals

- Develop **Relationships** - strong, positive relationships support a healthy learning environment - students, families, you
- Continue **Best Practices** - DC West has lots in place...continue these and look for next logical steps
- Develop **Collective Efficacy** - We have the knowledge, skill, and energy to address anything that comes our way; individual and team growth/development; belief that we can all learn and grow; cultivate potential.
- Grow **Leaders** - Assure AP role is established and develop teacher leadership (efficacy)
- Prepare for **Change** - change is personal, emotional, and inevitable. In less than a year you will experience a change in leadership. How can I help prepare us all for change?

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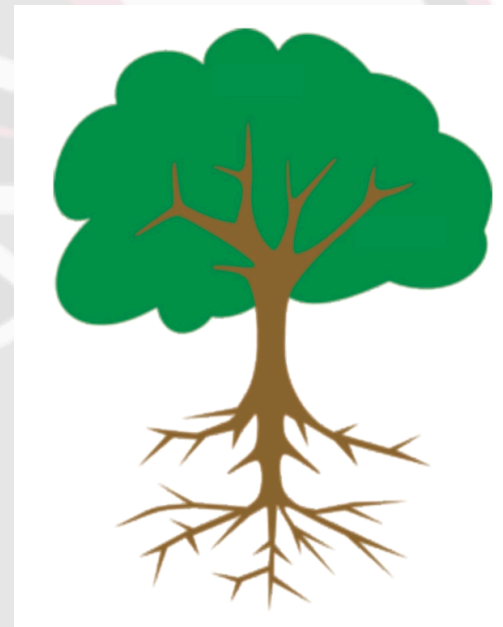
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TBD: A running List:
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Leadership development
Team development
Board Report
Attending A-Team Meetings

Board Report
August 12, 2024

Jim Knott - Principal
Douglas County West High School

Wow...ready or not, here we GO! As always, the new school year brings a renewed excitement for students, staff, and parents. From the recent ground breaking at the new outdoor athletic complex, to fall sports practices officially starting, to new course offerings at the High School, and meeting new staff, administrators, and students, it is a GREAT time to be a Falcon!

Every new school year also brings new faces to our team. This year at the high school, we will have seven new employees or DC West veterans in new positions. Their names and bios are listed below. Please stop by and meet them at open house on Monday, August 12, from 6:30-8:00.

Mekenna Haahr – Mrs. Haahr is from originally from Milford, Nebraska, earned her education degree from Northwest Missouri State University, and taught special education at DC West Elementary School from 2017-2023. She is coming back half-time to teach special education at the high school this year.

Jacob Gagner – Mr. Gagner is originally from Sitka, Alaska and earned a math degree at Midland University. He taught Middle school STEM at DC West last year. This year, he will be teaching Pre-Algebra, Algebra I, and Algebra I Support at the High School.

Logan Johanson – Mr. Johanson is originally from Utica, Nebraska and attended the University of Nebraska Kearney earning degrees in International Studies and Spanish Education. He spent the past year in Spain teaching the English language to native Spanish speaking students. This year, Mr. Johanson will be teaching high school Spanish at DC West.

Lisa Masters – Mrs. Masters earned her undergraduate degree from the University of Arkansas and her master's degree from University of Nebraska, Lincoln. Before coming to DC West, she was the Special Education Department Leader at Papillion LaVista Middle School and taught at Ramstein Air Force Base in Germany for one year. Mrs. Masters has taught middle school special education at DC West since 2022. Next year, she will teach half time special education at the middle school and half time at the high school.

Katie Richards – Ms. Richards is originally from Ashland, Nebraska and earned her education degrees from the University of Nebraska Lincoln and Kearney. She taught Family and Consumer Science at Giltner Public School from 2019-2023 and was the Middle School Counselor at DC West last year. This year she will be taking over as the High School Counselor at DC West.

Jeremy Travis – Mr. Travis is originally from Sidney, Iowa and is the long-time Middle School Principal at DC West. Starting in August, he will be taking over the Activities Director duties at the Middle and High Schools.

Shawna Younghans – Mrs. Younghans is originally from Oxford, Nebraska and earned her education degrees from the University of Nebraska Omaha. She was the Director of Special Education at Boystown from 2016-2021 and most recently, the Dean of Students at Ralston High School. She will be starting at DC West High School in August as the Administrative Facilitator.

Board Report
August 12th, 2024

Shawna Younghans- Administrative Facilitator
DC West High School

Happy beginning of the school year. "A new school year means new beginnings, new adventures, and new challenges." *Witmer*. I am excited to begin this new position as the High School Administrative Facilitator. As I begin my role, I will evaluate the past, problem-solve for the present and be proactive for the future.

First, my name is Shawna Younghans. Previously, I spent three years at Ralston High School. I began as a Special Education teacher and spent the last school year as the Dean of students. At Ralston, I experienced working with families in difficult situations. Families and students need to be heard, given grace and walked through problem-solving solutions without lowering expectations. All students can be successful, some need more/ less support throughout their educational journey. Before Ralston, I worked at Boys Town for 12 years working in the family home, teaching all grade levels at the Level 3 Day School and completed my time serving as the Director of Special Education for 5 years. During my tenure at Boys Town, consequences were not the main focus to remediate student behaviors. The focus was on ways for the student to learn given the situation. I believe, fully, in reinforcing positive behaviors in students, so they will repeat the behavior. With that, students are not inherently a behavior issue. Students, who have social and behavioral deficits need to be taught how to problem solve situations and taught appropriate skills. When students have multiple concerns, my focus is for students to take accountability and responsibility for, at minimum, one behavior that contributed to the situation. Each position taught me different ways to work with students and families and shaped my values and beliefs. I am truly thankful for each lesson that I have learned from my previous positions.

My husband, Clint and I have been married for 11 years and have 2 boys, Jack (5) and Jared (2). Jack is enrolled here at DC West for Kindergarten. We enjoy anything that has to do with the outdoors, fishing, boating, hunting, swimming and exploring in all types of Nebraska weather. We are excited to cheer on the Falcons as a family and meet our DC West family at the different events throughout the school year.

Currently, Mr. Knott and I have been collaborating on the aspects of this new role at DC West High School. We have determined that I will be working with discipline, attendance, social and emotional learning in Keystone time and instructional walkthroughs. Mr. Knott and I will continue to work together to determine the needs of our stakeholders and make adjustments to the position when needed.

Being proactive is a huge belief of mine. Starting with attendance, we will begin with what we know.

- **Students should miss no more than 9 school days each year to stay engaged, successful and on track to graduate.**
- **Frequent absences can signal a student is losing interest in school, struggling with schoolwork, or facing some other difficulty.**
- **By 9th grade, attendance is a better predictor of graduation rates than 8th grade test scores.**
- **Missing 10%, or 2 days a month, over the course of the school year, can affect a student's academic success.**

Then we created an Attendance= Success process to begin addressing attendance issues.

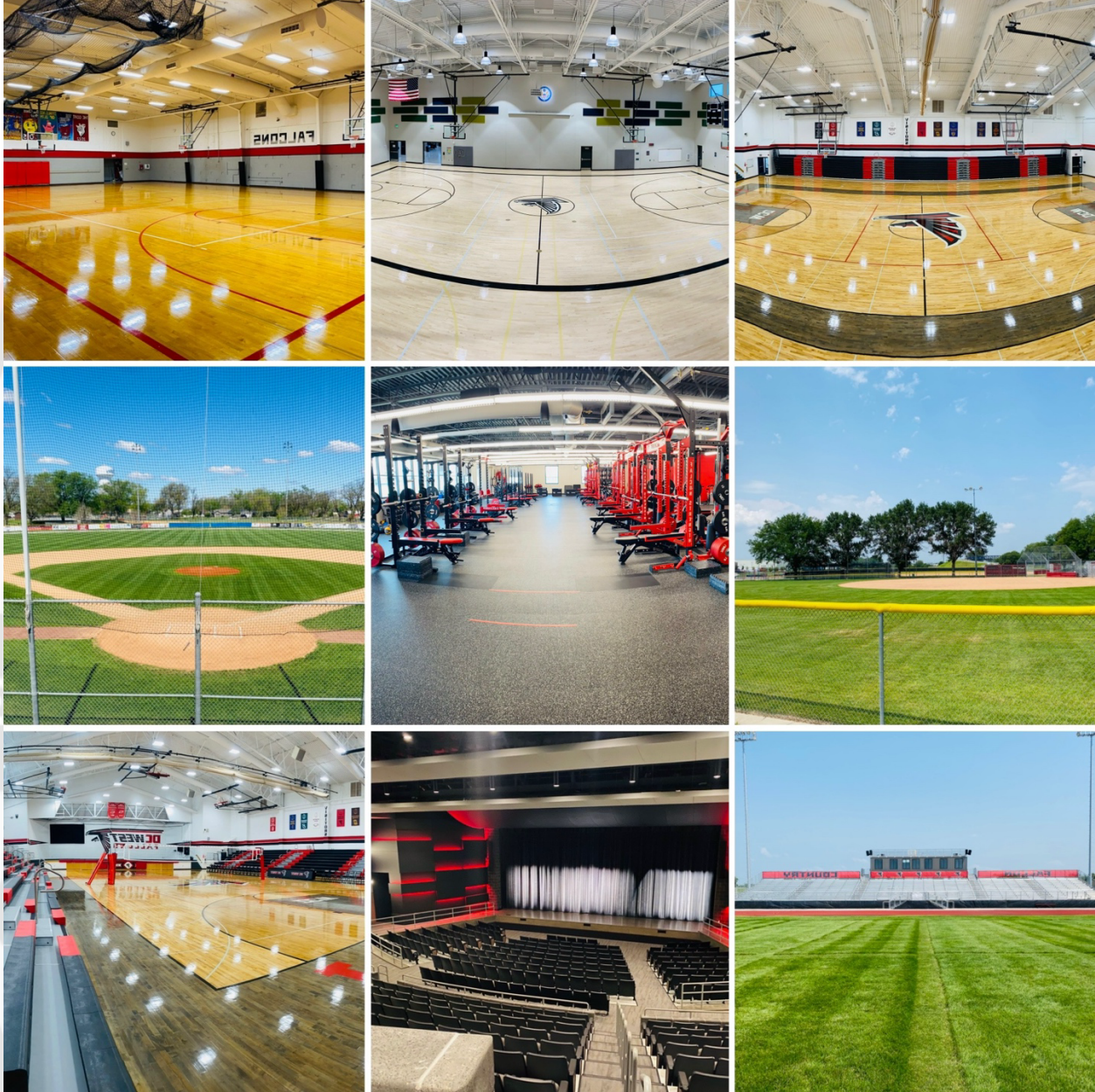
Steps to improve Attendance

- 3 days Tardy/ Absences - 1st period = Problem solving conversation
 - In attendance: Admin Facilitator and student
- 5 days Tardy/ Absences - 1st period = Problem- solving Meeting
 - In attendance: Admin Facilitator, Student, Parent
 - Plan created with team supported consequences
- Each 5 Tardy/ Absences after- 1st period = Meeting
 - In attendance: Admin Facilitator, Student, Parent
 - Explain/ Adjust next steps in plan and consequences

* 5 day consequences include but not limited to: Falcon's Nest participation, Detention, In-school suspension

* 20 day consequences include but not limited to: Falcon's Nest participation, Detention, In-school suspension, Referral to County Attorney for Truancy

Together, we will continue to improve and grow. I look forward to an amazing school year and Go FALCONS!!!!!!!



**Douglas County West
Director of Athletics & Activities Board Report August 2024
Mr. Jeremy Travis**

Well.....We. Are Here!

Happy start to the 2024-2025 school year here at DC West. Since hitting the ground running in the Spring in the Director of Athletics & Activities World for both the Middle School and High School, I think we have made a lot of progress over the summer months to begin creating some systems and attempting to proactively be more prepared for this upcoming school year for all of our programs. There are a few positions that I want to share some information on with you.

Over the summer, we restructured the previously approved position that was held by David Merryweather as the Scoreboard/STRIV Design Director. With us no longer using STRIV as our streaming service, we had the opportunity to make this position look different to fill the new needs for games/events in the audio/visual world. Here is the position that we recently advertised and will be looking to fill immediately:

DC West Home Event Audio/Visual Coordinator

This extra duty includes:

- coordinating technical needs at home high school events
- preparing and playing audio (music)
- create, coordinate, and prepare content for scoreboards
- partner with high school sports media class, AD, coaches, etc. on content
- attend all home JV/Varsity events (volleyball, football, gbb/bbb, wrestling)
- assist with substitutions in volleyball and basketball at the scorer's table
- assist with being prepared for school pep rallies

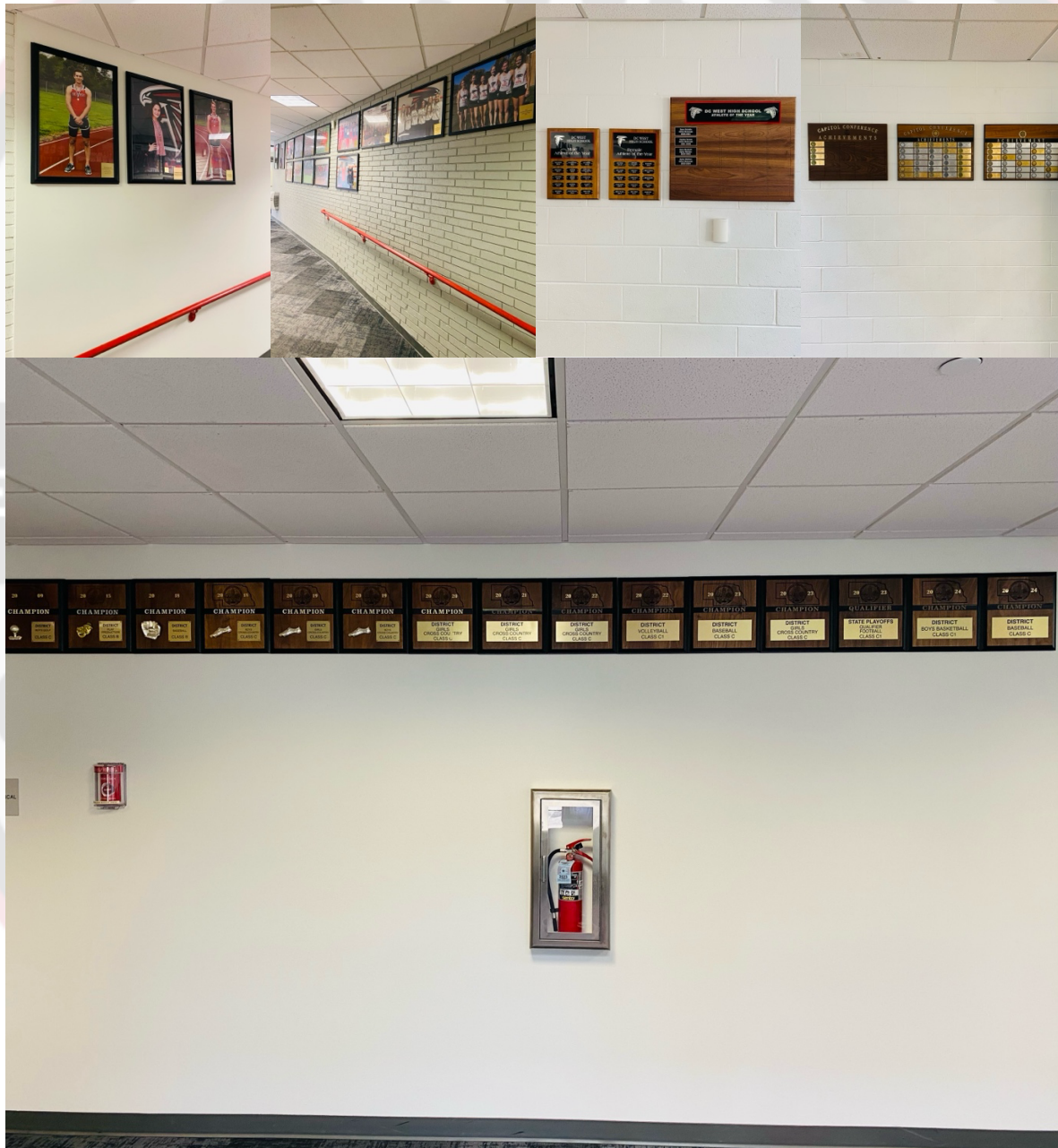
We are in need of adding a DC West Performing Arts Center (PAC) Coordinator extra duty position. We have had a staff member assisting us with all of the duty needs of the (PAC) below throughout this past school year. If we get the approval then we will look to get this filled as soon as possible as we have events and maintenance going on as we speak:

DC West Performing Arts Center (PAC) Coordinator

This extra duty includes:

- scheduling of the space (calendar dates and times)
- coordinating technical needs in the PAC
- preparing for events (lights, sound, AV, stage equipment, etc.)
- coordinating maintenance and purchases of all PAC items with administration
- present and working equipment for all concerts, presentations, shows, musicals, etc.
- the main point of contact for all PAC needs

We have been working on an **Athletic & Activity Gallery** by creating a **NSAA Individual State Championship** picture wall, **NSAA Teams and Individual Players** pictures wall, **District Championship Plaques** wall, **Male and Female Athletes of the Year** wall, and **NCC Champions and Runner-Up Plaques** wall. By creating these areas, we are able to continue to build upon for years to come.



I want to give credit to my wife, Larissa Travis as she was also able to dedicate some work this summer to cleaning and organizing our current **Trophy Cases**. Outside the south gym is the **Valley and Waterloo History** trophy case, in the cafeteria is the **DC West Athletics** trophy case, outside of the PAC is the **DC West Fine Arts** trophy case, and down by the middle school office is the **DC West Middle School** trophy case. We also just purchased another trophy case that will be located outside of the robotics room for some of our **DC West Activities** that receive trophies and awards like robotics, trap, weight Lifting, etc. It was a good project and I want to thank everyone for their efforts. This excites me as I love to recognize and celebrate team and programs success!



To view upcoming **Team Schedules or Events**, please take the following steps:

- Go to www.dcwest.org
- Click on the Activities Calendar
- Click on View Schedules
- Select Team
- Click View

There is a lot of coordination during this time of year with our teams, coaches, other schools, officials, transportation, concessions, first responders, the NSAA, etc. so if you see me out and about and all over the place, that is why. I am also currently preparing the slide shows for our upcoming Coaches and Sponsors Meeting as well as our Athletic Kick-off Night that I will share with you next month. I believe we have a lot to look forward to in this upcoming school year and I can't Thank You for all of your support and efforts to help make this all happen for our students, staff, families, and community!

Have a great start to the school year with your own families too!



 **JEREMY TRAVIS**
Director of Athletics & Activities (7-12)

DC WEST Community Schools
Engage, Prepare, and Empower

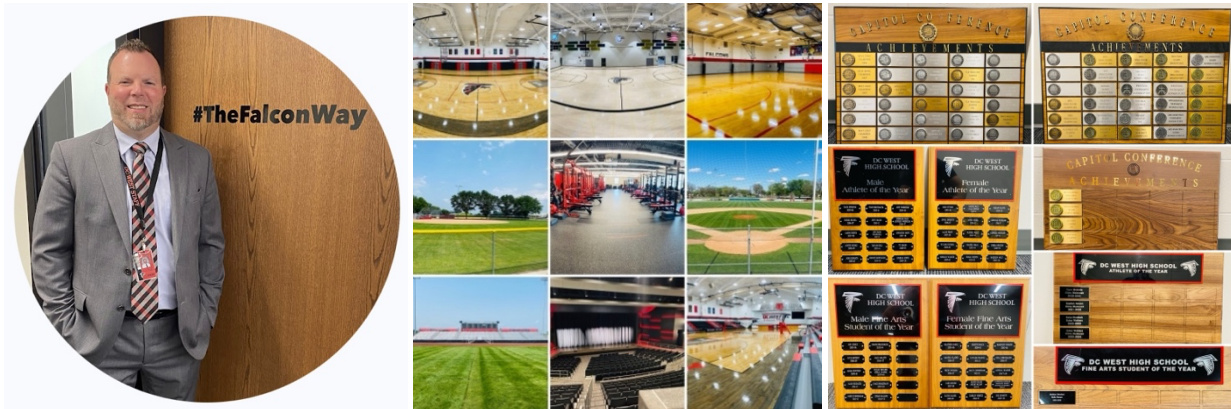
📍 401 S. Pine Street
Valley, NE 68064

📞 402.359.2583

✉ jtravis@dcwest.org

✕ @DCWestFalcons

DC West Director of Athletics & Activities



Parents and Students,

Welcome to Douglas County West Community Schools, Home of the Falcons! I am Jeremy Travis and I am the New Director of Athletics and Activities (7-12). I am beginning my 25th year in education in our school district. Previously, I was the Middle School Principal/AD for the past 15 years, taught Physical Education and Weight Training at the High School for 9 years, the HS Head Boys' Basketball Coach for 12 years, and I have also been involved in a number of athletics and activities during my time.

Before DC West, I earned my bachelor's degree from Midland Lutheran College where I also participated in basketball and golf at the collegiate level. I received my Masters in Administration Degree in Educational Leadership from Doane College.

I am married to my wife Larissa and I have four boys in Brody (Junior at Simpson College), Drake (Freshman at Peru State College), Gage (10th grade), and Grady (7th grade). We really enjoy participating in all of the athletics and activities that DC West has to offer all of our students and families of the DC West community.

DC West is a member of the Nebraska Capitol Conference (DC West, Arlington, Conestoga, Fort Calhoun, Logan View-Scribner Snyder, Louisville, Raymond Central, Syracuse, and Yutan). We are both a Class B and C-1 School depending on the Athletic or Activity. Students will be encouraged to get involved in our school and to participate in the Athletics, Fine Arts, and Activities that we have to offer.

Here are the Head Coaches and Sponsors at both the High School and Middle School for this upcoming 2024-2025 school year:

Cross Country: (HS) Ty Hansen and (MS) Nolan Zimmer, **Football:** (HS) Mike Troy and (MS) Jesse Hays, **Softball:** (HS) Ady Watts, **Volleyball:** (HS) Bob Wald and (MS) Sydney Trout, **Cheerleading:** Alyssa Lindahl, **Dance:** (HS) Maggie Dailey, **Speech:** (HS) Kristi Eggen and (MS) Sherry Dill, **One Act:** Sherry Dill, **Boys Basketball:** (HS) Chip Daehling and (MS) Chris Douglas, **Girls Basketball:** (HS) Russ Ninemire and (MS) Mattie Subbert, **Wrestling:** (HS) Ryan Braun and (MS) JD Gagner, **Boys Track:** (HS) Mattie Subbert and (MS) Jake Subbert, **Girls Track:** (HS) John Brockhaus and (MS) Amber Axline, **Girls Soccer:** (HS) Laura Troutman, **Baseball:** (HS) Joel Voss, **Golf:** (HS) Ben Knobbe, **Band:** Liz Guinn, **Choir:** Dawn Beyl, **Unified Sports:** Lisa Masters, **Robotics:** Lisa Leonard, **Student Council:** (HS) Heather Cox and (MS) LeAnn

Siekman, **Art Club:** (HS) Sean Pralle and (MS) Sara Gotch, **NHS:** (HS) Matt Caldwell, **Quiz Bowl:** (HS) Matt Caldwell, **FBLA:** (HS) Ben Knobbe, **HOSA:** (HS) Cyndi Thomas, **Spring Play/Musical:** (HS) Sherry Dill and Dawn Beyl, **Strength & Conditioning:** Morgan Bergen, **Freshman Class:** Morgan Bergen, Logan Johansen, Lisa Leonard, and Sean Pralle, **Sophomore Class:** Brad Henderson and Kristi Eggen, **Junior Class:** Lindsey Boardman and Maggie Dailey, **Senior Class:** Kim Remmick and Jared Wiemer.

Here are some important Dates for the Start of the School Year:

August 12th Start of High School Fall Practices

August 14th Middle School Fall Athletic Sign-ups at the Middle School (Middle School Practices Start on the Following Dates: Cross Country (August 15th), Football (August 19th), Volleyball (August 19th).

August 21st 6:00 All High School Athletic Kick-off Meeting (players and parents please attend if you are planning on participating on any High School Athletic Team throughout the school year) in the Performing Arts Center followed by Fall Athletic Parent/Player Team Meetings (Football, Volleyball, Cross Country, Softball).

To view upcoming **Team Schedules or Events**, please take the following steps:

- Go to www.dccwest.org
- Click on the Activities Calendar
- Click on View Schedules
- Select Team
- Click View

In Order to Practice/Participate Students Must Have:

- **Sports Physical** (All students entering the 7th – 12th grade for the 2024-2025 school year MUST have a sports physical if they plan to participate in any athletics for the 2024-2025 school year.
- **Signed NSAA Parent Consent Form**
- **Paid \$35 Student Activity Pass/Fee** (This will allow all students to participate in any activity throughout the school year as well as be able to attend all home DC West activities for free admission except tournaments and special conference, district, or state-level events.)

S.A.L.T. (Student Athlete Leadership Team)

We're looking for difference making student athlete leaders to continue to positively impact and build upon **The Falcon Way** culture here at DC West. Student team representatives will be recommended to participate in S.A.L.T. by their coaches & staff members for the leadership abilities that they have displayed.

When: Tuesday Morning's from 7:00 - 7:45am (Donuts 6:45 - 7:00)

Dates: 8/27, 9/17, 10/22, 11/19, 12/10, 1/14, 2/11, 3/4, 4/8, 5/6

Where: Performing Arts Center (PAC)

Students will be involved in leadership activities and listen to difference making guest speakers messages to be able to bring back to their teams. We are also partnering with Humanex Ventures and their leadership activities. This will be an exciting step to continue to develop player led teams and programs here at DC West.

Please consider joining the **Falcon Pride Booster Club** as they provide support for all of our High School Athletic Programs here at DC West throughout the school year! Here is what the **Falcon Pride Booster Club supported in 2023-2024:**

- Kick-off Seasonal Donation to each DCW Athletic Program
- End of Season Donation to Team Dinner 's
- BSDN Live Broadcasting for all DCW High School Events
- Equipment for Excellence Campaign - DCW Strength & Conditioning
- DCW Athletic Tent for Track
- Sponsored Basketball Team at Sokol Arena Tournament
- Athlete Signs for State Qualifications
- Card My Yard Decorations for State Qualifications
- Senior Individual Banners
- Two Senior Scholarships

Your Individual, Family, and Business Memberships and Donations are key to supporting opportunities to our DC West Student Athletes and their Programs. Thank you for your support!

We feel that we have many experiences to offer your son/daughter during their secondary years. Please feel free to attend an athletic or activity event and check out some of the great things that are going on. If you have any further questions, please don't hesitate to e-mail Mr. Travis at jtravis@dcwest.org . We are looking forward to another great year, Go Falcons!

In Education,

Mr. Jeremy Travis, M.A.
DC West Director of Athletics & Activities (7-12)

Douglas County West Community Schools Website: www.dccwest.org

Douglas County West Community Schools Facebook

DC West Community Schools Twitter: @DCWestFalcons

DC West Middle School Twitter: @middle_dcw

#RiseUp #TheFalconWay



**DC West Middle School
Welcome Back Letter
August 2024**

Letters to Families (Sent in July)

Dear 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 lead a middle 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 we might face.

We would like to welcome our new teacher's to DC West Middle School: **James Eddy** (MS STEM), **Molly Dembinski** (6th Grade ELA), **Logan Dunn** (MS Librarian/MS HAL), and **Michelle Anderson** (MS Special Education). We are looking forward to having their enthusiasm for teaching and overall caring for students in our middle school for this upcoming school year.

Thank you in advance for helping DC West Middle School remain a celebrated and successful school. It is an honor and privilege to serve as your principal. Enjoy the rest of your summer and we look forward to seeing you in August.

Respectfully,

Jeffrey S. Kerns

Dr. Jeffrey Kerns
JKerns@dcwest.org
DC West Middle School Principal



Important Dates

Middle School Open House

Monday, August 12th, 2024 from 6:00-7:30 pm.

- There will also be a 6th grade Orientation Meeting from 5:00-5:45 pm in the New Performing Arts Center at DC West prior to the Open House on that night.

First Day of School

Wednesday, August 14, 2024

- Breakfast will be served
- Early Dismissal 11:45 a.m. (No Lunch Served)

Picture Day

- Middle School student pictures will be taken August 23, 2024.
- Retakes will be October 18, 2024.

Fall Athletics/Activities

ALL Practices Times are (3:45-5:15) after school on Mondays thru Thursdays. We will not have practices after school on Friday's due to the early dismissal schedule. Students must be picked up from practice no later than 5:30.

Fall Athletic Sign-ups for 7th and 8th grade Cross Country, Football and Volleyball will be on Wednesday, August 16th during the school day.

Football Practice: Begins on Monday, August 21st . First game is September 7 th at Fort Calhoun at 5:30. DC West will provide all football equipment, however football cleats are the student's responsibility if they choose.

Volleyball Practice: Begins on Thursday, August 17th (Elementary Gym). First game is August 31 st vs Oakland-Craig at 4:00.

Cross Country Practice: Begins on Thursday, August 17 th . First Invitational is August 31 st @ DC West-Sycamore Farms at 3:30.



Academic Support

Academic Support is in the middle of the school day and will run the last 20 minutes during Pride Monday-Thursday for our middle school students. Any student that shows up on the Warning List (Students Failing Two or More Classes) on Monday morning must report to their designated grade level Academic Support location to work on any missing assignments with designated Middle School Staff Members. The goal is to work on homework completion and to improve on the student's overall academic performance.

Falcon's Nest

Your student will have homework at DC West Middle School. 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 disruptive behavior not conducive to the learning environment.

Middle school students may be assigned to "The Falcon's Nest" (an after school academic support) which runs Monday thru Thursday and 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.



DC WEST Community Schools

Engage, Prepare, and Empower

Superintendent’s Report August 12, 2024

Administrative Team Building

We have met several times this summer as a new administrative team. Several of our administrators have switched roles or are new to the team. Our teamwork has been outstanding and we have been able to support and align our efforts in order to function well as a cohesive unit. We will continue with this focus as we begin the new school year. We have some outstanding new team members and I hope you take some time to get to know them. Welcome Dr. Jed Johnston, Interim Elementary Principal; Mr. Alan Sarka, Elementary Assistant Principal; and Shawna Younghans, High School Administrative Facilitator.

Option Enrollment Report 2024

Legislative changes to option enrollment last year created a new reporting system for districts on option enrollment rejections. The following was the data submitted to the Nebraska Department of Education in July:

Reporting Period: Applications Received June 1, 2023-May 31, 2024

- 50** Enrollment Option applications were received by the district
- 15** Enrollment Option applications were rejected
- 4** Enrollment Option applications were rejected that had an individual education program (IEP)
- 5** Enrollment Option applications were rejected due to grade level capacity
- 3** Enrollment Option applications were rejected due to special education program capacity
- 7** Enrollment Option applications were rejected due to being received after the deadline

NASB Area Membership Meetings

The Nebraska Association of School Boards hosts [Area Membership Meetings](#) throughout the state in the Fall. We have typically attended the meeting in Omaha or Fremont. Are some Board members able to attend with me either Tuesday, September 24th in Omaha or Wednesday, September 25th in Fremont? Please let me know and I will register you. We do have a couple of Board members being honored at the meeting:

Douglas County West Community Schools	Jim Tomanek	Point Award - Level I
Douglas County West Community Schools	Bill Koile	Point Award - Level III
Douglas County West Community Schools	Jamie Jorgensen	Point Award - Level III

Finance Committee Meeting

Valuations will be finalized by August 19th. I would like to meet with the finance committee (Jamie, Liz, and Kelly) between September 3rd-6th in order to finalize our recommendations for the 2025 budget and levy.

Superintendent Goals 2024

- Lead the vision and support needed to implement strategic plan priorities & Superintendent goals in 2024 and provide more timely, ongoing, and detailed information about progress to the Board of Education.
- Engage in the design, development, and construction of the new outdoor facilities complex.
- Complete the adoption and implementation of a new certified staff and administrator evaluation system as well as implement new electronic management for personnel evaluation.
- Continue to unify building leadership and communicate to all levels consistently.
- 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. This may include a facility and enrollment study.
- Keep abreast of regular building and grounds issues as the campus expands.

Upcoming Dates:

[2024-2025 District Calendar](#)

[2024-2025 School Activities Calendar](#)

August 14~ First Day of School

September 2~ Labor Day, No School

September 16~ Budget Hearing & Regular Board of Education Meeting

Regular, Beginning Month 07/2024; Processing Month 07/2024; 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	INTEREST	2,425.40	0.00	122.47	0.00	2,547.87			
05 704 1001	ACTIVITY PASSES	10,847.64	0.00	1,980.00	0.00	12,827.64			
05 704 1002	CORPORATE SPONSORSHIPS	3,268.99	0.00	115.90	0.00	3,384.89			
05 704 1003	INSTRUMENTAL MUSIC	2,747.92	692.00	54.00	0.00	2,109.92			
05 704 1004	HS DC WEST TRAVEL	0.10	0.00	0.00	0.00	0.10			
05 704 1005	STAFF LOUNGE	1,930.69	0.00	0.00	0.00	1,930.69			
05 704 1007	VALLEY WAY	9,970.23	0.00	250.00	0.00	10,220.23			
05 704 1011	PTSA DONATION	4,117.70	20,331.98	40,663.96	0.00	24,449.68			
05 704 1022	SENIOR CLASS	(21.88)	0.00	0.00	0.00	(21.88)			
05 704 1023	PROM	2,592.34	0.00	0.00	0.00	2,592.34			
05 704 1102	ARTS & HUMANITIES	447.02	0.00	0.00	0.00	447.02			
05 704 1104	ATHLETICS HS	6,874.50	1,325.92	0.00	0.00	5,548.58			
05 704 1106	BASEBALL TEAM	974.55	0.00	0.00	0.00	974.55			
05 704 1107	BAND	2,492.45	0.00	160.00	0.00	2,652.45			
05 704 1108	CHEER	15,436.90	3,013.30	2,706.00	0.00	15,129.60			
05 704 1111	BBB TEAM	4,169.76	0.00	0.00	0.00	4,169.76			
05 704 1112	CONCESSIONS	35,807.95	0.00	0.00	0.00	35,807.95			
05 704 1113	CONSTRUCTION TECH	7,106.79	0.00	0.00	0.00	7,106.79			
05 704 1114	DANCE TEAM	391.95	0.00	0.00	0.00	391.95			
05 704 1116	DRAMA	5,881.49	0.00	0.00	0.00	5,881.49			
05 704 1117	FBLA	2,018.72	0.00	0.00	0.00	2,018.72			
05 704 1118	HIGH SCHOOL	76.14	0.00	0.00	0.00	76.14			
05 704 1119	DC TECH 1:1	31,251.23	33,586.00	1,660.00	0.00	(674.77)			
05 704 1120	GBB TEAM	3,349.94	0.00	0.00	0.00	3,349.94			
05 704 1123	HOSA	3,608.62	0.00	0.00	0.00	3,608.62			
05 704 1124	STUCO HS	1,457.83	188.04	15.00	0.00	1,284.79			
05 704 1128	NATIONAL HONOR SOCIETY	1,130.89	0.00	0.00	0.00	1,130.89			
05 704 1131	FOOTBALL TEAM	2,908.04	1,504.94	0.00	0.00	1,403.10			
05 704 1132	SCIENCE CLUB	427.19	0.00	0.00	0.00	427.19			
05 704 1133	SPEECH TEAM	2,644.88	0.00	0.00	0.00	2,644.88			
05 704 1134	VOCAL MUSIC	3,971.84	0.00	0.00	0.00	3,971.84			
05 704 1136	WORLD LANGUAGE CLUB	43.13	0.00	0.00	0.00	43.13			
05 704 1137	ROBOTICS TEAM	3,369.08	148.00	0.00	0.00	3,221.08			
05 704 1141	GOLF TEAM	84.88	0.00	0.00	0.00	84.88			
05 704 1142	YEARBOOK HS	3,865.57	0.00	0.00	0.00	3,865.57			
05 704 1151	CROSS COUNTRY TEAM	1,975.43	0.00	0.00	0.00	1,975.43			

Regular, Beginning Month 07/2024; Processing Month 07/2024; 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 1161	SOFTBALL TEAM	3,467.50	0.00	528.00	0.00	3,995.50							
05 704 1166	BOYS TRACK TEAM	327.33	0.00	0.00	0.00	327.33							
05 704 1167	GIRLS TRACK TEAM	800.69	0.00	0.00	0.00	800.69							
05 704 1176	VOLLEYBALL TEAM	5,270.27	0.00	0.00	0.00	5,270.27							
05 704 1186	WRESTLING TEAM	895.67	0.00	0.00	0.00	895.67							
05 704 1198	SUMMER SPORTS CAMPS	598.12	0.00	0.00	0.00	598.12							
05 704 1199	CHANGE BAGS	(1,620.00)	0.00	0.00	0.00	(1,620.00)							
05 704 1222	SCIENCE GRANT	3,055.68	0.00	0.00	0.00	3,055.68							
05 704 1224	STUCO MS	12,624.77	28.41	0.00	0.00	12,596.36							
05 704 1225	COFFEE CART - EL SPED	1,576.40	0.00	0.00	0.00	1,576.40							
05 704 1319	DISNEY MUSICAL	15,203.93	0.00	0.00	0.00	15,203.93							
05 704 1320	PRESCHOOL	11,262.21	0.00	0.00	0.00	11,262.21							
05 704 2112	MS CONCESSIONS	2,603.92	0.00	0.00	0.00	2,603.92							
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 2201	ART CLUB MS	207.14	0.00	0.00	0.00	207.14							
05 704 2204	ATHLETICS MS	0.00	0.00	0.00	0.00	0.00							
05 704 2205	UNIFIED SPORTS	328.55	0.00	0.00	0.00	328.55							
05 704 2216	MS DRAMA	96.47	0.00	0.00	0.00	96.47							
05 704 2218	MIDDLE SCHOOL	1,012.44	0.00	0.00	0.00	1,012.44							
05 704 2242	MS YEARBOOK	2,969.48	0.00	0.00	0.00	2,969.48							
05 704 3220	ELEM FIELD TRIP	1,525.44	0.00	0.00	0.00	1,525.44							
05 704 3221	PBIS/FALCOIN	3,897.53	0.00	0.00	0.00	3,897.53							
05 704 3222	BATTLE OF THE BOOKS	105.50	0.00	0.00	0.00	105.50							
05 704 3318	ELEMENTARY	5,448.98	0.00	0.00	0.00	5,448.98							
Fund Total: 05		251,883.44	60,818.59	48,255.33	0.00	239,320.18							

Regular; Beginning Month 07/2024; Processing Month 07/2024; 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	23,343.98	1,041.30	2,555.00	0.00	24,857.68
	Fund Total:	23,343.98	1,041.30	2,555.00	0.00	24,857.68

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AUGUST 2024 BOARD BILLS

User ID: CQ

Vendor Name	Vendor Description	Amount
Checking Account ID 1	Fund Number 01 GENERAL FUND	
AMAZON CAPITAL SERVICES		32,353.45
APPLE COMPUTER INC		7,437.00
BEST BUY		8,609.86
BLICK ART MATERIALS		1,417.14
BLOOKLET LLC		419.16
BOOKWORM, INC, THE		173.39
BORDER STATES INDUSTRIES INC		55.00
BROCKHAUS, JOHN		163.47
BSN SPORTS LLC		782.37
CAROLINA BIOLOGICAL SUPPLY		1,157.93
CDW GOVERNMENT INC		1,624.35
CENGAGE LEARNING		3,433.50
CINTAS CORP		304.40
CMC NEPTUNE, LLC		1,200.00
CROWN PLAZA HOTEL & RESORTS		3,078.90
DAILY RECORD, THE		401.99
DC WEST DEPRECIATION FUND		400,000.00
DEMCO INC		463.77
DIETZE MUSIC HOUSE		704.16
DISCOUNT SCHOOL SUPPLY		445.73
DOSTALS CONSTRUCTION		8,600.00
EDUCATIONAL SERVICE UNIT #3		370.00
EGAN SUPPLY CO		14,099.22
EVERETTS REPAIR INC		6,420.15
FIBER PLATFORM, LLC		1,395.81
FILAMENT ESSENTIAL SERVICE		3,700.00
FIREGUARD INC		511.45
FLINN SCIENTIFIC INC		3,654.61
GLASER CERAMICS		1,593.00
GOPHER SPORT		909.36
HAND 2 MIND, INC		32.99
HEARTLAND PEST CONTROL		260.00
HELM SERVICE		565.00
HOMETOWN LEASING		2,522.27
HUMANEX VENTURES LLC		5,000.00
INNOVATIVE OFFICE SOLUTIONS		323.68
INSECT LORE		63.98
JELINEK HARDWARE COMPANY		99.96
JOURNEYED.COM, INC		500.00
KORNEY BOARD AIDS		87.94
LAKESHORE LEARNING MATERIALS, LLC		1,138.31
MATHESON TRI-GAS INC		41.47
MECHANICAL SALES INC		1,592.03
MENSAH, SOWAH		500.00
METAL DOORS & HARDWARE CO		6,520.00
METRO OMAHA EDUCATION CONSORTIUM		6,000.00
MIDWEST MOVEMENT		85.00
MILLARD SPRINKLER INC		3,152.66
NCS PEARSON INC		255.50
NEBRASKA SCIENTIFIC		396.89
NEBRASKA TURF PRODUCTS		1,439.98
OMAHA WORLD-HERALD		4,050.00
ONE SOURCE		302.50
PRAIRIE MECHANICAL CORP		764.47
PRIME SECURED		10,737.00

Vendor Name	Vendor Description	Amount
PRO-ED		217.80
PUBLICATION PRINTING		1,144.90
QUILL		269.55
REALLY GOOD STUFF INC		713.57
REALLY GREAT READING		30.95
RISE VISION		999.00
S2 ROLL OFFS, LLC		758.75
SCHOLASTIC INC		3,894.67
SCHOOL SPECIALTY INC		991.95
SEESAW LEARNING INC		3,675.00
SMARTSIGN		368.80
SPORTS FACILITY MAINTENANCE LLC		3,697.00
STAPLES ADVANTAGE		6,110.96
STEVE WEISS MUSIC		515.95
TEACHER CREATED RESOURCES		28.95
VERNIER SCIENCE EDUCATION		400.65
VEX ROBOTICS INC		265.63
WARDS NATURAL SCIENCE EST INC		131.00
WATER ENGINEERING INC		302.50
WEST O CHAMBER		300.00
WORLD BOOK INC		976.50
Fund Number 01		<u>577,704.88</u>

Checking Account ID 2	Fund Number 02	DEPRECIATION	
DIETZE MUSIC HOUSE			4,405.00
SPORTS FACILITY MAINTENANCE LLC			6,362.30
Fund Number 02			<u>10,767.30</u>

Checking Account ID 6	Fund Number 06	NUTRITION FUND	
AMAZON CAPITAL SERVICES			201.18
CINTAS CORP			16.70
Fund Number 06			<u>217.88</u>

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MID MONTH BILLS - JULY / AUGUST 2024

User ID: CQ

Vendor Name	Vendor Description	Amount
Checking Account ID 1	Fund Number 01 GENERAL FUND	
ACH BANK FEE		45.75
APPLE COMPUTER INC		12,508.00
ASPI SOLUTIONS INC		84.00
BUNDY, DENISE		425.78
CAPITAL ONE TRADE CREDIT		982.94
CLARK, SERENA		1,431.06
COX BUSINESS		121.26
FILE, ERICA		1,976.70
GRAHAM, TERA		1,119.98
GRIMM, THOMAS		2,700.00
HARNISH, SHERRI		425.00
HEARTLAND SCENIC STUDIO, INC		426.00
HY-VEE INC		75.00
JD'S CAR WASH & DETAILING		3,270.00
JOHNSON, JENNIFER		2,620.44
LOVE'S TRAVEL STOPS & COUNTRY STORE		1,619.97
MADISON NATIONAL LIFE INS CO IN		3,261.61
MAGIC WRIGHTER E-SERVICE		12.00
MALMSTROM, ASHLEE		448.26
MASLO, PAUL		420.62
OMAHA PUBLIC POWER DISTRICT		27,172.27
OSBORNE, AIRELLE		711.89
PECK, BRITNI		1,654.95
PITNEY BOWES BANK, INC PURCHASE POWER		24.82
SEEMAN, BRENDA		1,502.48
SHEPPARD'S BUSINESS INTERIORS INC		775.31
SUPERIOR VAN & MOBILITY		65,654.00
USBANK		10,224.33
VERIZON		90.12
VISION SERVICE PLAN		28.97
WELLS FARGO BANK		316.00
WEX BANK		71.71
ZLOMKE, DESIRAY		1,151.03
Fund Number 01		<u>143,352.25</u>

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

Monday, July 8, 2024

The regular meeting of the Board of Education, District #15, in the County of Douglas, in the State of Nebraska, was convened in open and public session on Monday, July 8, 2024 at the Central Office Board Room, 401 South Pine Street, Valley, NE 68064-0378.

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

Attendance Taken at 7:00 PM.

Kelly Hinrichs: Present
Luke Janke: Present
Jamie Jorgensen: Absent
Bill Koile: Present
Elizabeth Mayer: Present
Jim Tomanek: Present
Present: 5, Absent: 1.

1. Call to Order

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

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

2. Public Communications and Correspondence

Comments from the audience were accepted at this time. Correspondence addressed to the Board will be presented.

The family of Mary Enloe sent a thank you note to the Board of Education.

3. Approval of Agenda

Motion to approve agenda as presented Passed with a motion by Luke Janke and a second by Kelly Hinrichs.

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

Yea: 5, Nay: 0

4. Administrative Reports

4.1. Superintendent's Report

4.2. Financial Report

5. Consent Agenda

Motion to approve Consent Agenda Passed with a motion by Luke Janke and a second by Kelly Hinrichs.

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

Yea: 5, Nay: 0

5.1. Approve Minutes

Regular Meeting Date:

Special Meeting Date:

5.2. Approve Claims for Payment

5.3. Approve Financial Report

5.4. Approve Classified Staff

6. Old Business

6.1. Building and Grounds Update

- The Finance Committee met on June 18th and discussed cash flow in the Building & Depreciation Fund in order to determine if a financial commitment could be made to earmark funds from the depreciation fund for the replacement of the large play structure on the playground.
- The Sports Complex design team is progressing into construction documents. Bid documents for the site development and earthwork will be released in an early package for start late summer or early fall. The Buildings and Grounds Committee has met and reviewed budget items and most recent site plan to determine that the scope and design is aligning as close as possible with the budget.

The Board recommended that the school make a commitment of \$150,000.00 to the funding of the large playground structure and ask for the remaining match from outside organizations (DC West PTSA/DC West Foundation).

7. New Business

7.1. Approve Student Handbooks for the 2024-2025 School Year

The student handbooks were recommended by the administration for approval for the 2024-2025 school year. Handbooks were restructured this year in order to have a consistent district policy section along with building specific sections.

Motion to approve the student handbooks as presented for the 2024-2025 school year Passed with a motion by Kelly Hinrichs and a second by Jim Tomanek.

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

Yea: 5, Nay: 0

7.2. Approve the Staff Handbook for the 2024-2025 School Year

The staff handbook were recommended by the administration for approval for the 2024-2025 school year. Handbooks were restructured this year in order to have a consistent district policy section.

Motion to approve the staff handbooks as presented for the 2024-2025 school year Passed with a motion by Luke Janke and a second by Bill Koile.

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

Yea: 5, Nay: 0

7.3. Approve Updated Policy 4150 Evaluation of Teachers

Policy 4150 is the policy that directs the evaluation of teachers. As agenda item 7.3 approves new procedures and criteria for evaluation, the policy has been revised to align to the new procedures and criteria. The administration recommends the attached revised policy for Board approval.

Motion to approve revised policy 4150, teacher evaluation, to repeal and rescind all existing Board policies that pertain to the same matters or that are otherwise conflicting, including without limitation existing policies Passed with a motion by Bill Koile and a second by Luke Janke.

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

Yea: 5, Nay: 0

7.4. Approve the Teacher Appraisal and Growth System for DC West Certificated Staff

As presented and discussed at the June 10, 2024, board meeting, the administration recommends the handbook

as procedures for the Teacher Appraisal and Growth System for DC West Certificated Staff as aligned to Board Policy 4150. The new Teacher Appraisal and Growth System will be introduced and used starting the 2024-2025 school year.

Motion to approve the Teacher Appraisal and Growth System handbbook and procedures for DC West Certificated Staff as aligned to Board Policy 4150, evaluation of teachers Passed with a motion by Kelly Hinrichs and a second by Jim Tomanek.

Kelly Hinrichs: Yea, Luke Janke: Yea, Bill Koile: Yea, Elizabeth Mayer: Yea, Jim Tomanek: Yea
Yea: 5, Nay: 0

7.5. Student Fees Hearing and Approval of Fees for 2024-2025

Annually, the school board shall hold a public hearing on the proposed student fee policy (5416) to meet the requirements of Law 79-2, 134. The changes to our fees this year include:

Lunch price increases in Elementary and Secondary

Motion to approve student fees for the 2024-2025 school year as recommended in Appendix Policy 5416 Passed with a motion by Jim Tomanek and a second by Kelly Hinrichs.

Kelly Hinrichs: Yea, Luke Janke: Yea, Bill Koile: Yea, Elizabeth Mayer: Yea, Jim Tomanek: Yea
Yea: 5, Nay: 0

7.6. Approve Purchase Wheelchair Van

Nicki Pechous and Dr. Poloncic have been soliciting bids and viewing wheelchair vans for purchase as the current 2009 wheelchair van has had several service issues, and there is concern about continuing use for student and driver safety. The following are multiple vehicles that were considered for purchase.

2020 Toyota Sienna \$46,900
1 wheelchair + passengers
location is Kansas City, delivery charge
76,124 miles

2017 Chrysler Pacifica \$45,000
2 wheelchairs + passengers
location Omaha
50,038 miles

2020 Buick Enclave \$55,000
2 wheelchairs + passengers
location Omaha
26,865 miles

2024 Chrysler Pacifica \$86,155
Auto side entry
location Omaha

2024 Toyota Sienna \$65,654
Rear manual entry
freight to Omaha

Motion to approve the 2024 Toyota Sienna in the amount of \$65,654.00 from Superior for the purchase of a wheelchair van Passed with a motion by Luke Janke and a second by Kelly Hinrichs.

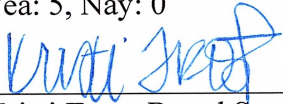
Kelly Hinrichs: Yea, Luke Janke: Yea, Bill Koile: Yea, Elizabeth Mayer: Yea, Jim Tomanek: Yea
Yea: 5, Nay: 0

8. Adjournment

Motion to adjourn meeting @7:37pm Passed with a motion by Bill Koile and a second by Luke Janke.

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

Yea: 5, Nay: 0



Kristi Trost, Board Secretary



Dr. Melissa Poloncic, Superintendent

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF
EDUCATION OF DOUGLAS COUNTY SCHOOL DISTRICT 28-0015,
a/k/a, DOUGLAS COUNTY WEST COMMUNITY SCHOOL DISTRICT
Thursday, July 18, 2024**

The regular meeting of the Board of Education, District #15, in the County of Douglas, in the State of Nebraska, was convened in open and public session on Thursday, July 18, 2024 at the Central Office Board Room, 401 South Pine Street, Valley, NE 68064-0378.

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

Attendance Taken at 12:30 PM.

Kelly Hinrichs: Absent

Luke Janke: Present

Jamie Jorgensen: Present

Bill Koile: Present

Elizabeth Mayer: Absent

Jim Tomanek: Present

Present: 4, Absent: 2.

1. Call to Order

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

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

2. Public Communications and Correspondence

Comments from the audience were accepted at this time. Correspondence addressed to the Board will be presented. No Correspondence Noted.

3. Approval of Agenda

Motion to approve agenda as presented Passed with a motion by Jamie Jorgensen and a second by Luke Janke.

Luke Janke: Yea, Jamie Jorgensen: Yea, Bill Koile: Yea, Jim Tomanek: Yea

Yea: 4, Nay: 0

4. New Business

4.1. Approve Guaranteed Maximum Price (GMP) for Early Release Grading Package from MCL

MCL was in attendance and presented the Early Release Grading Package GMP for the DC West Sports Complex Project.

Motion to approve the GMP for the early release grading package for the DC West Sports Complex Project as presented by MCL Construction Passed with a motion by Luke Janke and a second by Jim Tomanek.

Luke Janke: *Yea*, Jamie Jorgensen: *Yea*, Bill Koile: *Yea*, Jim Tomanek: *Yea*
Yea: 4, Nay: 0

4.2. Approve PTSA Special Project Playground Pavilion

The PTSA has worked with the Buildings & Grounds Committee and presented their Pavilion project with updated changes requested by the committee for the full Board to discuss and take action accordingly. The committee and administration recommended approval by the Board of Education.

Motion to approve the PTSA Pavilion Project Passed with a motion by Bill Koile and a second by Jamie Jorgensen.

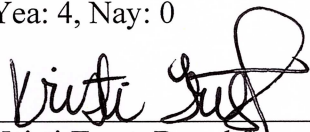
Luke Janke: *Yea*, Jamie Jorgensen: *Yea*, Bill Koile: *Yea*, Jim Tomanek: *Yea*
Yea: 4, Nay: 0

5. Adjournment

Motion to adjourn meeting @ 12:41 Passed with a motion by Jamie Jorgensen and a second by Luke Janke.

Luke Janke: *Yea*, Jamie Jorgensen: *Yea*, Bill Koile: *Yea*, Jim Tomanek: *Yea*

Yea: 4, Nay: 0



Kristi Trost, Board Secretary



Dr. Melissa Poloncic, Superintendent

James B. Gessford
Daniel F. Kaplan
Gregory H. Perry
Joseph F. Bachmann*
R. J. Shortridge*
Joshua J. Schauer*
Derek A. Aldridge**
Justin J. Knight***
Charles Kaplan
Haleigh B. Carlson
Sara J. Tonjes

Of Counsel
Thomas M. Haase



PERRY, GUTHERY, HAASE & GESSFORD, P.C., L.L.O.

*Also admitted in Iowa
** Also admitted in Kansas
***Also admitted in Colorado

Ernest B. Perry (1876-1962)
Arthur E. Perry (1910-1982)
R.R. Perry (1917-1999)
Edwin C. Perry (1931-2012)

MEMORANDUM

To: Dr. Dan Schnoes, ESU 3 Administrator
From: Justin Knight, Perry Law Firm
Date: May 4, 2024
RE: 2024 School District Annual Policy Service Update

A. REQUIRED POLICY UPDATES

1. **Policy 5101 – Student Discipline.** LB 43’s “First Freedom Act” establishes the rights of students with respect to religious practices and tribal regalia. The Student Discipline Policy has been updated to reflect these new statutory rights.

2. **Policy 1050 – Access to Records.** LB 43 significantly altered Nebraska’s public records request laws. Nebraska residents are now entitled to the first eight (an increase from four) hours of staff time spent responding to the records request. From now on, non-residents are not entitled to any “free” time spent by staff responding to a records request. Policy 1050 has been updated to reflect these changes.

3. **Policy 8346 – Public Participation at Board Meetings.** LB 43 now requires public comment at every Board meeting, including special meetings, work sessions, and so forth. All other requirements for public comment remain in place, such as time limits for individual speakers. To comply with this new requirement, we have included two options for your board to consider: (1) Establish the same time limits for all meetings; or (2) Establish time limits for regular board meetings and different time limits for all other meetings. There is also an option (Option #3) to list public comment at the end of the agenda for non-regular board meetings (to ensure the Board completes its business before public comment).

4. **Policy 3130 – Purchasing Policies.** LB 287 imposes a new conflict of interest obligations on public employees. After a situation where a city employee apparently entered into a contract with a family member’s business, the Legislature imposed more stringent requirements on public employees. This change to policy makes clear that employees cannot contract on behalf of the District with themselves, family members, or their own businesses without prior Board approval. (The dollars amounts in this Policy are in the discretion of each Board and may be adjusted as each Board sees fit.)

5. Policy 8342 – Designated Method of Giving Notice – LB 287 eased the newspaper publication requirements for Board meetings. From now on, if a newspaper refuses, neglects, or is unable to timely publish notice of a board meeting, then the board may give notice by (1) posting the notice on the newspaper’s website (if available) and (2) posting the notice in conspicuous places within the district. (Note that this will change (again) on January 1, 2025 with new notice requirements, so this Policy will need to be revised against next winter.)

6. Policy 5201 – Promotion and Retention. LB 71 allows a parent or guardian to require their student re-take a grade level if the parent or guardian satisfies the requirements outlined in the new law. To comply with these new requirements, Policy 5201 has been updated.

7. Policy 3140 – Contracting for Services. LB 1300 imposes requirements on public bodies to ensure that no technology contracts are awarded to any “scrutinized company” (companies operated or owned by foreign adversaries). LB 1300 includes these new requirements that apply to any covered contracts. Each school will need to ensure that this certification will be incorporated into future technology agreements.

8. Policy 8240 – Membership in School Board Associations – LB 304 requires each School District to disclose on its website: (1) the dues paid to any association or organization of which the Board is a member; and (2) fees paid by the Board directly to a lobbyist or lobbying firm. This Policy reflects this new requirement.

9. Policy 6700 – Firearms – LB 1329 changed Nebraska’s laws regarding firearms on school grounds. Some of these changes involve changes to the statute’s wording. Other changes are more substantive (see below) and allow certain schools to allow more firearms at school. The changes in this Policy 6700 are limited to the technical changes to the new laws.

10. Policy 5008 – Attendance – LB 1029 makes clear that mental (as well as physical) illness is a basis for excused student absences. LB 1329 also makes changes to Nebraska’s attendance and truancy statutes, which are all incorporated into Policy 5008.

11. Policy 5006 – Option Enrollment – LB 1029 changed aspects of Nebraska’s Option Enrollment Program. We have updated Policy 5006 to incorporate these changes. Note that there are different options within this Policy that each Board will need to select. In addition, LB 1329 shifted the burden from the parent to the school district to establish capacity in an option appeal.

12. Policy 4141 – Teacher Training - Training Requirements. LB 1329 relaxed several training requirements for school employees. Some statutes required a defined length of training required (such as one hour). LB 1329 largely eliminates these definite training requirements and, instead, defers to each board to decide the reasonable training lengths. To comply with this new requirement, we recommend updating Policy 4141 to allow the Board to approve the administration’s planned training requirements each year.

**Want to research more with HS staff*

13. **Policy 5205 – Graduation** – Last year, LB 705 added a graduation requirement that any graduating student complete the FAFSA or opt out of the FAFSA. Policy 5205 has been updated to reflect this new graduation requirement. (Note that each Board will need to ensure that the credit requirements listed in this Policy are consistent with their District’s graduation requirements.)

14. **Policy 6111 – Classroom Environment** – LB 1329 requires each school board to adopt a policy that the school will only use Gall-Peters projection maps (or other similar cylindrical equal-area projection maps) or AuthaGraph projection maps in schools.

15. **Policy 3571 – Meal Charge Policy** – LB 1329 prohibits any school from using debt collection agencies or collecting interest or fees for outstanding school lunch debt. Policy 3571 has been updated to reflect these changes.

B. POLICY RESCISSIONS

1. **Policy 6310 – Textbook Loans** - Last year, LB 705 shifted the responsibility of the textbook loan program from school districts to the NDE, beginning July 1, 2024. With this change in mind, Policy 6310 can be rescinded.

C. OPTIONAL POLICY AND/OR HANDBOOK UPDATES

yes

1. **Policy 5013 – Preschool Enrollment** – LB 71 will allow kindergarten-eligible students to attend preschool. Previously (and within current NDE Rule 11), students generally could not attend preschool after they turned five. The new law allows kindergarten-aged students to continue in preschool, but does not require a school to serve a student beyond age five. If your district operates a preschool program, we recommend reviewing and possibly revising this optional Policy (especially the highlighted priorities) to determine your district’s order of priority for students seeking to enroll in your preschool.

not now

2. **Policy 3241 - Emergency Response Mapping** – LB 1329 allows (but does not require) school boards to adopt a policy on emergency response mapping. There are funding opportunities available for schools that adopt such a policy. Since this is not required, each district will need to decide whether to move forward with this policy.

not now

3. **Firearms** – LB 1329 allows Class I and II school districts to adopt a policy to authorize the carrying of firearms by identified individuals. The Policy must, at a minimum, include requirements for personal qualifications, training, appropriate firearms and ammunition, and appropriate use of force. The State Board of Education and Nebraska State Patrol are required to develop a model policy that meets these requirements, though the Legislative Bill did not include a deadline for when this model policy must be adopted. If your Board is interested in adopting this type of policy, please contact us directly for more information and details in your individual district.

StudentsStudent Discipline

- A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.
1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:
 - a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
 - b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school.

The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference. The Principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.

- e. A student who is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.
2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.
 3. Expulsion:
 - a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.
 - b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers. If the student is suspended pending the outcome of the

hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension. During this period, the student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.

- c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
- d. Alternative Education: Students who are expelled may be offered an alternative education program that will enable the student to continue academic work for credit toward graduation. A student will not be required to attend the alternative education program in order to complete classwork and homework. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
- e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
- f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The

student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

- g. Returning from Expulsion. At the conclusion of an expulsion, the District will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.
- h. Exception for Pre-Kindergarten through Second Grade Students. Notwithstanding the foregoing, no pre-kindergarten through second grade student may be suspended from school, unless the student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity. Instead, the Principal or Principal's designee may implement alternative disciplinary measures on a case-by-case basis if a pre-kindergarten through second grade student engages in misconduct that would otherwise result in a short-term suspension. If a pre-kindergarten through second grade student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity, then the student may be suspended or expelled in accordance with this Policy's disciplinary procedures.
- i. Religious Freedom. The District will not substantially burden a student's right to religious exercise unless the student's religious exercise is disruptive to the school environment, not permitted by staff, may pose a safety risk, or would otherwise interfere with the school day.

4. Emergency Exclusion: A student may be excluded from school in the following circumstances:
- a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
 - b. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above.

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing may be held, upon a parent's timely request, and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term

suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

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

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

- C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.
 1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
 2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
 3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
 4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-

- defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
 6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
 7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
 8. Public indecency or sexual conduct.
 9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
 10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
 11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
 12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
 13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
 14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and

intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.

15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for riding school buses or vehicles.

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.

For purposes of this policy, the term “dangerous weapon” includes any personal safety or security device (such as tasers, mace and pepper spray). If a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device on school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student’s locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

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

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
 - a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
 - b. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
 - c. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g. cleats).
 - d. Head wear including hats, caps, bandannas, and scarves.
 - e. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
 - f. Clothing or jewelry that is gang related.

A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any location where the student is authorized to be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the educational process and does not endanger another person, as determined by the administration.

The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

2. Academic Integrity.

- a. Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

- b. Definitions: The following definitions provide a guide to the standards of academic integrity:

(1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:

(a) Tests (includes tests, quizzes and other examinations or academic performances):

(i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.

(ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

(iii) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a

- student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.
- (iv) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
- (v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.
- (b) Papers (includes papers, essays, lab projects, and other similar academic work):
- i) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
- (ii) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
- (iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
- (iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.
- (v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in

order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

- (c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.
- (2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:
- (a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
- (b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
- (3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.
- c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:
- (1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.

(2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.

(3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

E. Law Violations

1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

The foregoing reporting standards shall be reviewed annually by the school Board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

Legal Reference: Neb. Rev. Stat. Sections 79-254 to 79-296
[LB 43 \(2024\)](#)

Date of Adoption: [Insert Date]

Community RelationsPublic Access to School Records - Examination, Making Memoranda, and Copying

1. The School District, through the Superintendent, shall provide interested persons access to the records of the School District as required by law. Such access shall include the opportunity to examine School District records, when permitted by law. The School District shall not make records of individual students, personnel, or other confidential material available, except as allowed by law or compelled by court order.

2. Records may be examined at the School District offices during the hours such offices are open for the ordinary transaction of business. School district offices will be open for the ordinary transaction of business (a) during the school year on such days as school is in session, and (b) during the summer months when school is not in session, Monday through Friday, except legal holidays or other days the District is closed.

3. Records may be obtained in the form in which the record is maintained including, but not limited to, printouts, electronic data, and photocopies. The School District will not be required to produce or generate any record in a new or different form or format modified from that of the original School District record. Copies of records may be made as follows:

(a) Copies may be made by persons using their own copying or photocopying equipment, provided that such copies shall be made on the premises of the School District offices or at a location mutually agreed to by the requester and the School District.

(b) Copies may be obtained from the School District if the School District has copying equipment reasonably available, and upon payment of a fee for providing copies. The Superintendent shall determine a reasonable fee for the copying of school district records, provided that such fee is not to exceed the actual cost of making the copies available. If the copies requested are estimated by the School District to be more than fifty dollars (\$50.00), the School District may require the requester to furnish a deposit prior to fulfilling such request.

4. For residents of Nebraska and news media desiring to submit a public records request to the School District, a requester must submit a written request to the School District. Upon written request for access to records, the School District will provide to the requester as soon as is practicable and without delay, but not more than four (4) business days after actual receipt of the request:

(a) Access to or, if copying equipment is reasonably available, copies of the school district records requested;

(b) A written denial of the request, or portion thereof, if there is a legal basis for such denial of access to school district records on a written form from the school district; or

(c) If the entire request cannot with reasonable good faith efforts be fulfilled within four (4) business days after actual receipt of the request due to the significant difficulty or extensiveness of the request, the school district shall provide a written explanation, including the earliest practicable date for fulfilling the request, and estimate of the expected cost of any copies, and an opportunity to modify or prioritize the items within the request. If the response to the request is expected to require more than eight cumulative hours of staff time spent searching, identifying, physically redacting, or copying, the District may require the requester to furnish a deposit, as permitted under the Public Records Request Laws.

5. For nonresidents of Nebraska, a requester must submit a written request to the School District. The School District may then require the requester to submit a deposit, as permitted under the Public Records Request Laws.

Legal Reference: Neb. Rev. Stat. Sec. 84-712 et seq.

Date of Adoption: [Insert Date]

Internal Board Policies - Methods of Operation

Public Participation at Board Meetings

A. Attend

Members of the public shall be permitted to attend and to speak at Board meetings. They will not be required to identify themselves as a condition for admission to the meeting.

The Board may allow advisors, consultants, and other persons who are not Board members to appear at the meeting via telephone or other similar means.

The President has the authority to assure that people conduct themselves in an orderly manner at the meeting. Undue interruption or other interference with the orderly conduct of business will not be allowed. The President may order persons who are disorderly to be removed from the meeting.

B. Hear

The Board will, upon request, make a reasonable effort to accommodate the public's right to hear the discussion and testimony presented at the meeting.

C. Record

Members of the public may use recording devices (phone, video camera, etc.) to record any part of a board meeting, except for closed sessions. The President shall control the placement of the recording device so the device does not obstruct the view of Board members or other members of the public attending the meeting and does not otherwise interfere with the meeting.

D. Access to Written Materials

At least one copy of all reproducible written material to be discussed at an open meeting will be made available at the meeting for examination and copying by members of the public.

E. Speak

Members of the public will be permitted to speak at Board meetings. Members of the public may also speak when invited to make a presentation or when recognized by the President.

Option #1: For all meetings of the Board, individual speakers shall have up to ^{five} minutes to address the Board, and the Board shall hear up to 20 cumulative minutes of public comment. The Board may vote to modify these time limits when the Board deems appropriate. The President may implement other reasonable requirements for public comment, consistent with the Open Meetings Act.

Deleted: at which a public forum is on the Agenda
Deleted: The Board is not required to allow members of the public to speak at each meeting. However, the Board will not forbid public participation at all meetings.

**this would be consistent with current procedures*

Option #2: For regular meetings of the Board, individual speakers shall have up to [redacted] minutes to address the Board, and the Board shall hear up to [redacted] cumulative minutes of public comment. For all meetings other than regular meetings of the Board, individual speakers shall have up to [redacted] minutes to address the Board, and the Board shall hear up to [redacted] cumulative minutes of public comment. The Board may vote to modify these time limits when the Board deems appropriate. The President may implement other reasonable requirements for public comment, consistent with the Open Meetings Act.

Members of the public will not be required to have their name be placed on the agenda prior to the meeting in order to speak about items on the agenda.

Any member of the public desiring to address the body shall be required to identify himself or herself, including an address and the name of any organization represented by such person, unless the address requirement is waived to protect the security of the individual.

Option #3: To ensure the Board completes its business during meetings other than regular meetings, public comment will be listed at the end of the agenda for all meetings other than regular meetings.

Speakers will be permitted to address the Board consistent with free speech rights. However, offensive language, defamatory remarks, and hostile conduct will not be tolerated. Further, charges or complaints against a school employee shall not be made for the first time at a public Board meeting without having followed the school’s complaint procedure.

Deleted: The President or chair for the meeting shall have the authority to establish reasonable time limits for individual speakers and for the duration of public forum sessions. *

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Legal Reference: Neb. Rev. Stat. 84-1412

Date of Adoption: [Insert Date]

Business Operations

Purchasing Policies

The Superintendent shall ensure that all purchases are made in the interest of economy and efficiency. Where necessary, standards and procedures shall be established to accomplish the following policies of the Board of Education:

- 1. Purchases up to ~~\$20,000~~. For the greatest efficiency in expediting purchases, the administration shall be authorized to purchase any item specifically budgeted which has a sale price within the established limit.
- 2. Purchases from ~~\$20,000~~ up to \$90,000. The Superintendent shall request the submission of proposals for purchases which have a sale price within the established limit. The Superintendent shall receive and evaluate all proposals in making a recommendation to the Board of Education for acceptance. The Board of Education may review all proposals submitted relating to the recommended purchase. Since this is a proposal system, not a bidding process, the school district in no way shall be obligated to arbitrarily award the contract to the lowest proposal, but shall reserve the right to reject any and all proposals or to waive any informality in any proposal it deems advisable, and to award to the proposer which, in its opinion, is most desirable.
- 3. Purchases of \$90,000 and above. The Superintendent shall advertise for sealed bids which shall be opened in conformity with any applicable laws and in compliance with any procedures established by the Superintendent. The Board retains the right to determine the responsibility of the bidders, and shall award the contract to the lowest responsible bidder meeting specifications, be the bidder a member or apart from the local community.
- 4. These purchasing limits or requirements will not apply in the event of a time-sensitive purchase, or a purchase where these requirements would not reasonably or practically apply, as long as the Superintendent obtains prior approval from the Board President, and the Board of Education subsequently ratifies said purchase at a subsequent Board meeting.
- 5. Any school employee who orders any supplies or equipment outside of that which has been included in the annual budget and without written authorization of the principal or Superintendent shall be personally liable for payment for the supplies or equipment purchased.
- 6. School employees or students purchasing supplies and equipment out of an activity account must first secure a purchase order from the principal authorizing the purchase. Failure to do so will cause the person to be personally liable for payment for the supplies or equipment purchased.
- 7. The District need not comply with the bidding requirements if the District purchases property from the Nebraska State Purchasing Bureau, so long as the Nebraska State

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Purchasing Bureau competitively bid the purchase of property.

8. Notwithstanding anything to the contrary, no employee may enter into any agreement or understanding on behalf of the District that may financially benefit the employee, member of the employee's immediate family, or a business with which the employee is associated, unless the Board of Education approves such contract or arrangement in advance.

Credit Card Purchasing Program

1. The Board of Education authorizes the Superintendent or designee to contract with one or more financial institutions, card-issuing banks, credit card companies, charge card companies, debit card companies, or third-party merchant banks capable of operating a purchasing card program on behalf of the District.
2. The Board of Education delegates to the Superintendent or designee: (a) the determination of the type of purchasing card or cards to be utilized in the District's purchasing card program; and (b) the determination of which employees shall be approved or disapproved to be assigned a purchasing card in the District's purchasing card program. The Superintendent shall submit the approved names to the Board, from time to time.
3. The District's purchasing card program may only be utilized for the purchase of goods and services for and on behalf of the District. No officer or employee of the District shall use a purchasing card for any unauthorized use.
4. An itemized receipt for purposes of tracking expenditures shall accompany all purchasing card purchases. In the event that a receipt does not accompany an authorized cardholder's purchase, the Superintendent or designee shall temporarily or permanently suspend said cardholder's purchasing card privileges.
5. Upon the termination or suspension of employment of an individual using a purchasing card, the Superintendent or designee shall immediately close such individual's purchasing card account and said employee shall immediately return the purchasing card.

Article 3

BUSINESS OPERATIONS

Policy No. 3130

Legal Reference: [Neb. Rev. Stat. Sec. 13-610](#)
[Neb. Rev. Stat. Sec. 49-1401, et seq](#)

Date of Adoption: [Insert Date]

Internal Board Policies - Methods of Operation

Designated Method of Giving Notice of Meetings

The Board of Education will give advance notice of meetings by publishing such notice in a newspaper of general circulation within the District's jurisdiction and, if available, on such newspaper's web site. If a newspaper refuses, neglects, or is unable to timely publish such notice, then notice may be given by (1) posting on the newspaper's website, if available, and (2) posting such notice in conspicuous public places within the District. The Board Secretary shall keep a written record of such postings.

Notice shall be given a reasonable time in advance of the meeting. Two (2) days advance notice shall be considered sufficient.

For an emergency meeting, notice shall not be required to be given; however, the Board will complete minutes for such an emergency meeting as required by law. An emergency has been defined as any event or occasional combination of circumstances which calls for immediate action or remedy; pressing necessity; exigency; a sudden or unexpected happening; an unforeseen occurrence or condition.

The Secretary of the Board of Education, or the Secretary's designee, shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to such news media of the time and place of each meeting and the subjects to be discussed at the meeting.

Deleted: The Board may also give advance notice of meetings by posting.

Deleted: If notice is given by posting, such notice shall be given by posting notice in at least three (3) public places throughout the school district. The school house door, the post office, and a local bank are designated posting places, though other or different places at which the public may reasonably be notified are also designated as permissible places.

Legal Reference: Neb. Rev. Stat. Sections 79-554; 79-555 and 84-1411

Date of Adoption: [Insert Date]

Students

Promotion and Retention

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the Principal, in consultation with the student's teachers and counselor, to be appropriate for the educational interests of the student and the school's educational program.

If a parent or guardian would like their student to retake a grade level, the parent or guardian must meet with the Superintendent or designee to discuss the student repeating a grade. At that meeting, the parent or guardian must provide evidence of academic needs, illness, or excessive absenteeism that would warrant the student to repeat the grade. A student in kindergarten through fourth grade may be retained due to academic needs, illness, or excessive absenteeism. A student in grades fifth through twelfth grade may be retained due to excessive absenteeism. At such meeting, the Superintendent or designee shall identify any alternative educational opportunities, including remedial instruction, if applicable, and verify any special education supports available to such student. If the student's parent or guardian still intends for their student to repeat a grade, such parent or guardian shall then complete the required form and return such form to the District. Upon completion of the form and if all requirements pursuant to this policy and law are met, the District shall permit the student to repeat the student's grade for the next school year.

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Article 5

STUDENTS

Policy No. 5201

Legal Reference: Neb. Rev. Stat. Sec. 79-526

Date of Adoption: [Insert Date]

Business OperationsContracting for Services

Contractual services which by their nature are not adapted to award by competitive bidding, such as contracts for the services of individuals possessing a high degree of professional skill, where the ability or fitness of the individual plays an important part, are not subject to bid but are subject to approval by the Board of Education in conformity with established policy.

Every contract for services to be provided to [Name] Public Schools shall require that the contractor use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. Such requirement shall be deemed to be included and a part of the terms of every contract for services with the School District, including but not limited to oral contracts.

For any company that submits a bid or proposal for any technology-related product or service, and before entering into any contract with any company for any technology-related product or service, the company must certify that: (1) the company is not a scrutinized company (as defined by law); (2) the company will not subcontract with any scrutinized company for any aspect of performance of the contemplated contract; and (3) any products or services to be provided do not originate with a scrutinized company. The District will not knowingly enter into any contract with any scrutinized company.

Legal Reference: Neb. Rev. Stat. Sec. 4-114
[LB 1300 \(2024\)](#)

Date of Adoption: [Insert Date]

Internal Board Policies - Board Members

Membership in School Board Associations

The Board of Education shall hold memberships in such school board associations as it may from time to time determine appropriate.

The Board will list on the school's website the organizations and memberships that the Board belongs to and the annual membership dues (if any) for such organizations and memberships, as well as the fees paid by the Board to any individual lobbyist or lobbying firm (if any).

Legal Reference: Neb. Rev. Stat. Sec. 79-512
[LB 304 \(2024\)](#)

Date of Adoption: [Insert Date]

InstructionFirearm Policy

DC West Community
It shall be the policy of the ~~[Name]~~ Public School District to undertake all reasonable efforts to prohibit the unlawful possession, the knowingly and intentionally selling, attempting to sell, providing, loaning, delivering, or in any other way transferring the possession of a firearm to a juvenile, and to prevent the unlawful possession of a firearm, including concealed firearms, in a school, on school grounds, in a school owned vehicle, or at a school sponsored activity or athletic event. This policy shall not apply to the issuance of firearms to or possession by members of the Armed Services of the United States, active or reserve, National Guard of the State, or reserve officers training corp, peace officers, or other duly authorized law enforcement officers when on duty or training or when contracted by a school to provide school security or school event contract services. Further, nothing in this policy shall be construed to require school action when a firearm is lawfully possessed by a person receiving instruction, or instruction under the immediate supervision of an adult instructor, or as to firearms contained within a private vehicle operated by a non-student adult when the firearm is not loaded, is encased, and is either in a locked firearm rack that is on a motor vehicle or is in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied or otherwise fastened with no part of a firearm exposed.

Any unlawful use or possession of a firearm, including concealed firearms, as described in this policy and as described by statute shall as soon as is reasonably possible be reported to an appropriate peace officer. Nothing in this policy shall be construed to prevent the district from carrying out regular disciplinary procedures as have been adopted by the Board of Education or as otherwise authorized by law.

Legal Reference: Neb. Rev. Stat. Sec. 28-1204.04

Date of Adoption: [Insert Date]

StudentsStudent AttendanceAttendance Policy and Excessive Absenteeism

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The District will maintain an accurate record of student attendance.

Deleted: Principals and teachers are required to

A. Attendance and Absences.

1. Circumstances of Absences – Definitions. The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.
 - a. School Excused. Any of the following circumstances that lead to an absence will be identified as a School Excused absence, provided the required attendance procedures have been followed:
 - (1) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent may be required to 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 (including physical or mental illness), court, death of a family member, or suspension.
 - (2) Other absences as determined by the principal or the principal's designee.
 - b. Not School Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows:
 - (1) Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes vacations or other events that do not meet the criteria for a School Excused absence.
 - (2) Other absences are those in which the parent has not communicated a reason for the student's absence.
2. Absence Procedure. In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a

child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances.

3. Mandatory Ages of Attendance. A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

Exceptions for Younger Students. Attendance is not mandatory for a child who has reached 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.

Exceptions for Older Students. Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

Early Withdrawal for Students Enrolled in Accredited or Approved Schools. A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.

Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in [Name] Public Schools or resides in the [Name] Public School District and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- the person who has legal or actual charge or control of the child who requested the exit interview;
- the Superintendent or Superintendent's designee;
- the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and
- any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.

At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:

- financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
- an illness of the child making attendance impossible or impracticable.

The Superintendent or Superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child or may rescind the written request for the withdrawal.

Withdrawal Form. Any withdrawal form signed by the person making the written request shall be valid only if:

- the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and
- the Superintendent or Superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

Early Withdrawal for Students Enrolled in an Exempt School (Home Schools). A person who has legal or actual charge or control of a child who is at least 16 but

less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

- 4. Reporting and Responding to Excessive Absenteeism. Any District staff member or board member who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent or Superintendent’s designee to be the attendance officer. The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. The school shall render all services in its power to compel such child to attend school
- 5. Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter which are Not School Excused shall be deemed to have “excessive absences.” Such absences shall be determined on a per day (or hourly equivalent) basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, school officials will have verbal or written communication with the person or persons who have legal or actual charge or control of any child.

When a student continues thereafter to have absences of at least twenty days which are Not School Excused, one or more meetings will be held between the school, 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 include, if agreed to by the person who is responsible for making educational decisions on behalf of the child, an educational evaluation to determine whether any intellectual, academic, physical, or social-emotional barriers are contributing factors to the lack of attendance. The plan shall also consider, but not be limited to:

- (a) The physical, mental, or behavioral health of the child.
- (b) Educational counseling;
- (c) Referral to community agencies for economic services;
- (d) Family or individual counseling; and
- (e) Assisting the family in working with other community services.

If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child’s attendance records.

- 6. Reporting Excessive Absenteeism to the County Attorney.

Deleted: (c) Educational evaluation;

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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 school year. The school shall notify the child's family in writing prior to making the referral to the county attorney. Illness (including physical or mental illness) that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney.

Legal Reference: Neb. Rev. Stat. Sections 79-201 and 79-209

Date of Adoption: [Insert Date]

StudentsOption EnrollmentA. Process and Time Lines to Option In

For a student to attend DC West Community Schools as an option enrollment student, the student's parent or legal guardian must submit an application to the Board of Education of the DC West Community School District between September 1 and March 15 for enrollment during the following and subsequent school years (the "application period").

B. Standards for Acceptance or Rejection of Option Students

Numeric Capacity: The Board of Education may set the numeric capacity of programs, classes, grade levels, or school buildings by operation of this policy or through freestanding action by the Board. Numeric Capacity will generally be determined based upon available staff, facilities, projected enrollment of resident students, projected number of students with which the option school district will contract based on existing contractual arrangements, and other factors the Board deems relevant to the school's operations and education provided to students. Such determinations may be made in the form of an Appendix "1" to this Policy. The Board's adoption of a resolution does not preclude the Board from adopting a subsequent resolution with specific capacity standards partially or wholly different from its previous resolution(s). Individuals seeking information about the numeric capacity set by the Board may contact the superintendent for a copy of that resolution.

Programmatic Capacity: In addition to the numeric capacity standards referred to above, the board may, by resolution, prior to October 15 of each school year, declare a program, a class, or a school unavailable for the next school year to option students due to lack of capacity. Individuals seeking information about the numeric capacity set by the board may contact the superintendent for a copy of that resolution.

Special Education Capacity: The Director of Special Education shall review on a case-by-case basis all option applications for students that would receive or could be eligible to receive special education or related services. If the Director or designee determines that the District does not have the capacity to provide the student with the appropriate services and accommodations, then the Director or designee shall send a denial notice to the parent(s) or guardian(s) and include a description of services and accommodations that the District does not have the capacity to provide.

Other Standards for Acceptance or Rejection of Option Enrollment Applications: In addition to the numeric and programmatic capacity standards outlined above, the school district shall not be required to accept an option student when acceptance of the student:

1. Would increase the operating costs of the school district, such as by requiring the hiring of new staff or contracting with outside entities to provide services to the student;
2. Would require the procurement of new equipment, technology, or furnishings;
3. Would cause or require the rearrangement of caseloads for staff and contracted professionals;

- 4. Is reasonably deemed by appropriate school staff to pose a potential risk to the health or safety of students or staff;
- 5. May pose a risk of adversely affecting the quality of educational services being provided to resident students, as determined by appropriate school staff.

Prohibited Standards. The school district shall not base the decision to accept or reject an option student on the student’s previous academic achievement, athletic or other extracurricular ability, disabling condition(s), proficiency in the English language, or previous disciplinary proceedings.

Order of Acceptance. Priority shall be accorded in the following order: (1) first, to those applications required to be given priority by law, (2) second, to students of staff members, (3) third to those with a sibling in attendance at DC West Community Schools, with priority within this group being given to those who had earliest filed applications, and (3) fourth to those without an option student sibling in attendance at DC West Community Schools, with priority within this group to those who had earliest filed applications. Filing date determinations are made by the Superintendent, or the Superintendent’s designee. In the event applications within a group are received at the same or substantially the same time, priority as between such same-date applications shall be determined on the basis of random drawing.

C. False or Misleading Option Applications.

If prior to the student’s attendance as an option student, the school district discovers that a previously accepted option application contained false or substantively misleading information, the option application will be rejected.

D. Releases for Options Out

A request for release of a resident student ^{or option student currently attending} of the DC West Community School District who submits an enrollment option application after March 15 or any other statutory deadline will be granted unless the release shall not be granted if the administration is considering or has recommended expulsion of the student at the time the application is filed, and the administration determines it is appropriate to complete the expulsion process.

The Superintendent or the Superintendent’s designee is hereby authorized to execute such releases on behalf of the School District and the School District, subject to subsequent ratification by the School District.

E. Notification of Acceptance or Rejection

The Superintendent or the Superintendent’s designee is hereby authorized to apply this Policy and determine, on behalf of the Board, whether an option application will be accepted or rejected. The Superintendent or designee shall notify, in writing, the parent or legal guardian of the student-applicant and the student-applicant's resident school district whether the application is accepted or rejected on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission.

If an option enrollment application or a request for release ^{or if the student is an option student attending a different district, that option district} is rejected by the DC West

Community School District, the Superintendent or the Superintendent's designee shall provide written notification to the parent or guardian stating the reasons for the rejection and the process for appealing such rejection to the State Board of Education. Such notification shall be sent by certified mail.

F. Applications Subsequent to Relocations

An option enrollment application does not require a release and shall be accepted or rejected within forty-five days after filing in the following circumstances:

1. the student relocated to a different resident school district after February 1, or
2. the resident student relocates in a different school district but wants to continue attending his or her original resident school district and has been enrolled in the original school district for the immediately preceding two years shall be automatically accepted and the deadlines for application are not applicable.

G. Wait Lists and Application Process for Newly Available Option Enrollment Slots After April 1

The district will follow the following procedures when any option enrollment slots open or become newly available after June 1 and up through the day prior to the start of the next upcoming school year. Such option enrollment slots which become newly available shall first be filled from the wait list in order.

1. The District will communicate with the parent or legal guardian of the first student on the wait list about the newly available option enrollment slot and whether the parent or legal guardian desires to accept it. If the parent or legal guardian does not accept it, then the district shall similarly communicate with the parents or legal guardians of the next students on the wait list in order, until the newly available option enrollment slot is filled or the wait list is exhausted.
2. When a parent or legal guardian accepts the available option enrollment slot, they have four business days to obtain and provide to the district. Release approval from the resident school district on the application form. When the release approval is provided to the district, the district shall immediately notify in writing that the application is accepted.
3. All wait lists shall become null and void once the school year begins.

H. Status of Option Student

A student who is admitted under the enrollment option program shall be treated as a resident student, and in such regard shall be required to provide such enrollment information and documentation as is required for enrollment of other students (e.g., certified birth certificate and evidence of physical examination, visual evaluation and immunization), shall be required to be

enrolled on a full-time basis, and shall be required to adhere to student conduct rules. The building assignment for an option student, as well as classroom and grade level assignments, shall be determined by the administration.

An option student shall not be entitled to transportation except as required by law. Transportation or transportation reimbursement will be provided in the following circumstances:

1. The DC West Community School District may, upon mutual agreement with the parent or legal guardian of an option student, provide transportation to the option student on the same basis as provided for resident students. The school district may charge the parents of each option student transported a fee sufficient to recover the additional costs of such transportation.
2. Option students who qualify for free lunches are eligible for either free transportation or transportation reimbursement from the option school district. The District's policy is that the District selects which service (transportation or reimbursement) is to be provided to students.
3. For option students receiving special education services, the transportation services required in the student's Individualized Education Plan shall be provided by the resident school district.

I. Information Regarding Schools, Programs, Policies and Procedures.

As part of the option enrollment program, the administration shall make information about the DC West Community Schools and its school, programs, policies and procedures available to all interested persons and shall have a copy of the option enrollment policy and regulations available at each school building.

J. Late Applications and Requests for Release

The Board of Education may refuse a request of a student seeking to option out of the school district when the option application is submitted after March 15th under the following conditions:

1. When the district has already entered into contracts with teaching staff for the following school year;
2. When the district has already contracted for the performance of specific services for the student;
3. When the release of the student would have a negative financial impact or loss of revenue for the district.

The Board of Education may approve late applications to option into the district under the following conditions:

1. When the resident district has released a student;
2. When the student's late enrollment into the district meets the standards for acceptance or rejection of option students contained elsewhere in this policy.

K. Cancellation of Option

Students who option either into or out of the school district shall:

1. Attend the option school district until graduation or relocation/re-option in a different resident school district unless the student chooses to return to the resident school district, in which case the student's parent or legal guardian shall timely submit a cancellation form to the school board or board of education of the option school district and the resident school district for approval for the following year.
2. Attend an option school district for not less than one school year unless the student relocates to a different resident school district, completes requirements for graduation prior to the end of the school year, transfers to a parochial or private school, or upon mutual agreement of the resident and option school districts cancels the enrollment option and returns to the resident school district.

L. Authority of Superintendent

The Board of Education authorizes the superintendent of schools to make decisions on its behalf pursuant to and to apply the criteria articulated by this policy in determining whether to grant or deny option enrollment applications.

Legal Reference: Neb. Rev. Stat. Sections 79-232 to 79-246

Date of Adoption: March 12, 2024

StudentsOption EnrollmentA. Process and Time Lines to Option In

For a student to attend [Name] Public Schools as an option enrollment student, the student's parent or legal guardian must submit an application to the Board of Education of the [Name] Public School District between September 1 and March 15 for enrollment during the following and subsequent school years (the "application period").

Upon receipt of an application, the Superintendent or the Superintendent's designee shall provide the resident school district or, if the student attends a different district as an option student, the option district with the name of the applicant on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission.

Provisions for Waiver of Application Deadline (Choose one or modify as desired):**Option 1 (Waiver unless at capacity):**

The application deadline will be waived by the School District for applications to option into the [Name] Public School District, provided that the application contains a release approval from the resident district or, if the student is an option student attending a different district, the option district attended by the student and satisfies any other requirements of law. Further, the application deadline shall not be waived if the application is for enrollment in any program, class, grade level or school building or in any special education programs operated by this School District which have been determined by the School District to be at capacity in accordance with the capacity standards (Appendix "1"), and no waiver of the deadline shall be made for such an application regardless of whether such capacity determinations are declared invalid for any reason.

Option 2 (Limited Deadline Waiver):

The application deadline will not be waived by the School District for applications to option into the [Name] Public School District, except in the following circumstances:

1. **Siblings:** The application deadline will be waived where the application is for a student who is the sibling of a student attending [Name] Public Schools as of the time the application is filed. A "sibling" for this purpose means a child who resides in the same household on a permanent basis with a student who is currently attending the School District and who has the same natural or adoptive parent or who is a stepbrother or stepsister.
2. **Kindergarten:** The application deadline will be waived where the application is for a student who is seeking to enroll and attend the Kindergarten grade level provided the application was filed on or before June 1 prior to the first semester of the next school year.
3. **Release Approval:** For the foregoing exceptions, the application must contain a release approval from the resident district or, if the student attends a different district as an option student, the student's current option district.

4. Other Conditions: The waiver of the deadline in the above circumstances does not require acceptance of the application, as such applications may be rejected for reasons other than late filing.
5. Capacity: For the foregoing exceptions, the application deadline shall not be waived if the application is for enrollment in any program, class, grade level or school building operated by this School District which have been determined by the School District to be at capacity in accordance with the capacity standards (Appendix "1"), and no waiver of the deadline shall be made for such an application regardless of whether such capacity determinations are declared invalid for any reason. For any option application for a student that would receive or could be eligible to receive special education or related services, the Director of Special Education or designee shall conduct a case-by-case analysis to determine if the District has the capacity to provide the student with the appropriate services and accommodations.

B. Rejection of Applications: Reasons

1. Capacity: An option enrollment application shall be rejected in the event the capacity of a program, class, grade level, or school building operated by the School District would be exceeded by acceptance of the application, and an option enrollment application shall be rejected in the event the application is for enrollment in a program, class, grade level, or school building which has been declared unavailable to option students due to lack of capacity.

The Director of Special Education shall review on a case-by-case basis all option applications for students that would receive or could be eligible to receive special education or related services. If the Director or designee determines that the District does not have the capacity to provide the student with the appropriate services and accommodations, then the Director or designee shall send a denial notice to the parent(s) or guardian(s) and include a description of services and accommodations that the District does not have the capacity to provide.

2. Timeliness: An option enrollment application shall be rejected in the event the application is not filed on or before the April 1st immediately preceding the school year in which enrollment is sought, and the filing deadline has not been waived.
3. Previous Option Enrollment: An option enrollment application shall be rejected in the event the student has [exhausted their option enrollments in other school districts, as determined by state law,](#)
4. Other Reasons: An option enrollment application may be rejected in the event the Superintendent, the Superintendent's designee, or the School District determines: The application is not submitted on a form prescribed by the State Department of Education, is not completely and accurately filled in, is not received within the time required by law, or any additional information requested to be supplied is not supplied to the School District within the time lines indicated; or in the event acceptance of the application is not required by law. Matters which are legally

Deleted: previously filed an option enrollment application for enrollment in any School District and has had such application accepted, unless a statutory exception to the "one-time" rule is applicable to the student's circumstance.

prohibited from being considered as standards for acceptance or rejection of applications (including "previous academic achievement, athletic or extracurricular ability, disabilities, proficiency in the English language, or previous disciplinary proceedings" and further including, without limitation, race, national origin, and gender) shall not be considered as reasons for acceptance or rejection.

C. Priority of Acceptance

Priority shall be accorded in the following order: (1) those applications required to be given priority by law, (2) those with a sibling in attendance at [Name] Public Schools, with priority within this group being given to those who had earliest filed applications, and (3) those without an option student sibling in attendance at [Name] Public Schools, with priority within this group to those who had earliest filed applications.

Filing date determinations are made by the Superintendent, or the Superintendent's designee. In the event applications within a group are received at the same or substantially the same time, priority as between such same-date applications shall be determined on the basis of random drawing.

D. Determination of Capacity

The School District will determine and set, on an annual basis, the maximum number of option enrollment applications the School District will accept in any program, class, grade level or school building operated by this School District, based upon available staff, facilities, projected enrollment of resident students, projected number of students with which this School District will contract based on existing contractual arrangements, and may declare a program, class or school unavailable to option students due to lack of capacity. Such determinations may be made in the form of an Appendix "1" to this Policy. The determination and declaration made for any school year shall continue in effect for the next and subsequent school years unless otherwise determined and/or declared. The capacity for special education services shall be determined on a case-by-case basis as determined by the Director of Special Education or designee.

E. Releases for Options Out

Provisions for Release (Choose one or modify as desired):

Option 1 (Release unless Expulsion is Pending):

A request for release of a resident student or option student currently attending, [Name] Public School District who submits an option application after March 15 will be granted, unless the administration is considering or has recommended expulsion of the student at the time the application is filed, and the administration determines it is appropriate to complete the expulsion process.

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Option 2 (Release Conditions):

A request for release of a resident student of or option student currently attending, [Name] Public School District who submits an enrollment option application after March 15 or any other statutory deadline will be granted only on the following conditions:

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1. Kindergarten: A release will be granted where the application is for a student who is seeking to enroll and attend the Kindergarten grade level provided the application was filed on or before June 1 prior to the first semester of the next school year.
2. Siblings: A release will be granted where the application would allow the student to attend the same school as a sibling. A “sibling” for this purpose means a child who resides in the same household on a permanent basis with a student who is currently enrolled in the option district and who has the same natural or adoptive parent or who is a stepbrother or stepsister.
3. Educational Programming: A release will be granted where the needs of the student require the District to obtain additional staffing or equipment and it is in the best interests of the District and the student to enroll in the option district. The determination of whether this condition is met shall be made by the Superintendent or the Superintendent’s designee.
4. No Pending Expulsion: The deadline shall not be waived if the administration is considering or has recommended expulsion of the student at the time the application is filed, and the administration determines it is appropriate to complete the expulsion process.

The Superintendent or the Superintendent’s designee is hereby authorized to execute such releases on behalf of the School District and the School District.

F. Notification of Acceptance or Rejection

In the case of an application to option enroll into the School District, the Superintendent or the Superintendent’s designee shall notify, in writing, the parent or legal guardian of the student, and the resident school district or, if the student is an option student attending a different district, that option district whether the application is accepted or rejected on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission.

If an option enrollment application or a request for release is rejected by the [Name] Public School District, the Superintendent or the Superintendent’s designee shall provide written notification to the parent or guardian stating the reasons for the rejection and the process for appealing such rejection to the State Board of Education. Such notification shall be sent by certified mail.

G. Status of Option Student

A student who is admitted under the enrollment option program shall be treated as a resident student, and in such regard shall be required to provide such enrollment information and

documentation as is required for enrollment of other students (e.g., certified birth certificate and evidence of physical examination, visual evaluation and immunization), shall be required to be enrolled on a full-time basis, and shall be required to adhere to student conduct rules. The building assignment for an option student, as well as classroom and grade level assignments, shall be determined solely by the administration.

An option student shall not be entitled to transportation except as required by law. Transportation or transportation reimbursement will be provided only in the following circumstances:

1. The [Name] Public School District may, upon mutual agreement with the parent or legal guardian of an option student, provide transportation to the option student on the same basis as provided for resident students. The school district may charge the parents of each option student transported a fee sufficient to recover the additional costs of such transportation.
2. Option students who qualify for free lunches are eligible for either free transportation or transportation reimbursement from the option school district. The District's policy is that the District selects which service (transportation or reimbursement) is to be provided to students.
3. For option students receiving special education services, the transportation services required in the student's Individualized Education Plan shall be provided by the resident school district.

H. Information Regarding Schools, Programs, Policies and Procedures.

As part of the option enrollment program, the administration shall make information about the [Name] Public Schools and its school, programs, policies and procedures available to all interested persons and shall have a copy of the option enrollment policy and regulations available at each school building.

Legal Reference: Neb. Rev. Stat. Sections 79-232 to 79-246

Date of Adoption: [Insert Date]

Personnel - Certificated EmployeesTeacher Training

The district shall provide and promote development programs for all professional staff - Superintendent, principals, teachers and the Board of education. Features of the staff development program:

1. Staff development resources and time shall be allocated in keeping with the key values and priorities of the district.
2. The staff development program shall concentrate on the programs and practices of effective schools and teaching, goal setting, assessment procedures, evaluation of staff, and the change process.
3. Content shall be selected that has been verified by research to improve student outcomes.
4. Teachers shall be actively involved in initiating, planning, and conducting the development programs for teachers.

At least annually, the administration will present to the Board the planned staff training as required by law. The Board will then approve those training requirements if the Board determines that the length of each training is reasonable.

Legal Reference: LB 1329 (2024)

Date of Adoption: [Insert Date]

InstructionClassroom Environment

At all times, teachers are expected to organize, maintain and ensure that their classroom is in a safe, orderly and clean condition for student learning. Classrooms should be free from distractions (such as inappropriate or unprofessional posters or other displays) and other apparatus that may cause student health problems (such as essential oils and/or essential oil diffusers). Teachers who are uncertain as to whether their classroom meets this requirement are encouraged to consult with their building principal in a proactive manner.

[The District will only permit the Gall-Peters projection map \(or a similar cylindrical equal-area projection map\) or the AuthaGraph projection map for display or use in the classroom.](#)

[Legal Reference: LB 1329 \(2024\)](#)

Date of Adoption: [Insert Date]

Business Operations

Meal Charge Policy

It is the policy of the District to comply with the National School Lunch Program and School Breakfast Program and all other federal grant programs that provide free or reduced meals to qualifying students.

Student Eligibility

Families of students who may be eligible for free or reduced price school meals should submit an application to determine their eligibility. Applications are available through the Superintendent or Superintendent's designee. As long as an application is submitted on or after July 1, the application will be considered current for the new school year. A student may become eligible for free or reduced meals at any time during the school year if the household experiences a change in financial circumstances.

Meal Account Balances

The District will ensure that families can check their meal account balances in a manner other than exclusively online. The District will ensure that at least one form of meal account payment is free of charge.

The District encourages families to pre-pay without charge for free or reduced price meals. Notwithstanding the option to pre-pay, students and families will have a method to add funds during the school day. Any balance remaining in a pre-paid account shall carry over into the next month. Households approved for free or reduced price meals with funds remaining in their meal account at the end of the school year shall receive a refund. When a student leaves the District or graduates, the District shall attempt to contact the student's household to return any funds remaining in the student's meal account.

Unpaid meal charges may be carried over at the end of the school year as a delinquent debt and the District shall undertake reasonable collection efforts to collect unpaid meal charges classified as delinquent debt, pursuant to and in compliance with state and federal law. The District shall maintain records of its collection efforts and, once delinquent meal charges are converted to bad debt, its documentation establishing and handling of the bad debt.

[The District will not use a debt collection agency to collect or attempt to collect, directly or indirectly, debts due or assessed to be owed for outstanding debts on a school lunch or breakfast account of any student. Nor will the District assess or collect any interest, fees, or other monetary penalties for outstanding debts on a school lunch or breakfast account of any student.](#)

Student Confidentiality

The District will disclose individual student eligibility information only to those persons (and organizations) who require the information in order to carry out an activity specifically authorized

by the National School Lunch Act, subject to applicable legal exceptions.

The District shall not use or implement any colored or coded meal cards, tickets, tokens, or other methods of payment that would overtly identify a student as being eligible for free or reduced price meals.

Distribution Annually

This policy shall be provided or made available to all students' households at the start of each school year and to households transferring to the District during the school year.

This policy shall also be provided annually to District staff members responsible for the enforcement of this policy, including food service professionals.

The Superintendent or the Superintendent's designee shall maintain documentation of the annual distribution of this policy to students' households and District staff.

Legal Reference: Richard B. Russell National School Lunch Act (42 U.S.C. Sec. 1751);
U.S.D.A. Memorandum SP 57-2016.
[LB 1329 \(2024\)](#)

Date of Adoption: [Insert Date]

Suggested by DCW Staff

Students

Preschool Enrollment

The District's preschool program shall be operated in accordance with this policy.

Eligibility

The Superintendent or designee will develop and maintain eligibility guidelines for children to enroll in the District's preschool program **in the following order of priority:**

~~If the Superintendent or designee determines that the preschool program is at capacity, then children will be admitted to the daycare program in the following order of priority:~~

1. Those students that are required by law to participate or be given a preference in the preschool program;
- ~~2. Resident students who are or will turn four-years-old during the school year;~~
2. Resident students who are four years old on or before July 31 of the school year.
- ~~3. Resident students who are not otherwise eligible to enroll in kindergarten;~~
3. Resident students who are three years old on or before July 31 of the school year.
4. Non-resident students who are not eligible to enroll in kindergarten will be considered for enrollment if they meet one of the following criteria in the following order of priority:
 - Staff member's children
 - Students with a sibling currently enrolled at DC West in grades K-12 and who plan to attend kindergarten.

~~5. Resident or non-resident students who are eligible to enroll in kindergarten.~~

The Superintendent or designee shall have the authority to implement and interpret capacity and enrollment decisions to ensure the best interests of the District and its preschool program, and there shall be no appeal process to the Board of Education related to the Superintendent or designee's decision.

Enrollment Process

Enrollment for the preschool program will be conducted on an annual basis. Parents or legal guardians must complete and submit a preschool enrollment application form by the specified deadline. Applications will be reviewed, and enrollment decisions will be based on available space, eligibility criteria, and other factors deemed appropriate by District staff. Parents will be notified of their child's enrollment status within a reasonable timeframe after the application deadline.

Waitlist

In the event that the number of applicants exceeds the preschool program's capacity, a waitlist

may be established. Priority on the waitlist may be given to eligible children based on the priorities listed in this policy. Parents will be notified if their child is placed on the waitlist and will receive updates regarding their status if openings become available.

Compliance

All aspects of this policy shall be implemented in accordance with applicable state and federal laws, regulations, and guidelines related to preschool education and enrollment.

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Article 5 **STUDENTS** Policy 5013

Date of Adoption: [Insert Date]

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InstructionTextbook Loans

The District will comply with the state law and Rule 4 of the Nebraska Department of Education pertaining to the distribution of textbooks to students of the District who are attending private schools. The financial liability of the District shall be limited to the amount of dollars appropriated by the state for the specific law.

If funds appropriated to this District are not sufficient to meet the request for textbooks under this policy, priority will be given to the textbooks requested that have the most recent copyright date. If the funding requires additional restrictions, priority will be given to the requests that were filed at the earliest date in the Superintendent's office. If still further restrictions are necessary, a drawing shall be conducted from the names of all students filing on the same date and requesting the same texts. The drawing shall continue until all state funds provided to the District for this purpose have been spent.

Redact

Legal Reference: Neb. Rev. Stat. Sec. 79-734
NDE Rule 4

Date of Adoption: June 13, 2022



2024-2025 Professional Learning Plan

The objective of the DC West professional development plan is to provide teachers with resources and support to implement research-based, differentiated instruction in order to improve student achievement, develop social-emotional skills, and increase civic engagement.

DC WEST MISSION

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

DC WEST BELIEFS

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

DC WEST STRATEGIC PLAN

Guiding Principle I: EXPANDED STUDENT-CENTERED LEARNING EXPERIENCES

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

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

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

Guiding Principle II: CULTURE AND COHESION

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

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

Guiding Principle III: PERSONAL EFFECTIVENESS

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

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

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

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

Guiding Principle IV: FAMILY AND COMMUNITY PARTNERSHIPS

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

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

Strategy 3: Strengthen family engagement and community investment.

Guiding Principle V: DISTRICT RESOURCES

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

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

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

Guiding Principle VI: BOARD GOVERNANCE

Strategy 6.1 Annually review the district's vision and mission statements, and progress/success of the district strategic plan.

Strategy 6.3 Continuously monitor the progress of district goals utilizing data to support growth and promote shared account ability for maximizing student achievement.

Strategy 6.2 Participate in continuous and appropriate training and professional development to build shared knowledge and values.

Professional Development Plan

Professional Learning Philosophy:

- Critical for continued student performance and success
- Provide direction and alignment to the State Standards
- Designed in a collaborative manner
- Provide differentiated professional learning opportunities
- Support the implementation of research-based best practices
- Based on explicit evidence of data and information

Successful Professional Learning Attributes:

- Sustained and supported throughout the duration of the school year and beyond
- Purposeful and in alignment with the DC West Strategic Plan
- Differentiated
- Focused on research-based practices
- Related to teaching and learning processes and explicit evidence of data and information
- Determined collaboratively with administration and staff members

Professional Learning Cycle and Needs Assessment:

As an ongoing professional learning process, DC West will review multiple sources of data. The following data will be used to assist in determining the yearly professional learning goals and focus.

- Nebraska State Report Card & Comprehensive Needs Assessment (AQuESST)
- NWEA Measures of Academic Progress (MAP) - District Interim Assessments
- Nebraska Student-Centered Assessment System (NSCAS) - State Assessments
- Student Attendance and Discipline Reports
- Graduation and Retention Rates
- Special Education Data
- Student Report Card Data
- MTSS Data - Tier I, Tier II & Tier III Interventions
- District Strategic Plan
- Administrator and Teacher Feedback

Possible Professional Development Delivery Model:

- Fall Workshop
- Friday Afternoons from 2:15-3:45
- Teacher Work Days
- District Professional Development Days
- Building Level Meetings
- MTSS Meetings
- PLC Team Meetings

Annual Required Professional Trainings
See Professional Development Plan Schedule for specific timeline

Topic	Audience	Reference/ Source	Time	Notes	Completion Date & Delivery Format
Assessment Procedures	Staff administering assessments	NDE	Prior to each assessment	Delivered by Director of Learning, Director of SPED, and Principals	Prior to each assessment
Bullying	Certified, non-certified staff, students, parents/community, volunteers, etc	Reference: Rule 10, page 3 and the Nebraska Department of Education	Online 23 minutes	<p>Required: Policy and Comprehensive Training/Education Plan Training and instruction of all groups (certified, non-certified staff, students, parents/community, volunteers, etc.) with comprehensive training/education plans that should be updated annually.</p> <p>Required Training: Introductory staff development provides awareness of bullying and can be conducted through direct presentations, meetings, role plays, video resources, literature, etc.</p> <p>DCW Plan: Safe Schools Module: Bullying Prevention & Response Refresher Course</p>	<p>Policy/Plan viewed during Fall Kickoff by Principals and listed in each school handbook.</p> <p>Online training module completed every other year.</p> <p>Last Training Date: Fall 2024-2025</p>
Child Abuse Reporting	All Staff	Revised State Statute 28-711	_____	<p>Required: District Policy and Procedures for Mandatory Reporting; State Law, “When any school employee has reasonable cause to believe a child has been subjected to child abuse/neglect or observes such child being subjected to...”</p> <p>Training: NOT Required, but recommended to train staff on this law requirement and the district’s mandatory reporting policy and procedures.</p> <p>DCW Plan: Review of Statute and District’s Mandatory Reporting Policy</p>	<p>Policy/Procedures reviewed during Fall Kickoff by Superintendent.</p> <p>Last Training Date: Fall District Kickoff</p>
Dating Violence Prevention	Staff that are deemed appropriate by school district’s administration	<p>State Statute 79-2, 141, Rule 10, Code Section 011: School Environment (011.01G)</p> <p>Reference: Nebraska Department of Education and NE State Board of Education</p>	Online 22 Minutes	<p>Required: Policy. Published policy in the District Handbook or similar manual or publication.</p> <p>Required Training: Shall include, but not be limited to, basic awareness of dating violence, warning signs, and the district’s dating violence policy.</p> <p>DCW Plan: Safe Schools Module: Dating Violence Identification & Prevention.</p>	<p>Online training module completed every other year.</p> <p>Last Training Date: 2023-2024</p> <p>DCW trained staff: MS & HS staff and administrators</p>

Harassment & Discrimination	Title IX Personnel (i.e., Title IX Coordinator(s), mediators, investigators, review panels, etc.)	Statute: 79-2, 137; Title IX Reference: Nebraska Sexual Harassment Training NE Equal Opportunity Commission U.S. Department of Education Office of Civil Rights	Online 1. Full Course: 34 Minutes Refresher: 14 Minutes 2. Online 31 Minutes	Required: Policies (Nondiscrimination, harassment, complaint/grievance procedures, etc.). The updated Title IX Rule specifically requires schools to post on their websites: <ul style="list-style-type: none">• The contact information for the school's Title IX Coordinator(s);• The school's non-discrimination policy;• Training materials used to train the school's Title IX personnel. Required Training: For Title IX Personnel (i.e., Title IX Coordinator(s), mediators, investigators, review panels, etc.) All-Staff Training NOT required, but highly recommended. DCW Plan Options: <ul style="list-style-type: none">• ESU Title IX Coordinator Training	Title IX Coordinator is the Director of Learning. Coordinator trains Investigators. Title IX Investigators are Principals and Superintendent. Policy/Procedures reviewed during Fall Kickoff by Superintendent. Last Training Date: Fall 2022-2023 ESU Training Module
Seclusion & Restraints (CPI)	Staff Utilizing Restraints	Rule 10, Code Section 011: School Environment (011.01E)	Certification: 8 Hours Refresher: 3 Hours	Required: Policy Required Training: Identified key educators utilizing restraints DCW Plan Options: <ul style="list-style-type: none">• CPI Certification: principals, resource teachers, school psychologists, counselors• Documentation Training: administrators, CPI members• De-escalation Strategies: All teachers and paras every other year<ul style="list-style-type: none">• ESU Refresher Training• Safe Schools Module: De-escalation Strategies	Full CPI Training completed through ESU and coordinated by the Director of SPED. Last Training Date: 2024-205
School Safety & Security Plan	All Staff	Statute: 79-2, 144; Rule 10, Code Section 011: School Environment (011.01B, C, and D) References: Rule 10, page 3 and the Nebraska Department of Education	_____	Required: A plan, a committee, and an annual review and site visit Required Training: Fire Drills, Shelter Drill, Lockdown Drill DCW Plan: <ul style="list-style-type: none">• DCW Standard Response Protocol Documentation Form• ESU SRP Module for review when needed	Monthly Fire Drills Spring Shelter Drill Fall and Spring Lockdown Drill (incorporate Hold and Secure Drills) See DC West Emergency Operations Plan Last Training Date: 2024-205

<p>Suicide Prevention (QPR)</p>	<p>All Teachers, Counselors, School Psychologists, Administrators, Health Room</p>	<p>Statute 79-2, 145-146</p> <p>Reference: Nebraska Department of Education</p>	<p>In-person QPR Training</p>	<p>Required Training: At least one hour of suicide awareness and prevention each year. Any school staff member having contact with students (i.e school nurse, teachers, counselors, school psychologists, social workers, paraprofessionals, administrators, secretarial staff, bus drivers, custodians kitchen staff, ect.)</p> <p>DCW Plan: Region 6 Suicide Awareness & Prevention Training for certificated staff.</p> <p>Classified Staff: Building a Suicide-Safe School Community modules.</p>	<p>Yearly</p> <p>Last Training Date: 2024-205</p>
<p>Seizure Safe Schools</p>	<p>All Certified Staff</p>	<p>LB 639</p>	<p>Online 30 minutes</p>	<p>Required Training: All certified staff will have at least one hour of self-study seizure education at least once every two school years.</p> <p>For schools with at least who student as having a seizure disorder:</p> <ul style="list-style-type: none"> ● School will work with the student’s parent/guardian and health care provider to develop a seizure action plan. ● Students with epilepsy may self-carry rescue medications. ● At least one employee at each school will be trained to administer or assist with the self-administration of a seizure rescue medication or medication prescribed to treat symptoms of a seizure. <p>DC West Plan: Epilepsy Foundation’s Online Training</p>	<p>Online training module completed every other year</p> <p>Last Training Date: 2024-205</p>

District PD Focus * ESU Support Through DSP			
SEBL Tier I PBIS/SEBL Practices* Tier I SEBL: Responsive Classroom: Elem & MS Tier I SEBL: Restorative Practices: HS*	Grading: Ken O'Connor A Repair Kit for Grading: 15 Fixes	Inclusive Practices: General & SPED Partnership, UDL, Coteaching	MTSS FIPS Process: Falcon Individual Problem Solving
Principal Evaluation*			

Friday Early Dismissal Focus
MTSS and/or PLC Meeting Suggested Activities: FIPS Meetings, Grade level PLC, Department PLC, Success Team, student data analysis, curriculum alignment, inclusive practices Documentation: PLC Teams List and PLC Meeting Logs
Building Staff Meeting Principal-developed agenda aligned to building goals and district professional learning initiatives.
District Professional Learning Presentations and time are aligned to District Strategic Plan initiatives. Required trainings will take place on assigned Fridays.

Professional Development Schedule	
Date	Fall Workshop
Tues 8/6	New Teacher PD/Work Day
Wed 8/7	New Teacher PD/Work Day
Thur 8/8 Teachers Return	Teacher Work Day <ul style="list-style-type: none"> ● 8:00 or 9:15 Teacher Start Time ● Lunch on Own 11:30-1:00 ● All Special Education Teacher Training 1:00-2:30 in Board Room ● 2:30 or 3:45 Teacher End Time
Fri 8/9	Teacher Professional Learning Day 8:00-10:00 District Professional Focus in PAC <ul style="list-style-type: none"> ● District Strategic Plan Overview ● MTSS Overview - FIPS Overview & PLC Structure ● Yearly Professional Development Plan ● Teacher Evaluation

	<p>10:30-12:00 Elementary Building Meeting in Cafeteria</p> <p>10:30-12:00 Middle School Building Meeting in Board Room</p> <p>10:30-12:00 High School Suicide Prevention Training in MS/HS in Library</p> <p>1:30-3:00 High School Building Meeting in MS/HS Library</p> <p>1:30-3:00 Elementary School Suicide Prevention Training in Elem Cafeteria</p> <ul style="list-style-type: none"> ● Middle School Medical Response Team members attend this training <p>1:30-3:00 Middle School</p> <ul style="list-style-type: none"> ● Bullying Prevention Training - complete online independently ● Seizure Safe Schools - complete online independently
Mon 8/12	<p>Teacher Work Day</p> <p>7:45-3:45 Teacher Work Time</p> <p>5:30-8:00 Open House</p> <ul style="list-style-type: none"> ● PK/Elementary 5:30-7:00 ● 6th Grade Orientation 5:00-5:45 in PAC ● Middle School 6:00-7:30 ● Freshman Orientation 6:00-6:30 in PAC ● High School 6:30-8:00
Tues 8/13 Classified Staff Return	<p>Teacher Professional Learning & Work Time</p> <p>8:00-9:30 District Kickoff - Dr. Poloncic in PAC</p> <p>9:45-11:30 Safety Training in PAC</p> <p>11:30-1:00 District Provides Lunch - Food Truck</p> <p>1:00-3:45 Teacher Work Time</p> <p>1:00-2:00 Coaches and Sponsors Meeting in PAC</p>
Wed 8/14	<p>8:00-11:45: First Day of School (11:45 Dismissal)</p> <p>1:00-3:45 Elem & High School Professional Learning</p> <ul style="list-style-type: none"> ● Bullying Prevention Training - complete online independently ● Seizure Safe Schools - complete online independently <p>1:00-2:30 Middle School Suicide Prevention Training in MS/HS Library</p> <p>1:15-2:30 Medical Response Team Training in Board Room</p> <p>2:30-3:30 Unique Learning Training for Select Teachers in MS Conference Room</p> <p>3:00-3:45 403B Meeting for New Staff Meeting in Board Room</p>
Date	Friday 2:15-3:45
8/16	<p>District Professional Learning</p> <ul style="list-style-type: none"> ● All Staff: Full FIPS Process in PAC then break out by school in MS
8/23	MTSS/PLC Meeting
8/30	<p>Building Staff Meeting</p> <ul style="list-style-type: none"> ● Elem: Responsive Classroom-Calm Corners ● MS: Responsive Classroom

	<ul style="list-style-type: none"> • HS: ?
9/6	MTSS/PLC Meeting
9/13	District Professional Learning <ul style="list-style-type: none"> • EL: SEBL Behavior Management & Support (CPI & MSLBD Symposium Info) • MS: Responsive Classroom • HS: ?
9/20	MTSS/PLC Meeting
9/27	Building Staff Meeting
10/4	Homecoming
10/10	8:00-11:00: District Professional Learning <ul style="list-style-type: none"> • Grading Fix 1 12:30-8:00: Conferences
10/11	No School: Teacher Comp Day
10/14	Teacher Work Day from Home or School
10/18	MTSS/PLC Meeting
10/25	Building Staff Meeting
11/1	MTSS/PLC Meeting
11/8	District Professional Learning <ul style="list-style-type: none"> • Grading Fix 1 Revisit
11/15	MTSS/PLC Meeting
11/22	Building Staff Meeting
11/29	No School: Thanksgiving
12/6	District Professional Learning <ul style="list-style-type: none"> • Grading (Focus TBD)
12/13	MTSS/PLC Meeting
12/20	Holiday Gift Basket Packing
12/23	Teacher Work Day from Home or School
1/6	District Professional Learning Day <ul style="list-style-type: none"> • Grading & SEBL (Tier I PBIS/SEBL Practices Training) • FIPS Process Revisit
1/10	Building Staff Meeting
1/17	MTSS/PLC Meeting
1/20 MLK Day	No School
1/24	District Professional Learning
1/31	MTSS/PLC Meeting
2/7	Building Staff Meeting
2/14	MTSS/PLC Meeting
2/17 Pres. Day	8:00-3:45 District Professional Learning Day <ul style="list-style-type: none"> • Grading & SEBL (Tier I PBIS/SEBL Practices Training)

	<ul style="list-style-type: none"> • Elem & MS: Responsive Classroom • HS: Restorative Practices
2/21	Building Staff Meeting
2/28	MTSS/PLC Meeting
3/7	No School: Teacher Work Day from Home or School
3/13	AM: District Professional Learning PM: Conferences
3/14	No School: Comp Day
3/21	No School: Spring Break
3/28	MTSS/PLC Meeting
4/4	Building Staff Meeting
4/11	MTSS/PLC Meeting
4/18	District Professional Learning Day
4/25	MTSS/PLC Meeting
5/2	Building Staff Meeting
5/9	MTSS/PLC Meeting
5/16	Retirement Celebration
5/23	No School: Teacher Work Day from School

DC West Community Schools



August 2024

NSCAS Growth: ELA, Math & Science

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

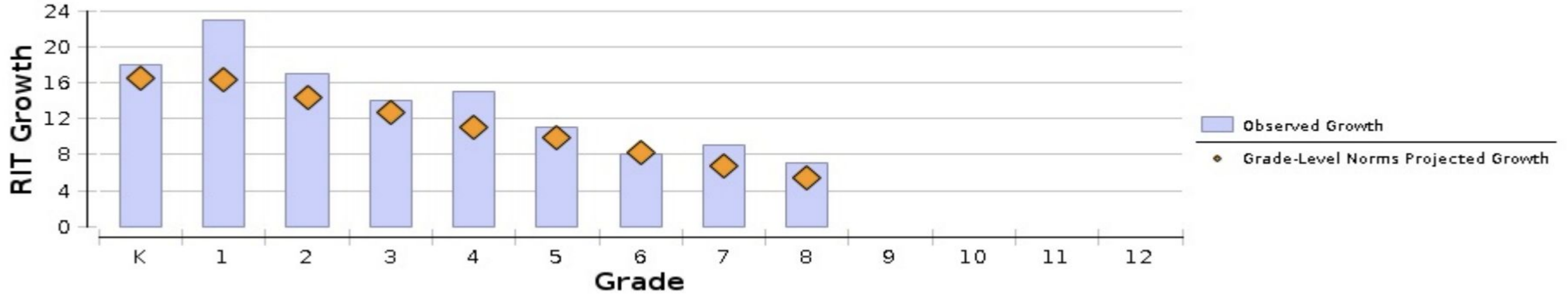


MAP Assessment

Growth from
Fall 2023 to Spring 2024



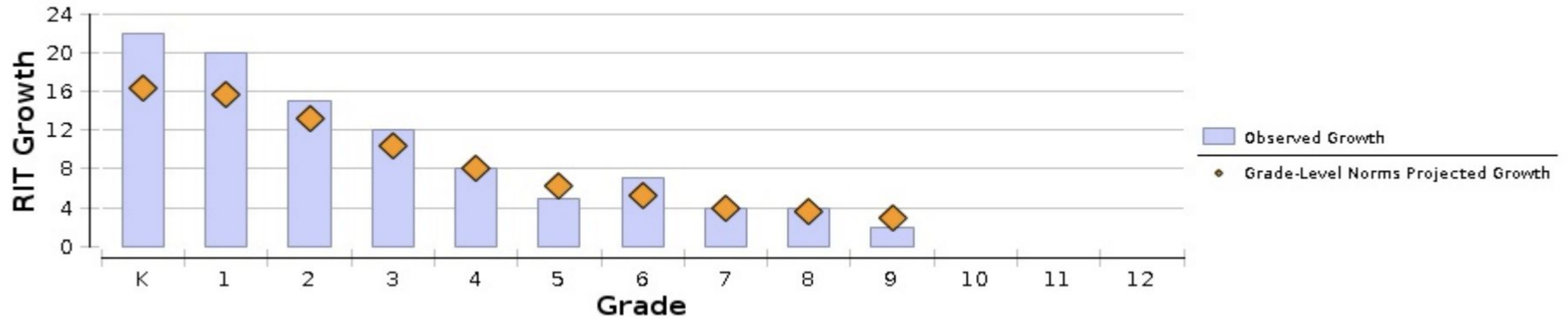
Math: Math K-12



Math: Math K-12

Grade (Spring 2024)	Total Number of Growth Events‡	Comparison Periods					
		Fall 2023			Spring 2024		
		Mean RIT Score	Standard Deviation	Achievement Percentile	Mean RIT Score	Standard Deviation	Achievement Percentile
K	71	146.5	9.7	90	164.3	8.6	92
1	64	163.9	11.5	74	187.3	11.5	96
2	56	175.6	11.3	54	192.5	13.0	69
3	88	189.5	13.6	57	203.5	11.9	64
4	68	199.5	11.3	50	214.4	11.3	70
5	71	212.0	11.4	65	222.5	14.9	67
6	79	216.5	12.6	59	224.3	11.9	57
7	66	226.4	16.3	76	235.8	17.1	84
8	87	227.3	19.6	60	234.6	18.1	66

Language Arts: Reading



Language Arts: Reading

Grade (Spring 2024)	Total Number of Growth Events‡	Comparison Periods					
		Fall 2023			Spring 2024		
		Mean RIT Score	Standard Deviation	Achievement Percentile	Mean RIT Score	Standard Deviation	Achievement Percentile
K	72	137.9	6.9	59	159.6	8.5	89
1	65	158.1	12.5	66	177.8	11.3	84
2	56	172.8	13.6	53	187.4	10.9	60
3	89	187.9	13.7	57	200.1	14.6	66
4	66	197.3	13.4	53	205.7	13.5	55
5	71	210.0	11.7	78	214.9	11.0	71
6	80	208.7	14.7	42	215.2	13.6	49
7	66	218.0	13.4	70	221.6	14.6	67
8	87	219.0	13.3	55	222.7	12.5	55

2024-2025 Professional Learning Plan



24-25 Professional Learning Focus

MTSS

- Falcon Individual Problem Solving Process (FIPS)

Inclusive Practices

- General & SPED Partnership
- Coteaching

Grading

- Ken O'Connor A Repair Kit for Grading: 15 Fixes
- Elementary Report Cards



Tier I SEBL Practices

- Elementary & Middle School: Responsive Classroom
- High School: Restorative Practices

Professional Learning Structure

District Professional Learning Days

- Thursday, October 10 (half day)
- Monday, January 6
- Monday, February 17
- Thursday, March 13 (half day)
- Friday, April 18

Friday Afternoon from 2:15-3:45

1. MTSS and/or PLC Meeting
 - Suggested Activities: FIPS Meetings, Grade level PLC, Department PLC, Success Team, student data analysis, curriculum alignment, inclusive practices
2. Building Staff Meetings
 - Principal developed agenda aligned to building goals and district professional initiatives
3. **District Professional Learning**
 - Topics align to District Strategic Plan initiatives. Required trainings will take place during Fall Worksop.

2024-2025 Preliminary Budget			
Categories	Budgeted 2023-2024	Preliminary Budgeted 2024-2025	Difference
Non SPED Instructional Programs	\$7,920,584.00	\$8,437,407.00	\$516,823.00
SPED Instructional Programs	\$2,275,632.00	\$2,466,657.00	\$191,025.00
Support Services SPED Related	\$403,158.00	\$419,284.00	\$16,126.00
Support Services Non-SPED Related	\$484,821.00	\$504,213.00	\$19,392.00
Support Instructional	\$856,582.00	\$890,845.00	\$34,263.00
Board of Education	\$92,700.00	\$93,000.00	\$300.00
Executive Administration Services	\$399,286.00	\$415,257.00	\$15,971.00
District Legal Services	\$35,000.00	\$40,000.00	\$5,000.00
Office of the Principal	\$828,608.00	\$961,752.00	\$133,144.00
General Admin~ Business Services	\$311,452.00	\$323,910.00	\$12,458.00
Maint & Operation of Building & Sites	\$1,795,631.00	\$1,817,456.00	\$21,825.00
Vehicle Acquisition & Maintenance	\$15,200.00	\$19,383.00	\$4,183.00
Non SPED Pupil Transportation	\$505,400.00	\$525,616.00	\$20,216.00
SPED Pupil Transportation	\$173,760.00	\$180,710.00	\$6,950.00
Categorical Grant from Corporation	\$134,908.00	\$134,908.00	\$0.00
State Categorical Programs	\$146,804.00	\$146,804.00	\$0.00
Federal Programs	\$418,024.00	\$418,024.00	\$0.00
ESSER II & III	\$439,612.00		-\$439,612.00
	\$17,237,162.00	\$17,795,226.00	\$558,064.00

**COLLABORATION MEMBERS**

Nebraska Council of School Administrators

Nebraska Association of School Boards

Nebraska State Education Association

Schools Taking Action for Children's Education (STANCE)

Greater Nebraska Schools Association

Nebraska Rural Community Schools Association

Educational Service Units Coordinating Council

Stand for Schools

DATE: August 9, 2024

TO: Members of Nebraska Legislature

RE: AM51 to LB9

The Education Collaboration stands united in opposition to AM51 to LB9 and proposed amendments. We recognize the need for property tax relief and have consistently supported a more equitable balance of funding sources for K-12 public education in Nebraska. The drastic change to the Local Effort Rate (LER) proposed for 2025-26 risks breaking the TEEOSA formula due to the disproportionately large percentage of school funding being channeled through the State.

We are also concerned about the intent language in Section 80 of AM51. Expressing a desire to completely overhaul TEEOSA without a clear plan is premature. Moreover, the intent to "replace school general fund levies by no later than the 2026-27 school fiscal year," as reiterated from the plan, suggests a future scenario where the State assumes nearly all school funding responsibilities.

This proposed shift would leave the allocation of critical dollars solely to future legislatures, significantly undermining local control. We believe it is essential to maintain local control of significant school district funding, allowing local school boards to make decisions that reflect the unique needs and contexts of their communities.

Additionally, the proposed plan fails to provide new funding for schools and, in fact, would result in a net loss of levying authority, leading to cuts in schools and reduced support for students. While the proposal funnels state money to schools, the existing caps mean that little to none of this money will be available for student support. There is a pressing need for property tax reform, but equally important is the need for increased funding for schools, particularly to address educator workforce shortages.

Making decisions of this magnitude about state aid to schools within the time constraints of a special session is reckless. We urge caution. The rushed nature of this process does not allow for careful planning, adequate forethought, or the inclusion of school finance experts and modeling to prevent adverse impacts and unforeseen consequences.

To avoid disastrous results, we recommend the establishment of an inclusive School Funding Commission. This commission should include board members, school business managers from diverse schools, NASB delegates, educators represented by NSEA, and school finance officials from the Nebraska Department of Education.