

Board of Education Regular Meeting
Monday, July 13, 2026 7:00 PM
Central Office Board Room
401 South Pine Street
Valley, NE 68064-0378

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7.4. Resolution to Increase Base Growth Tax Request Authority for the 2027 Fiscal Year Budget	196
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8. **Adjournment**

Board of Education

Cole Groteluschen

Dr. Kelly Hinrichs

Luke Janke

Jamie Jorgensen

Elizabeth Mayer

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.



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.



Board Meeting Procedures

"Engage, Prepare, and Empower"

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



DC WEST Community Schools

Engage, Prepare, and Empower

Superintendent's Report July 13, 2026

Business Manager Hiring

Cindy Quang, Business Manager, notified us of her resignation on June 22, 2026. Her last day with the district was July 1, 2026. The position has been advertised and we have received 18 applications, have offered five interviews, and conducted two interviews to date.

There are some immediate training opportunities offered by our financial software vendor and the Nebraska Council of School Administrators in July and August. We will hire a quality employee as soon as possible and get them registered for all training opportunities offered as well as link them to regional business manager mentors.

In the meantime, myself and Joanne Swan, District Office Assistant, will continue to cover the duties of the Business Manager.

Elementary Roof Partial Replacement

The replacement (repair) of the wind damaged portion of the elementary roof has been completed by BlackHawk Roofing. The entire project was covered by warranty and insurance funding.

Apptegy Website and Bound Activity Calendars

New communication tools have been launched in July. The [district website](#) has been transitioned to the Apptegy platform. Also new is the Bound Activity Calendar, replacing RSchool. These platforms interface on the district website. We will continue to communicate the new platforms and launch the app versions as school begins this fall. We are excited about these new platforms in synthesizing our communication efforts in the district.

Robotics Extra Duty Responsibilities

This summer a small committee worked on job expectations for all extra duty positions in the district. Due to enrollment and program development, we are recommending a split of the current Robotics extra duty positions into middle school and high school. This will not entail any additional payment, but split the current payment in two. Half for middle school and half for high school. These positions could be filled by the same person. We will bring this change forward to the Board in August.

Preschool Van Replacement

The replacement of our preschool vans is still a priority for me this summer. This task has been a bit delayed due to our transition in the business department but I still would like to accomplish the task prior to school starting or shortly thereafter.

Superintendent Goals 2026

- Facilitate the Master Planning process to approach Strategic Plan 5.1 & 5.3: 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 and align district resources to support a quality education system and high-level learning environment by ensuring necessary staffing levels,

- space allocation, and resource expenditures
- Implement Strategic Plan Strategy 4.2 to 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.
- Lead the vision and support needed to implement strategic plan priorities in 2026. Specifically increase overall proficiency and/or growth in core areas of student achievement district-wide.
- Continue to unify, coach and lead the entire administrative team to excellence.
- Begin to develop a leadership succession plan within the district and a transition process to proactively identify and transition new leadership within the district (Strategy 3.4).

Upcoming Dates:

July 19-22, Melissa in Austin, TX for Women's Leadership Conference
 July 29-31 A Team in Kearney, NE for Administrator Days Conference
 August 10 Regular Board of Education Meeting
 August 11-12 New Teacher Professional Development
 August 13 DC West Teachers Return
 August 17 Open Houses
 August 18 All Staff Returns
 August 19 First Day of School

Financial Recap June 2026

General Fund	6/1/2026	Receipts	Expenditures	6/30/2026
Depreciation Fund	\$9,642,182.79	\$ 819,359.59	\$ 1,424,096.83	\$9,037,445.55
Food Service Fund	\$1,772,090.58	\$ 1,457.09	\$ -	\$1,773,547.67
Qualified Capital Fund	\$45,174.75	\$ 20,886.76	\$ 46,454.96	\$19,606.55
Bond Fund	\$574,740.48	\$ 9,208.23	\$ 1,968.75	\$581,979.96
Special Building Fund	\$2,191,048.72	\$ 26,493.20	\$ -	\$2,217,541.92
	\$1,621,707.11	\$ 26,001.12	\$ 991,902.93	\$655,805.30
	\$15,846,944.43	\$903,405.99	\$2,464,423.47	\$14,285,926.95

General Fund Detail

Expenditures	June	YTD	Budgeted	Revenues	June	YTD
All Instructional Program	\$ 715,393.25	\$ 6,949,164.34	\$ 8,519,107.00	Personal and Prop Taxes	\$ 75,319.57	\$ 5,219,103.40
SPED Instructional Program	\$ 182,800.18	\$ 2,007,605.66	\$ 2,534,928.00	Carline Tax	\$ -	\$ 5,486.73
Support Services SPED Related	\$ 44,043.18	\$ 464,001.98	\$ 551,856.00	Motor Vehicle Taxes	\$ 134,804.24	\$ 1,328,540.97
Support Services Non-SPED Related	\$ 41,556.87	\$ 437,310.06	\$ 522,058.00	Facility Rental	\$ 100.00	\$ 2,200.00
Support Instructional	\$ 115,511.83	\$ 635,003.94	\$ 785,282.00	Tuition Received from Individuals	\$ (159.35)	\$ 80,980.10
Board of Education	\$ 1,469.47	\$ 99,033.97	\$ 111,624.00	Interest	\$ 4,508.77	\$ 35,822.52
Executive Administration Services	\$ 28,288.14	\$ 309,231.17	\$ 384,046.00	Local License Fees	\$ -	\$ 3,180.00
District Legal Services	\$ 1,311.00	\$ 10,330.25	\$ 40,000.00	Grants from Corporations/Private	\$ -	\$ 42,330.31
Office of the Principal	\$ 78,537.26	\$ 798,956.02	\$ 971,578.00	Other Local Receipts	\$ 4,033.49	\$ 11,823.80
General Admin - Business Services	\$ 20,193.31	\$ 238,706.25	\$ 390,055.00	County Fines and License Fees	\$ 3,723.74	\$ 22,009.57
Maint & Operation of Building & Sit	\$ 129,590.53	\$ 1,403,153.04	\$ 1,935,494.00	ESU Receipts	\$ -	\$ -
Vehicle Acquisition & Maint	\$ -	\$ 5,030.35	\$ 9,746.00	State Aid	\$ 269,962.00	\$ 2,699,629.00
Regular Pupil Transportation	\$ 7,239.14	\$ 517,092.06	\$ 658,246.00	Special Education Programs	\$ 250,945.00	\$ 1,904,838.00
SPED Pupil Transportation	\$ 5,389.24	\$ 127,460.78	\$ 172,757.00	Special Education Transportation	\$ -	\$ 81,727.00
Categorical Grant from Coporation	\$ 17,684.68	\$ 204,353.21	\$ 322,001.00	Homestead Exemption	\$ 72,741.24	\$ 181,853.10
State Categorical Programs	\$ 778.44	\$ 15,238.42	\$ 16,376.00	Pro-Rate Motor Vehicle	\$ -	\$ 15,672.03
Federal Programs	\$ 34,310.31	\$ 332,810.39	\$ 412,275.00	High Ability Learners	\$ -	\$ 9,515.00
Transfer Out	\$ -	\$ -		Early Childhood Grant	\$ -	\$ -
	\$ 1,424,096.83	\$ 14,554,481.89	\$ 18,337,429.00	State Apportionment	\$ -	\$ 254,040.29
				Other State Receipts	\$ -	\$ 68,007.00
				Prop & Personal Property Tax Credit	\$ -	\$ 3,538,376.33
				Title ESSA Programs	\$ -	\$ 149,703.00
				IDEA Programs	\$ -	\$ 301,532.00
				Medicaid	\$ 3,380.89	\$ 48,773.93
				ESSER II & ESSER III	\$ -	\$ -
				Other Federal Categorical Receipts	\$ -	\$ -
				Sale of Property	\$ -	\$ 52,181.83
				Insurance Adjustment	\$ -	\$ -
					\$ 819,359.59	\$ 16,057,325.91

June 2026 Payroll

Net Payroll	\$ 700,278.58
Payroll Taxes (District)	\$ 74,222.04
Payroll Withholding (Employees)	\$ 183,322.52
Retirement (District)	\$ 76,481.15
Retirement Withholding (Employees)	\$ 75,724.09

Activity Fund Balance Report - Summary - Exclude Encumbrances
06/2026 - 06/2026

Douglas County West Community School District 15
07/08/2026 11:58 AM

Fund: 05 ACTIVITY FUND

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
05 704	INTEREST	5,201.75	0.00	138.46	0.00	5,340.21
05 704 1001	ACTIVITY PASSES	31,377.64	13,000.50	0.00	0.00	18,377.14
05 704 1002	CORPORATE SPONSORSHIPS	7,331.53	0.00	0.00	0.00	7,331.53
05 704 1003	INSTRUMENTAL MUSIC	2,664.05	60.00	60.50	0.00	2,664.55
05 704 1005	STAFF LOUNGE	4,192.98	0.00	138.82	0.00	4,331.80
05 704 1007	VALLEY WAY	8,523.64	0.00	0.00	0.00	8,523.64
05 704 1011	PTSA DONATION	4,117.70	0.00	0.00	0.00	4,117.70
05 704 1023	PROM	3,922.28	0.00	0.00	0.00	3,922.28
05 704 1102	ARTS & HUMANITIES	550.62	0.00	0.00	0.00	550.62
05 704 1104	ATHLETICS HS	6,156.85	1,280.60	0.00	0.00	4,876.25
05 704 1106	BASEBALL TEAM	1,199.55	0.00	0.00	0.00	1,199.55
05 704 1107	BAND	2,709.55	0.00	0.00	0.00	2,709.55
05 704 1108	CHEER	6,826.37	616.00	0.00	0.00	6,210.37
05 704 1110	SPRING PLAY	3,453.90	232.87	0.00	0.00	3,221.03
05 704 1111	BBB TEAM	939.05	1,485.00	900.00	0.00	354.05
05 704 1112	CONCESSIONS	40,034.59	0.00	0.00	0.00	40,034.59
05 704 1113	CONSTRUCTION TECH	7,106.79	0.00	0.00	0.00	7,106.79
05 704 1114	DANCE TEAM	1,889.51	0.00	0.00	0.00	1,889.51
05 704 1115	HS MUSICAL	5,857.55	0.00	0.00	0.00	5,857.55
05 704 1116	ONE ACT	3,607.71	0.00	0.00	0.00	3,607.71
05 704 1117	FBLA	2,558.22	0.00	0.00	0.00	2,558.22
05 704 1118	HIGH SCHOOL	2,427.28	1,159.66	0.00	0.00	1,267.62
05 704 1119	DC TECH 1:1	5,022.58	0.00	20.00	0.00	5,042.58
05 704 1120	GBB TEAM	6,092.14	302.00	0.00	0.00	5,790.14
05 704 1123	HOSA	2,087.77	0.00	0.00	0.00	2,087.77
05 704 1124	STUCO HS	3,835.64	0.00	0.00	0.00	3,835.64
05 704 1128	NATIONAL HONOR SOCIETY	1,367.66	385.00	0.00	0.00	982.66
05 704 1131	FOOTBALL TEAM	13,213.94	10,464.00	0.00	0.00	2,749.94
05 704 1132	SCIENCE CLUB	446.69	0.00	0.00	0.00	446.69
05 704 1133	SPEECH TEAM	2,897.17	0.00	0.00	0.00	2,897.17
05 704 1134	VOCAL MUSIC	4,917.77	0.00	0.00	0.00	4,917.77
05 704 1136	WORLD LANGUAGE CLUB	660.52	0.00	0.00	0.00	660.52
05 704 1137	ROBOTICS TEAM	4,804.52	0.00	0.00	0.00	4,804.52
05 704 1141	GOLF TEAM	564.88	0.00	0.00	0.00	564.88
05 704 1142	YEARBOOK HS	5,059.43	0.00	0.00	0.00	5,059.43
05 704 1151	CROSS COUNTRY TEAM	1,975.43	0.00	0.00	0.00	1,975.43
05 704 1161	SOFTBALL TEAM	9,923.40	0.00	300.00	0.00	10,223.40
05 704 1166	BOYS TRACK TEAM	240.52	0.00	0.00	0.00	240.52

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06/2026 - 06/2026

Douglas County West Community School District 15
07/08/2026 11:58 AM

Fund: 05 ACTIVITY FUND

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
05 704 1167	GIRLS TRACK TEAM	112.50	0.00	0.00	0.00	112.50
05 704 1176	VOLLEYBALL TEAM	10,431.90	460.00	625.00	0.00	10,596.90
05 704 1186	WRESTLING TEAM	1,668.67	0.00	0.00	0.00	1,668.67
05 704 1198	SUMMER SPORTS CAMPS	598.12	0.00	0.00	0.00	598.12
05 704 1224	STUCO MS	15,628.02	0.00	0.00	0.00	15,628.02
05 704 1225	COFFEE CART - EL SPED	1,576.40	0.00	0.00	0.00	1,576.40
05 704 1319	DISNEY MUSICAL	15,939.90	0.00	15.00	0.00	15,954.90
05 704 1320	PRESCHOOL	8,007.69	490.62	0.00	0.00	7,517.07
05 704 2112	MS CONCESSIONS	2,735.72	0.00	0.00	0.00	2,735.72
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	177.51	0.00	0.00	0.00	177.51
05 704 2204	ATHLETICS MS	3,536.81	180.00	0.00	0.00	3,356.81
05 704 2205	UNIFIED SPORTS	2,949.94	0.00	0.00	0.00	2,949.94
05 704 2216	MS DRAMA	42.72	0.00	0.00	0.00	42.72
05 704 2218	MIDDLE SCHOOL	1,594.79	741.00	0.00	0.00	853.79
05 704 2242	MS YEARBOOK	3,120.79	0.00	0.00	0.00	3,120.79
05 704 3220	ELEM FIELD TRIP	(1,123.25)	0.00	1,123.25	0.00	0.00
05 704 3221	PBIS/FALCOIN	5,185.15	0.00	0.00	0.00	5,185.15
05 704 3222	BATTLE OF THE BOOKS	460.65	0.00	0.00	0.00	460.65
05 704 3318	ELEMENTARY	6,869.78	0.00	0.00	0.00	6,869.78
Fund Total: 05		295,872.50	30,857.25	3,321.03	0.00	268,336.28

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July 13, 2026 Board Bills

User ID: CQ

Vendor Name	Vendor Description	Amount
Checking Account ID 1	Fund Number 01 GENERAL FUND	
ABE'S TRASH SERVICE, INC		465.00
ACTIVATE LEARNING		4,166.20
ACTIVE INTERNET TECHNOLOGIES		3,175.00
ALCOVE ROOFING		750.00
AMAZON CAPITAL SERVICES, LLC		59,267.86
ARBITER SPORTS, LLC		788.00
BEAR PAW CREEK		70.00
BERINGER CIACCIO DENNEL MABREY		1,668.60
BJOREM SPEECH PUBLICATIONS, LLC		137.25
BLICK ART MATERIALS		1,835.96
BORDER STATES INDUSTRIES INC		713.58
BSN SPORTS LLC		2,435.70
CARDIO PARTNERS INC		758.00
CAROLINA BIOLOGICAL SUPPLY		224.13
CITY OF VALLEY		4,871.60
CITY WIDE FACILITY SOLUTIONS		6,500.00
COMMITTEE FOR CHILDREN		9,117.00
CROWNE PLAZA HOTEL & RESORTS		154.95
DAILY RECORD, THE		308.66
DEMCO INC		357.41
DIETZE MUSIC HOUSE		356.24
EDUCATIONAL SERVICE UNIT #3		3,938.00
EVERYDAY SPEECH		600.00
EYEWORDS, INC		197.89
FAS-BREAK		150.00
FIRST STUDENT, INC		47,696.32
FLINN SCIENTIFIC INC		324.29
FOLLETT CONTENT SOLUTIONS, LLC		2,351.75
FOLLETT SOFTWARE, LLC		4,839.10
FREMONT ELECTRIC INC		651.27
GEYER INSTRUCTIONAL PRODUCTS		146.95
GOODHEART-WILCOX COMPANY, INC		694.33
GOPHER SPORT		1,733.04
HARCO ATHLETIC RECONDITIONING, INC		1,401.00
HOME DEPOT CREDIT SERVICES		51.00
HOMETOWN LEASING		2,522.27
INSECT LORE		75.98
JAYMAR BUSINESS FORM, INC		731.92
JUST FOR KIDS THERAPY INC		1,420.36
JUST RIGHT READER, INC		12,729.60
KANSAS CITY AUDIO-VISUAL INC		1,395.00
KAPLAN EARLY LEARNING COMPANY		1,509.71
LAKESHORE LEARNING MATERIALS, LLC		982.98
LEARNING FORWARD		112.00
LEARNING WITHOUT TEARS		340.29
MATHESON TRI-GAS INC		109.72
MAX I. WALKER		314.80
MCGRAW-HILL EDUCATION INC		188.99
MENARDS - ELKHORN		379.82
MENSAH, SOWAH		230.00
MILLARD SPRINKLER INC		804.21
NEBRASKA ASCD		50.00
NEBRASKA TURF PRODUCTS, INC		2,448.34
NORTHERN SPEECH SERVICES		111.84
NORTHWEST FITNESS		703.50

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July 13, 2026 Board Bills

User ID: CQ

Vendor Name	Vendor Description	Amount
OMAHA WORLD-HERALD		5,840.41
P & H ELECTRIC INC		488.00
PERIPOLE, INC		131.18
PRAIRIE MECHANICAL CORP		7,142.14
PRIME HOME DDS		3,075.98
PRO-ED, INC		308.00
QUILL, LLC		1,398.87
REALLY GOOD STUFF INC		380.06
RMD PROMOTIONS LLC		720.00
SCHLOSSER ENTERPRISES		900.00
SCHOOL HEALTH CORPORATION		719.29
SCHOOL SPECIALTY INC		6,856.09
SEESAW LEARNING INC		4,156.50
SPEECH SQUAD, LLC		2,794.50
SPEED4LIFTS S.L		3,900.00
STAPLES ADVANTAGE		3,374.04
VALLEY ACE HARDWARE		284.93
VERNIER SCIENCE EDUCATION		2,955.02
VOIP SUPPLY, LLC		795.24
WARDS NATURAL SCIENCE EST INC		479.31
WASTE CONNECTIONS OF NEBR, INC		1,593.87
WAYSIDE PUBLISHING		96.00
WEST MUSIC COMPANY INC		107.84
WOMEN BAND DIRECTOR INTERNATIONAL, INC		140.00
ZANER - BLOSER		1,376.54
Fund Number 01		<u>240,071.22</u>
Checking Account ID 1		<u>240,071.22</u>
Checking Account ID 2	Fund Number 02	DEPRECIATION
AMAZON CAPITAL SERVICES, LLC		1,791.75
BROOKLYN PUBLISHERS LLC		407.00
CONCORD THEATRICALS CORP.		150.08
SCHOOL SPECIALTY INC		2,088.40
Fund Number 02		<u>4,437.23</u>
Checking Account ID 2		<u>4,437.23</u>
Checking Account ID 6	Fund Number 06	NUTRITION FUND
BULLER FIXTURE COMPANY		3,094.65
Fund Number 06		<u>3,094.65</u>
Checking Account ID 6		<u>3,094.65</u>
Checking Account ID 9	Fund Number 09	QCPUF
BERINGER CIACCIO DENNEL MABREY		1,968.75
FLUID MECHANICAL LLC		200,463.24
Fund Number 09		<u>202,431.99</u>
Checking Account ID 9		<u>202,431.99</u>

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF
EDUCATION OF DOUGLAS COUNTY SCHOOL DISTRICT 28-0015,
a/k/a, DOUGLAS COUNTY WEST COMMUNITY SCHOOL DISTRICT
Monday, June 8, 2026**

The regular meeting of the Board of Education, District #15, in the County of Douglas, in the State of Nebraska, was convened in open and public session on Monday, June 8, 2026 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, Foundation One Bank and the Daily Record. 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.

Cole Groteluschen: Present
Kelly Hinrichs: Present
Luke Janke: Present
Jamie Jorgensen: Absent
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. No correspondence addressed to the Board.

3. Approval of Agenda

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

Cole Groteluschen: Yea, Kelly Hinrichs: Yea, Luke Janke: Yea, Jim Tomanek: Yea
Yea: 4, 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 Kelly Hinrichs and a second by Luke Janke.

Cole Groteluschen: Yea, Kelly Hinrichs: Yea, Luke Janke: Yea, Jim Tomanek: Yea
Yea: 4, 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

Maddison Zach - exit preschool

Cheryl Eckerman - exit elem library para

Shawn Rochford - exit preschool

Kitchen staff exit:

Lilly Kelly

Megan Jensen

Jane Sullivan

Keilan Alcolea Alvaez

Kari West

Moria Winters

Eugena Urban

Amy Wieczorek

Kitty Virden

Amber Lopez

Kelly Ellis

Norma Wallace

6. Old Business

6.1. Committee Updates

The Finance committee met on Monday, June 1st at 5:15pm to discuss the 2027 Fiscal Year budget, specifically the resolution to authorize additional property tax request authority being on the June Board agenda.

The American Civics committee met on Monday, June 8th at 6:15pm to discuss and review needed policy updates for 2026.

6.2. Building and Grounds Committee of the Whole

Agenda for the Buildings and Grounds Committee of the Whole:

- Master Plan Update
- BCDM outlined a comprehensive master planning process, which is currently in its early stages of engaging staff and students for visioning and goal-setting. A 30-minute board work session was requested and scheduled for July 13, 2026, at 6:15 PM, immediately preceding the next regular meeting, allowing BCDM to meet with the Board to go over master plan engagement activities.
- Summer Project Update
 - The Air Handling Unit (AHU) replacement project managed by Fluid Mechanical is experiencing equipment delivery delays; we are monitoring progress to ensure completion before the school year starts.
 - Repairs on the North Gym doors are complete. The district received one bid for the total replacement cost of these doors, amounting to approximately \$85,000. It was recommended that this replacement project be moved to the long-term maintenance plan utilizing QCPUF funds.
 - The district is awaiting final vendor bids for elementary building window treatments and facility furniture updates. Additional vape detectors are slated for installation in designated zones, parking lots at the middle and high schools are scheduled for repainting, and the weight room exterior signage is being repaired and repainted.

7. New Business

7.1. Director of Activities and Athletics Continuous Improvement Presentation

As a part of the year-long administrative presentations on continuous improvement, Mr. Jeremy Travis, Director of Activities and Athletics, presented his continuous improvement overview to the Board.

7.2. Food Service Management Contract Approval

As discussed at the May Board meeting, our Food Service Management Company RFP process has been completed. We have since received formal approval from the Nebraska Department of Education for the Board to approve and the Superintendent to sign the one-year contract with Lunchtime Solutions, with an option to renew for four additional years. The proposal, along with a final addendum, from Lunchtime Solutions can was available to the board for review. The contract was reviewed with our legal counsel. Lunchtime Solutions intends to meet with all of our food service personnel on June 10th for employment transition and orientation.

Motion to Approve Passed with a motion by Luke Janke and a second by Kelly Hinrichs.

Cole Groteluschen: Yea, Kelly Hinrichs: Yea, Luke Janke: Yea, Jim Tomanek: Yea

Yea: 4, Nay: 0

7.3. Resolution to Increase Base Growth Tax Request Authority for the 2027 Fiscal Year Budget

As discussed in the finance committee, DC West Community Schools Board may increase its base growth tax request authority by 6% with at least seventy percent of the Board of Education voting in favor of the increased request.

This increase request is recommended by the administration to be made this year due to student and staffing needs and budgetary obligations. The Board will likely not need to use the entire 6% authority; the remaining unused authority will be added to future years' calculations.

The reason the administration is recommending approval of this in June is to provide an accurate authority amount for budgeting throughout the summer months. The Board will still approve the entire budget and use of this authority in the September hearing and budget approval.

Motion to postpone this action until the July 13th board meeting due to not having 70% of the board in attendance to vote this evening motion by Kelly Hinrichs and a second by Luke Janke.

Cole Groteluschen: Yea, Kelly Hinrichs: Yea, Luke Janke: Yea, Jim Tomanek: Yea

Yea: 4, Nay: 0

7.4. Correction of Record: Girls Wrestling Coach Level Title

To amend the motion from the May 11, 2026 Board meeting regarding the Girls Wrestling Coach level to state middle school instead of high school.

Motion to amend the action taken on May 11, 2026 to correctly identify the Girls Wrestling Coach as Middle School instead of High School Passed with a motion by Kelly Hinrichs and a second by Jim Tomanek.

Cole Groteluschen: Yea, Kelly Hinrichs: Yea, Luke Janke: Yea, Jim Tomanek: Yea

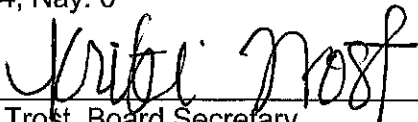
Yea: 4, Nay: 0

8. Adjournment

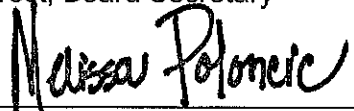
Motion to adjourn meeting at 7:41pm Passed with a motion by Luke Janke and a second by Cole Groteluschen.

Cole Groteluschen: Yea, Kelly Hinrichs: Yea, Luke Janke: Yea, Jim Tomanek: Yea

Yea: 4, Nay: 0



Kristi Trost, Board Secretary



Dr. Melissa Polonicic, Superintendent

Financial Recap June 2026

General Fund	6/1/2026	Receipts	Expenditures	6/30/2026
Depreciation Fund	\$9,642,182.79	\$ 819,359.59	\$ 1,424,096.83	\$9,037,445.55
Food Service Fund	\$1,772,090.58	\$ 1,457.09	\$ -	\$1,773,547.67
Qualified Capital Fund	\$45,174.75	\$ 20,886.76	\$ 46,454.96	\$19,606.55
Bond Fund	\$574,740.48	\$ 9,208.23	\$ 1,968.75	\$581,979.96
Special Building Fund	\$2,191,048.72	\$ 26,493.20	\$ -	\$2,217,541.92
	\$1,621,707.11	\$ 26,001.12	\$ 991,902.93	\$655,805.30
	\$15,846,944.43	\$903,405.99	\$2,464,423.47	\$14,285,926.95

General Fund Detail

<u>Expenditures</u>	June	YTD	Budgeted	<u>Revenues</u>	June	YTD
All Instructional Program	\$ 715,393.25	\$ 6,949,164.34	\$ 8,519,107.00	Personal and Prop Taxes	\$ 75,319.57	\$ 5,219,103.40
SPED Instructional Program	\$ 182,800.18	\$ 2,007,605.66	\$ 2,534,928.00	Carline Tax	\$ -	\$ 5,486.73
Support Services SPED Related	\$ 44,043.18	\$ 464,001.98	\$ 551,856.00	Motor Vehicle Taxes	\$ 134,804.24	\$ 1,328,540.97
Support Services Non-SPED Related	\$ 41,556.87	\$ 437,310.06	\$ 522,058.00	Facility Rental	\$ 100.00	\$ 2,200.00
Support Instructional	\$ 115,511.83	\$ 635,003.94	\$ 785,282.00	Tuition Received from Individuals	\$ (159.35)	\$ 80,980.10
Board of Education	\$ 1,469.47	\$ 99,033.97	\$ 111,624.00	Interest	\$ 4,508.77	\$ 35,822.52
Executive Administration Services	\$ 28,288.14	\$ 309,231.17	\$ 384,046.00	Local License Fees	\$ -	\$ 3,180.00
District Legal Services	\$ 1,311.00	\$ 10,330.25	\$ 40,000.00	Grants from Corporations/Private	\$ -	\$ 42,330.31
Office of the Principal	\$ 78,537.26	\$ 798,956.02	\$ 971,578.00	Other Local Receipts	\$ 4,033.49	\$ 11,823.80
General Admin - Business Services	\$ 20,193.31	\$ 238,706.25	\$ 390,055.00	County Fines and License Fees	\$ 3,723.74	\$ 22,009.57
Maint & Operation of Building & Sit	\$ 129,590.53	\$ 1,403,153.04	\$ 1,935,494.00	ESU Receipts	\$ -	\$ -
Vehicle Acquisition & Maint	\$ -	\$ 5,030.35	\$ 9,746.00	State Aid	\$ 269,962.00	\$ 2,699,629.00
Regular Pupil Transportation	\$ 7,239.14	\$ 517,092.06	\$ 658,246.00	Special Education Programs	\$ 250,945.00	\$ 1,904,838.00
SPED Pupil Transportation	\$ 5,389.24	\$ 127,460.78	\$ 172,757.00	Special Education Transportation	\$ -	\$ 81,727.00
Categorical Grant from Coporation	\$ 17,684.68	\$ 204,353.21	\$ 322,001.00	Homestead Exemption	\$ 72,741.24	\$ 181,853.10
State Categorical Programs	\$ 778.44	\$ 15,238.42	\$ 16,376.00	Pro-Rate Motor Vehicle	\$ -	\$ 15,672.03
Federal Programs	\$ 34,310.31	\$ 332,810.39	\$ 412,275.00	High Ability Learners	\$ -	\$ 9,515.00
Transfer Out	\$ -	\$ -		Early Childhood Grant	\$ -	\$ -
	\$ 1,424,096.83	\$ 14,554,481.89	\$ 18,337,429.00	State Apportionment	\$ -	\$ 254,040.29
				Other State Receipts	\$ -	\$ 68,007.00
				Prop & Personal Property Tax Credit	\$ -	\$ 3,538,376.33
				Title ESSA Programs	\$ -	\$ 149,703.00
				IDEA Programs	\$ -	\$ 301,532.00
				Medicaid	\$ 3,380.89	\$ 48,773.93
				ESSER II & ESSER III	\$ -	\$ -
				Other Federal Categorical Receipts	\$ -	\$ -
				Sale of Property	\$ -	\$ 52,181.83
				Insurance Adjustment	\$ -	\$ -
					\$ 819,359.59	\$ 16,057,325.91

June 2026 Payroll

Net Payroll	\$ 700,278.58
Payroll Taxes (District)	\$ 74,222.04
Payroll Withholding (Employees)	\$ 183,322.52
Retirement (District)	\$ 76,481.15
Retirement Withholding (Employees)	\$ 75,724.09

Activity Fund Balance Report - Summary - Exclude Encumbrances
06/2026 - 06/2026

Douglas County West Community School District 15
07/08/2026 11:58 AM

Fund: 05 ACTIVITY FUND

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
05 704	INTEREST	5,201.75	0.00	138.46	0.00	5,340.21
05 704 1001	ACTIVITY PASSES	31,377.64	13,000.50	0.00	0.00	18,377.14
05 704 1002	CORPORATE SPONSORSHIPS	7,331.53	0.00	0.00	0.00	7,331.53
05 704 1003	INSTRUMENTAL MUSIC	2,664.05	60.00	60.50	0.00	2,664.55
05 704 1005	STAFF LOUNGE	4,192.98	0.00	138.82	0.00	4,331.80
05 704 1007	VALLEY WAY	8,523.64	0.00	0.00	0.00	8,523.64
05 704 1011	PTSA DONATION	4,117.70	0.00	0.00	0.00	4,117.70
05 704 1023	PROM	3,922.28	0.00	0.00	0.00	3,922.28
05 704 1102	ARTS & HUMANITIES	550.62	0.00	0.00	0.00	550.62
05 704 1104	ATHLETICS HS	6,156.85	1,280.60	0.00	0.00	4,876.25
05 704 1106	BASEBALL TEAM	1,199.55	0.00	0.00	0.00	1,199.55
05 704 1107	BAND	2,709.55	0.00	0.00	0.00	2,709.55
05 704 1108	CHEER	6,826.37	616.00	0.00	0.00	6,210.37
05 704 1110	SPRING PLAY	3,453.90	232.87	0.00	0.00	3,221.03
05 704 1111	BBB TEAM	939.05	1,485.00	900.00	0.00	354.05
05 704 1112	CONCESSIONS	40,034.59	0.00	0.00	0.00	40,034.59
05 704 1113	CONSTRUCTION TECH	7,106.79	0.00	0.00	0.00	7,106.79
05 704 1114	DANCE TEAM	1,889.51	0.00	0.00	0.00	1,889.51
05 704 1115	HS MUSICAL	5,857.55	0.00	0.00	0.00	5,857.55
05 704 1116	ONE ACT	3,607.71	0.00	0.00	0.00	3,607.71
05 704 1117	FBLA	2,558.22	0.00	0.00	0.00	2,558.22
05 704 1118	HIGH SCHOOL	2,427.28	1,159.66	0.00	0.00	1,267.62
05 704 1119	DC TECH 1:1	5,022.58	0.00	20.00	0.00	5,042.58
05 704 1120	GBB TEAM	6,092.14	302.00	0.00	0.00	5,790.14
05 704 1123	HOSA	2,087.77	0.00	0.00	0.00	2,087.77
05 704 1124	STUCO HS	3,835.64	0.00	0.00	0.00	3,835.64
05 704 1128	NATIONAL HONOR SOCIETY	1,367.66	385.00	0.00	0.00	982.66
05 704 1131	FOOTBALL TEAM	13,213.94	10,464.00	0.00	0.00	2,749.94
05 704 1132	SCIENCE CLUB	446.69	0.00	0.00	0.00	446.69
05 704 1133	SPEECH TEAM	2,897.17	0.00	0.00	0.00	2,897.17
05 704 1134	VOCAL MUSIC	4,917.77	0.00	0.00	0.00	4,917.77
05 704 1136	WORLD LANGUAGE CLUB	660.52	0.00	0.00	0.00	660.52
05 704 1137	ROBOTICS TEAM	4,804.52	0.00	0.00	0.00	4,804.52
05 704 1141	GOLF TEAM	564.88	0.00	0.00	0.00	564.88
05 704 1142	YEARBOOK HS	5,059.43	0.00	0.00	0.00	5,059.43
05 704 1151	CROSS COUNTRY TEAM	1,975.43	0.00	0.00	0.00	1,975.43
05 704 1161	SOFTBALL TEAM	9,923.40	0.00	300.00	0.00	10,223.40
05 704 1166	BOYS TRACK TEAM	240.52	0.00	0.00	0.00	240.52

Activity Fund Balance Report - Summary - Exclude Encumbrances
06/2026 - 06/2026

Douglas County West Community School District 15
07/08/2026 11:58 AM

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 1167	GIRLS TRACK TEAM	112.50	0.00	0.00	0.00	112.50
05 704 1176	VOLLEYBALL TEAM	10,431.90	460.00	625.00	0.00	10,596.90
05 704 1186	WRESTLING TEAM	1,668.67	0.00	0.00	0.00	1,668.67
05 704 1198	SUMMER SPORTS CAMPS	598.12	0.00	0.00	0.00	598.12
05 704 1224	STUCO MS	15,628.02	0.00	0.00	0.00	15,628.02
05 704 1225	COFFEE CART - EL SPED	1,576.40	0.00	0.00	0.00	1,576.40
05 704 1319	DISNEY MUSICAL	15,939.90	0.00	15.00	0.00	15,954.90
05 704 1320	PRESCHOOL	8,007.69	490.62	0.00	0.00	7,517.07
05 704 2112	MS CONCESSIONS	2,735.72	0.00	0.00	0.00	2,735.72
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	177.51	0.00	0.00	0.00	177.51
05 704 2204	ATHLETICS MS	3,536.81	180.00	0.00	0.00	3,356.81
05 704 2205	UNIFIED SPORTS	2,949.94	0.00	0.00	0.00	2,949.94
05 704 2216	MS DRAMA	42.72	0.00	0.00	0.00	42.72
05 704 2218	MIDDLE SCHOOL	1,594.79	741.00	0.00	0.00	853.79
05 704 2242	MS YEARBOOK	3,120.79	0.00	0.00	0.00	3,120.79
05 704 3220	ELEM FIELD TRIP	(1,123.25)	0.00	1,123.25	0.00	0.00
05 704 3221	PBIS/FALCOIN	5,185.15	0.00	0.00	0.00	5,185.15
05 704 3222	BATTLE OF THE BOOKS	460.65	0.00	0.00	0.00	460.65
05 704 3318	ELEMENTARY	6,869.78	0.00	0.00	0.00	6,869.78
Fund Total: 05		295,872.50	30,857.25	3,321.03	0.00	268,336.28

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July 13, 2026 Board Bills

User ID: CQ

Vendor Name	Vendor Description	Amount
Checking Account ID 1	Fund Number 01 GENERAL FUND	
ABE'S TRASH SERVICE, INC		465.00
ACTIVATE LEARNING		4,166.20
ACTIVE INTERNET TECHNOLOGIES		3,175.00
ALCOVE ROOFING		750.00
AMAZON CAPITAL SERVICES, LLC		59,267.86
ARBITER SPORTS, LLC		788.00
BEAR PAW CREEK		70.00
BERINGER CIACCIO DENNEL MABREY		1,668.60
BJOREM SPEECH PUBLICATIONS, LLC		137.25
BLICK ART MATERIALS		1,835.96
BORDER STATES INDUSTRIES INC		713.58
BSN SPORTS LLC		2,435.70
CARDIO PARTNERS INC		758.00
CAROLINA BIOLOGICAL SUPPLY		224.13
CITY OF VALLEY		4,871.60
CITY WIDE FACILITY SOLUTIONS		6,500.00
COMMITTEE FOR CHILDREN		9,117.00
CROWNE PLAZA HOTEL & RESORTS		154.95
DAILY RECORD, THE		308.66
DEMCO INC		357.41
DIETZE MUSIC HOUSE		356.24
EDUCATIONAL SERVICE UNIT #3		3,938.00
EVERYDAY SPEECH		600.00
EYEWORDS, INC		197.89
FAS-BREAK		150.00
FIRST STUDENT, INC		47,696.32
FLINN SCIENTIFIC INC		324.29
FOLLETT CONTENT SOLUTIONS, LLC		2,351.75
FOLLETT SOFTWARE, LLC		4,839.10
FREMONT ELECTRIC INC		651.27
GEYER INSTRUCTIONAL PRODUCTS		146.95
GOODHEART-WILCOX COMPANY, INC		694.33
GOPHER SPORT		1,733.04
HARCO ATHLETIC RECONDITIONING, INC		1,401.00
HOME DEPOT CREDIT SERVICES		51.00
HOMETOWN LEASING		2,522.27
INSECT LORE		75.98
JAYMAR BUSINESS FORM, INC		731.92
JUST FOR KIDS THERAPY INC		1,420.36
JUST RIGHT READER, INC		12,729.60
KANSAS CITY AUDIO-VISUAL INC		1,395.00
KAPLAN EARLY LEARNING COMPANY		1,509.71
LAKESHORE LEARNING MATERIALS, LLC		982.98
LEARNING FORWARD		112.00
LEARNING WITHOUT TEARS		340.29
MATHESON TRI-GAS INC		109.72
MAX I. WALKER		314.80
MCGRAW-HILL EDUCATION INC		188.99
MENARDS - ELKHORN		379.82
MENSAH, SOWAH		230.00
MILLARD SPRINKLER INC		804.21
NEBRASKA ASCD		50.00
NEBRASKA TURF PRODUCTS, INC		2,448.34
NORTHERN SPEECH SERVICES		111.84
NORTHWEST FITNESS		703.50

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July 13, 2026 Board Bills

User ID: CQ

Vendor Name	Vendor Description	Amount
OMAHA WORLD-HERALD		5,840.41
P & H ELECTRIC INC		488.00
PERIPOLE, INC		131.18
PRAIRIE MECHANICAL CORP		7,142.14
PRIME HOME DDS		3,075.98
PRO-ED, INC		308.00
QUILL, LLC		1,398.87
REALLY GOOD STUFF INC		380.06
RMD PROMOTIONS LLC		720.00
SCHLOSSER ENTERPRISES		900.00
SCHOOL HEALTH CORPORATION		719.29
SCHOOL SPECIALTY INC		6,856.09
SEESAW LEARNING INC		4,156.50
SPEECH SQUAD, LLC		2,794.50
SPEED4LIFTS S.L		3,900.00
STAPLES ADVANTAGE		3,374.04
VALLEY ACE HARDWARE		284.93
VERNIER SCIENCE EDUCATION		2,955.02
VOIP SUPPLY, LLC		795.24
WARDS NATURAL SCIENCE EST INC		479.31
WASTE CONNECTIONS OF NEBR, INC		1,593.87
WAYSIDE PUBLISHING		96.00
WEST MUSIC COMPANY INC		107.84
WOMEN BAND DIRECTOR INTERNATIONAL, INC		140.00
ZANER - BLOSER		1,376.54
Fund Number 01		<u>240,071.22</u>
Checking Account ID 1		<u>240,071.22</u>
Checking Account ID 2	Fund Number 02	DEPRECIATION
AMAZON CAPITAL SERVICES, LLC		1,791.75
BROOKLYN PUBLISHERS LLC		407.00
CONCORD THEATRICALS CORP.		150.08
SCHOOL SPECIALTY INC		2,088.40
Fund Number 02		<u>4,437.23</u>
Checking Account ID 2		<u>4,437.23</u>
Checking Account ID 6	Fund Number 06	NUTRITION FUND
BULLER FIXTURE COMPANY		3,094.65
Fund Number 06		<u>3,094.65</u>
Checking Account ID 6		<u>3,094.65</u>
Checking Account ID 9	Fund Number 09	QCPUF
BERINGER CIACCIO DENNEL MABREY		1,968.75
FLUID MECHANICAL LLC		200,463.24
Fund Number 09		<u>202,431.99</u>
Checking Account ID 9		<u>202,431.99</u>

Special Improvement Projects Form
DC West Board of Education
Policy No. 1320

Organization or Individual Proposing the Project:

Name: Heather Cox & Trey Baker (High School Student Council sponsors)
Phone: 402-659-3310 – Heather, 402-719-8118 - Trey
Email: hcox@dcwest, tbaker@dcwest.org

Date of Submission: 6/18/2026

Title of Project: Senior Parking Spot Painting

Detailed Proposed Scope/Description of the Project including proposed materials, labor, equipment, and workmanship:

*All bids must be obtained in accordance with board policy and district purchasing procedures and practices

Student Council would like to sponsor the yearly painting of parking spots for seniors, and funds raised would be used by the Student Council. This was an idea brought to us by the students to allow them to show creativity, promote school spirit and camaraderie, and commemorate their senior year at DC West High School. Arlington High School does this, and it has been well-received.

The painting and clean-up will be the responsibility of the students and monitored by Student Council.

See attached information for proposed rules and application process.

Estimated Costs: \$0 to the school. Students will pay the \$50 and then supply their own painting materials.

Details and Cost of Fundraising Campaign:

*All fundraising campaigns, activities, marketing and advertising must be approved by the Board of Education or designee prior to their use.

This will be a fundraiser for Student Council and will be advertised with a flyer on the school's social media and via email to all upcoming seniors. Student Council will use the funds to support student activities and recognition, such as Homecoming, Leadership Dinner, and prizes for students for participating in class competitions and community service projects.

Preliminary Designs (if appropriate): N/A

Approximate Ongoing Maintenance or Operational Costs: \$0

Any Special Recognition or Naming Rights of Donors Requested: None

*Must receive Board approval

Senior Parking Spots

Senior Parking

Senior parking spots will be chosen via a lottery system. Students will choose their top five parking stall choices. Once all designs have been approved, names will be chosen at random and assigned a parking spot.

Personalizing Your Senior Parking Space

Seniors may personalize their parking space to show their Falcon pride or their creative side by painting their spot for the school year. Seniors must “purchase” their spot for \$50 and have their design submitted and approved by Student Council sponsors (Mr. Baker and Ms. Cox) prior to painting (with the exact concept that has been submitted/approved). **Seniors are the only students who have the option to personalize a parking space.**

Process

1. Purchase your senior parking spot via eFunds.
2. Complete the application and submit for approval.
3. Indicate your top parking stall number on the application.
4. Once you receive approval, purchase your supplies for your parking spot using the material guide below.
5. Show up during the assigned dates/times to personalize your parking spot!

Material Guide

Students must purchase their own materials to personalize their spot. **PAINT MUST BE EXTERIOR ALL-WEATHER, WATER-BASED PAINT.** We suggest that you talk to the paint department about your design and the surface you will be painting so they can help you decide what is best to use and how much to purchase.

Supply List:

- 1 Gallon Primer Paint to cover old design (if applicable)
- Paint & brushes or rollers (be sure to have plenty of each color/and or cleaner for your brushes between colors)
- Paint roller extension pole (optional - this can expedite the process of painting the background color without needing to bend down)
- Paint can opener
- Paint stir sticks
- Paint tray(s)
- Painter’s Tape (to create 4 inch border)
- Broom and/or Leaf Blower (to sweep off space prior to painting)
- Chalk (to draw an outline of your design)
- Stencils (optional- can be helpful if you don’t want to free-hand your illustration)
- Cloths, towels, newspaper, cardboard (to help with cleaning, placing materials, and sitting/kneeling while painting)
- Trash bags
- Lawn chairs
- Sunscreen
- Hat
- Paint clothes

The following resources are NOT permitted:

- Oil based paints
- Spray paint or paint sprayers
- Glitter or textured paint
- Reflective/Fluorescent paints
- Clear coat or sealants

Parking Spot Design Proposal

All designs and color schemes must be submitted with a completed application to Student Council sponsors (Mr. Baker and Ms. Cox) no later than July 31, 2026 for final approval. Your application will be reviewed. If there are concerns about the design or it is not approved, the student will be contacted for clarification and/or suggestions. **All decisions are final and may not be changed.** Students may only decorate their spots during the designated design days/times (August 7, 8, and 9 from 8am - 3pm). Students that alter their approved plans may lose their privilege to have a personalized space and forfeit the fee. Additional disciplinary action may result depending on the nature of the offense.

Painting Days

- Students must check in with supervising staff members prior to painting. Staff will verify that students have approved applications, design, and fees paid, and appropriate paint supplies. Only correctly labeled paint may be used.
- Students may help one another if requested. Otherwise, a student must only paint their own designated spot.
- Students may bring their parents or other family members to help.
- **ALL PAINTING must be completed during the allotted dates/times provided unless approved otherwise by the Student Council sponsors (Mr. Baker and Ms. Cox) due to special situations that may require extended time.**

Designs/Items NOT permitted

- Any design that shames others such as race, gender, religion, etc...
- Offensive language, pictures, or symbols
- Weapons, drugs, alcohol, smoking, gangs, or other inappropriate behavior
- Negative or rude language
- No double entendres (words or phrases open to two interpretations, one of which is usually risque or indecent)
- Political statements
- No flags – it has been previously deemed disrespectful to park on top of flags
- No names other than your own, initials, or appropriate nicknames
- Any personal information that the school district is not permitted to publicly share or release about the student
- No reference to another school's mascot, logo, or name
- Designs will not exceed the length or width of the painted parking lines. Students may not paint the designated parking lines in any way. All designs must be painted within a 4-inch border of the parking space.

Final Considerations

- No refunds will be provided after the spot has been painted.
- Any student, any grade level that paints a parking spot without permission or vandalizes a senior spot will lose parking privileges and face additional disciplinary action and consequences depending on the nature of the offense.
- Prohibited or unapproved designs will be painted over at the discretion of the administration and Student Council sponsors (Mr. Baker and Ms. Cox).
- Please note that reserved spots are only yours during regular school hours.
- DC West High School will not be responsible for students that park in a reserved parking spot. If a student arrives at school and finds another vehicle parked in their reserved painted space, the student needs to:
 - Take a picture of the license plate and note the make, model, and color of the car.
 - Submit this information to Student Council sponsors (Mr. Baker and Ms. Cox).
 - Park in a non-painted parking space for the day.

Senior Personalized Parking Spot Application

Please show your completed design in color below. Your design must represent exactly what will be painted on your parking space if it is accepted. This form will be kept on file. Please print the following two sheets and turn them into Mr. Baker or Ms. Cox by July 31, 2026. See the last page for an example design!

4 Inch Border

4 Inch Border

4 Inch Border

Student's First and Last Name: _____

Student's Email: _____

Student's Phone: _____

License Plate Information: _____

Car Make, Model, and Color: _____

I have fully read and understand all the rules and agree to abide by them. If I violate any of these rules/guidelines, I understand and accept the consequences of my actions.

Student Signature: _____

Parent/Guardian Signature: _____

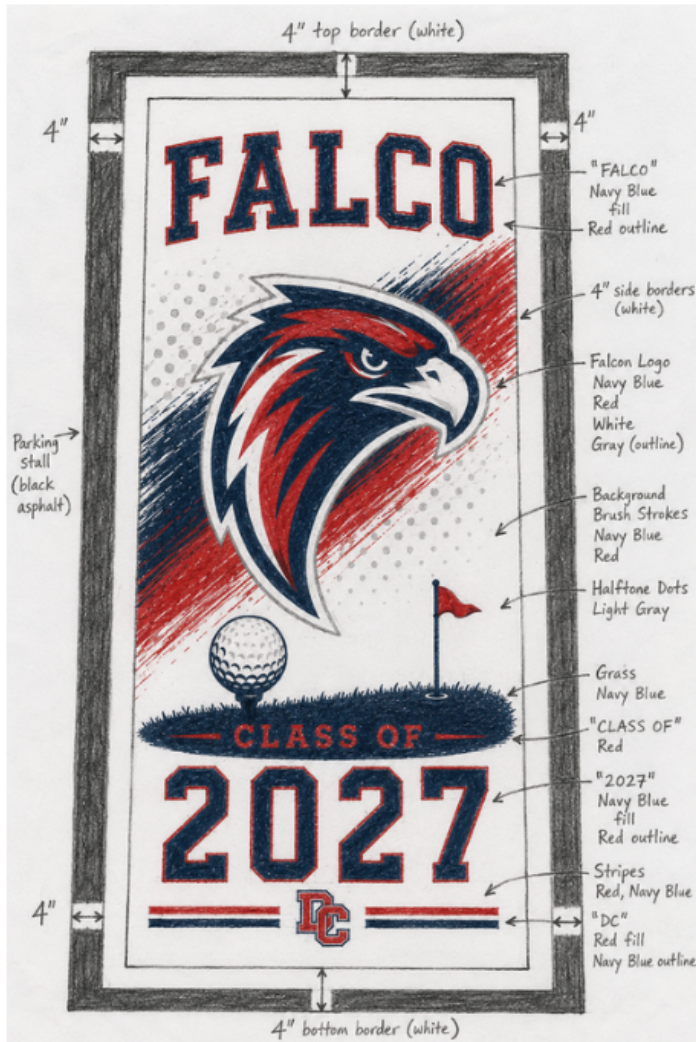
----- **This portion to be completed by DCWHS staff** -----

Yes	No	Task	Notes
		Student is senior enrolled @ DCW?	
		Student has submitted an appropriate design with color?	
		Has the student completed the application in entirety including paying the fee?	
		Student and a legal guardian have signed the agreement?	

Application Approved:

Application Denied:

Reason(s) for denial:



**Example Design
Proposal**



**Example Painted Stall
Design**

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
Kendall G. Oberheide



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

Of Counsel
Thomas M. Haase

*Also admitted in Iowa
** Also admitted in Kansas

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

FIRST SET OF 2026 POLICY UPDATES

Over the past several years, the Nebraska Legislature enacted several measures that will take effect during the 2026-2027 school year. In anticipation of these changes, we are sending the first set of policy updates to give boards and administrators time to review and plan for next year. As always, please do not hesitate to contact us with any questions or concerns.

1. Policy 1040 – Annual Report. Neb. Rev. Stat. § 79-3305 now requires an annual “computer science and technology education status report” to the School Board. The deadline to complete the first report is December 1, 2026.

2. Policy 3540 – Bidding Construction Projects. Neb. Rev. Stat. § 81-3445 requires the State Board of Engineers and Architects to adjust the threshold for architects or engineers on construction projects. The Board adjusted this amount to \$144,000, which is now reflected in Policy 3540.

3. Policy 5601 – Asthma, Anaphylaxis and Allergic Reaction Protocol. Neb. Rev. Stat. § 79-227 requires each Board to adopt an anaphylaxis policy by July 1, 2026. The anaphylaxis policy must also be included in the Student Handbook, beginning in the 2026-2027 school year. In addition, DHHS issued a new guidance document for anaphylaxis that does not need to be adopted into Board Policy but can be shared with your staff.

4. Policy 7050 – Bids and Contracts. Neb. Rev. Stat. § 73-106 requires the State Board of Education to adjust the bidding threshold once every five years. The State Board adjusted this amount to \$136,000, which is now reflected in Policy 7050.

Community RelationsAnnual Report and School Improvement

The Superintendent shall prepare and distribute each year an Annual Report in accordance with Nebraska Department of Education Rule 10. The Annual Report shall be distributed or made available to residents of the School District each year. The report shall include information required by NDE Rule 10 and applicable NDE guidance. The results of the annual report shall be used to plan and make needed changes to improve instruction for all students.

The Superintendent shall further ensure that the School District implements a systematic on-going process that guides planning, implementation, and evaluation and renewal of school improvement activities to meet local and statewide goals and priorities. The school improvement process shall focus on improving student learning and include a periodic review by visiting educators who provide consultation to the local school/community in continued accomplishment of plans and goals. The school improvement process shall further include the following activities at least once within each five years:

- A. Review and update of the mission and vision statements.
- B. Collection and analysis of data about student performance, demographics, learning climate, and former high school students.
- C. Selection of improvement goals. At least one goal is directed toward improving student academic achievement.
- D. Development and implementation of an improvement plan which includes procedures, strategies, actions to achieve goals, and an aligned professional development plan.
- E. Evaluation of progress toward improvement goals.

The school improvement process shall further include a visitation by a team of external representatives to review progress and provide written recommendations. A copy of the school system's improvement plan and the written recommendations shall be provided to the Nebraska Department of Education, when appropriate. The external team visits shall be conducted at least once each five years.

At least annually, the Superintendent or designee shall provide a computer science and technology education status report to both the Board of Education and Nebraska State Department of Education. The annual report may include information about student progress on the computer science and technology courses and other relevant measures of student progress in the areas of computer science and technology education. To the extent appropriate, computer science education data may be incorporated into the District's Annual Report and considered as part of the District's ongoing school improvement planning process.

Legal Reference: NDE Rule 10.01, 10.5.02, 10.9 and 10.10
Neb. Rev. Stat. § 79-3305

Date of Adoption: [Insert Date]

Business OperationsProcedures—Bidding Construction Projects

The District shall bid every project for the construction, remodeling, or repair of any school-owned building or for site improvements when the contemplated expenditures for the project is in excess of one hundred ~~thirty-six~~ thousand dollars (\$~~136~~,000), or such sum as adjusted pursuant to Section 73-106. The bidding procedures shall comply with the requirements of state law and shall include the following:

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1. Notice to Bidders: The Administration shall prepare a notice to bidders containing a general description of the scope of the project being bid; the location of the project; the means of obtaining project documents, including plans and specifications; the date and hour bids will close; and the date, hour and place bids are to be returned, received and opened, and a provision that such bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders, when the hour is reached for the bids to close.
2. Regular Manner of Advertisement for Bids: The notice to bidders shall be published one time in a newspaper of general circulation in the School District. The notice shall be published at least seven (7) days prior to the date designated for the opening of such bids. The Board of Education or Administration may, in its sole discretion, elect to utilize further advertisement for bids as it may determine appropriate to secure a sufficient number of qualified bidders for the scope of the project.
3. Bid Opening: When the hour is reached for such bids to close, bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders.
4. Contract Award: The contract shall be awarded to the lowest responsible bidder as to the extent required by law. When not so required, the award shall be made on the basis of consideration of the contract award criteria determined appropriate by the Board or administration.
5. Performance and Payment Bonds. Whenever any contract is entered into for the erecting, furnishing, or repairing of any building or other public structure or improvement, the contractor shall be required, before commencing such work, to furnish a performance, labor and material payment bond. The bond requirement shall not apply, however, to any project bid or proposed which has a total cost of ten thousand dollars (\$10,000) or less unless the School Board or Administration includes a bond requirement in the specifications for the project. The bond shall be in an amount not less than the contract price. The bond shall be conditioned on the faithful performance of the contract and the payment by the contracting party of all laborers and mechanics for labor that is performed and of all material and equipment rental that is actually used or rented in connection with the improvement project and the performance of the contract. Such bond shall contain such provisions as are required by statutes, and be in a form prescribed and required by the district.

6. Retention of an Architect or Engineer. The School District shall not engage in the construction of any public works involving architecture or engineering unless the plans, specifications, and estimates have been prepared and the construction has been observed by an architect, a professional engineer, or a person under the direct supervision of an architect, professional engineer, or those under the direct supervision of an architect or professional engineer; provided that such requirement shall not apply to any public work in which the contemplated expenditure for the complete project does not exceed one hundred ~~forty-four~~ thousand dollars (~~\$144,000~~), as adjusted from time to time by Section 81-3445 or other applicable law.
7. Additional Procedures. Each bid for which a labor and material bond is required shall be accompanied by a bid bond or certified check in the amount of five percent (5%) of such bid unless the School Board or Administration waives such requirement. The Board of Education or Administration may provide for additional procedures for the procurement, opening and acceptance of bids as deemed appropriate for a particular project.

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Legal Reference: Neb. Rev. Stat. Sec. 52-118; Neb. Rev. Stat. Sec. 73-101 *et seq.*; Neb. Rev. Stat. Sec. 73-106; Neb. Rev. Stat. Sec. 81-3445

Date of Adoption: [Insert Date]

StudentsAsthma, Anaphylaxis, and Allergic Reaction Protocol

The District will adopt and implement the Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis Protocol as required by the Nebraska Department of Education.

The Superintendent, in conjunction with licensed health personnel, shall establish administrative regulations for the implementation of this policy. The regulations established shall comply with NDE rules regarding the protocol to follow in case of a life-threatening asthma or systemic allergic reaction (including anaphylaxis) and use of an EpiPen and albuterol. These regulations and protocols shall also ensure that each school building will procure and maintain the equipment and medication necessary under the protocol in the case of any student or school staff emergency. Staff training in using the protocol shall occur periodically. Records of such training and occurrences of administering medication under the protocol shall be maintained.

The Emergency Protocol shall be implemented, and the equipment and medication necessary to implement the Emergency Protocol shall be maintained, at each school building while school is in session. For purposes of the Emergency Protocol, the phrase "while school is in session" is defined as the core instructional school day. The "core instructional school day" is defined as that portion of each day school is in session during which teachers are on duty to provide and students are scheduled to receive instruction in the School District's curriculum, generally beginning at 8:00 a.m. and ending at 3:30 p.m. The Emergency Protocol shall not be required to be implemented other than in the school buildings while school is in session, and as such is not required to be implemented at extracurricular activities, on school buses, or during school field trips. Implementation of the Emergency Protocol at such non-mandatory times or places shall be made in the discretion of the administration and shall be subject to the availability of the employees designated or trained in implementation of the Emergency Protocol and the availability of the necessary equipment and medication at such times or places.

The parent or guardian of a student of minority age may sign a waiver requesting that their student not receive emergency treatment under this protocol.

The Superintendent or designee shall further develop and implement protocols to address anaphylaxis and the emergency use of epinephrine at school buildings and school-sponsored activities. A school nurse or trained staff member may administer epinephrine to any individual believed to be experiencing anaphylaxis. These protocols will also address the District's response, documentation, notification, and reporting any instances of administering epinephrine. The District will continue to implement individualized health or Section 504 plans for students with known severe allergies, and nothing in this policy limits rights or accommodations under Section 504, the ADA, or the IDEA.

Deleted: Form for Policy No. 5601

Legal Reference: NDE Rule 59.006
Neb. Rev. Stat. § 79-227

Date of Adoption: [Insert Date]

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... [1]

New Construction

Facilities - Bids and Contracts

All contracts for work related to building construction, remodeling or repair or site improvement in excess of \$136,000, or such sum as adjusted pursuant to Section 73-106, will be bid in accordance with state statutes. All other contracts will be handled under current district policies and regulations.

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Legal Reference: Neb. Rev. Stat. Sections 73-101 to 73-106

Date of Adoption: [Insert Date]

Thomas M. Haase
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*Also admitted in Iowa
** Also admitted in Kansas

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MEMORANDUM – 2026 SCHOOL DISTRICT ANNUAL POLICY UPDATES

The Legislature adjourned on April 17th this year. This Memo covers the required policy updates that need to be made this summer.

A. REQUIRED POLICY UPDATES

1. **Policy 1110 (“Bulletin Boards”)**: LB 429 added new requirements for “equal access” to teachers by professional organizations and teacher associations. Policy 1110 has been updated to ensure that qualifying organizations and associations are granted such access under the new law.
2. **Policy 3560 (“Records Management and Disposition”)**: LB 596 updated references in the record retention laws to better reflect current technology and electronic storage capabilities. Policy 3560 has been updated to reflect these changes.
3. **Policy 5004 (“Full-time and Part-time Enrollment”)**: LB 937 refined the part-time enrollment statutes to provide greater flexibility for students participating in national and state activities, such as FFA. Policy 5004 has been updated accordingly.
4. **Policy 5005 (“Student Residence, Admission and Contracting for Educational Services”)**: LB 937 imposes a new requirement that school districts may not disenroll a student who is the subject of a DHHS investigation. Under this new law, if DHHS notifies a school district that a student may be the victim of abuse or neglect, the district cannot facilitate a student’s withdrawal or transfer to a different school. If a parent or guardian attempts to withdraw or transfer the student during this period, the district must notify DHHS. Policy 5005 incorporates these changes.
5. **Policy 5006 (“Option Enrollment”)**: LB 653 amended the option enrollment statutes by requiring the “automatic” acceptance of siblings of option students currently enrolled in a district. Policy 5006 has been updated to reflect this new requirement. Over the next few months, schools should evaluate their option enrollment program and practices to account for these new obligations, as well as review and update option enrollment forms.

6. **Appendix to Policy 5006 (“Option Resolution”):** Similar to the changes made in Policy 5006, the Option Resolution has been updated to reflect the change in LB 653 that removes capacity limitations for option siblings.

7. **Policy 5008 (“Attendance”):** LB 937 amended the student attendance laws to provide that a documented absence from a credentialed health professional shall excuse a student’s absence for that day and not count toward a student’s truancy accumulation. The update to Policy 5008 reflects this change.

8. **Policy 5101 (“Student Discipline”):** LB 653 amended the Student Discipline Act and requires two changes to board policy. First, LB 653 created an exception to the prohibition on suspending young students. Previously, PK-2 graders could only be suspended for bringing a firearm or deadly weapon to school. Now, a PK-2 grader can be suspended for violent behavior. In addition, LB 653 amends the notice requirements for student discipline letters. School administrators should ensure that their student discipline forms and checklists are updated to reflect these new notice requirements.

9. **Policy 5205 (“Graduation”):** Last year, LB 296 amended Nebraska’s graduation statute to provide an exception for students who, at some point during their high school career, were under the supervision of a juvenile court. Policy 5205 incorporates this new statutory exception into the graduation criteria.

* 5209 New

10. **Policy 8130 (“Annual Organizational Meeting”):** LB 596 allows each board to designate the method by which they will give advanced public notice of board meetings. The method must be noted in the meeting minutes. At the annual organizational meeting, each board should approve (and note in the minutes) the designated method of giving notice, such as on the district’s website or posting in conspicuous places within the District.

11. **Policy 8342 (“Designated Method of Giving Notice of Meetings”):** LB 596 amends the Open Meetings Act’s notice requirements. Previously, notices of board meetings were required to be published in the newspaper, with several exceptions. Now, notices of regular meetings only need to be published four times per year. Schools that wish to continue publishing monthly notices in the newspaper are free to continue doing so. But for those schools that do not want to be tied to a newspaper each month, notices of the regular meeting schedule need only be published four times a year.

B. RECOMMENDED UPDATES

1. **Policy 3130 (“Purchasing Policies”):** The Purchasing Policy is important to ensure that Boards have oversight of large purchases in the District, while affording the administration the flexibility to make smaller purchases when needed. However, Policy 3130 does not delineate between purchasing products and expending district funds for ongoing service or renewals previously approved (such as utility bills, insurance renewals, and so forth). To better address the distinctions between these scenarios, each Board may consider updating Policy 3130.

C. OPTIONAL POLICY AND/OR HANDBOOK UPDATES

1. **Mobile Tracking:** LB 935 added a new crime for surreptitiously tracking someone via a mobile tracking device. The new law includes an exception for a parent tracking their student. Since Policy 1102 (“Recording of Others”) focuses on listening devices (as opposed to tracking devices), no update is necessary to Policy 1102 in response to LB 935. That said, some districts may want to consider how to handle mobile tracking devices at school.

2. ***Smart Glasses:** Some districts have struggled with students wearing smart glasses at school. Policy 6113 (based on LB 140 from last year) bans all “electronic communication devices,” which include smart glasses. However, if your district wants to explicitly include a reference to smart glasses or other technology, you are free to do so within Policy 6113 and/or Policy 5101 (Student Discipline).

3. **Swatting:** LB 935 also created a new crime of “swatting.” The Student Discipline Act (and Policy 5101) already covers criminal conduct as the basis for student discipline, so Policy 5101 does not need to be updated to add “swatting” as an expellable offense. A district could nonetheless add “swatting” if they wanted to make clear that a swatting incident may be grounds for serious discipline.

D. OTHER CONSIDERATIONS

1. **New Centralized Student Record System:** Last year, LB 296 addressed changes to the foster system. One of these changes includes new responsibilities for NDE. Beginning July 1, 2026, school districts will be required to share a student’s education records with NDE if the student is under a juvenile court’s jurisdiction, as part of a new centralized records system.

2. **New NPERS Retirement Rules:** LB 824 changes the public retirement statutes by requiring a 120 day “sit-out” period for employees who retire. As such, any school employee who retires may not work or volunteer for the 120-day period after their retirement date. An employee’s retirement date (for purposes of NPERS) may be deemed to be a date other than the date of the employee’s last workday and is typically “fixed” by the employee’s contract. With this statutory change occurring on May 1, 2026, it may be worth revisiting your 2026-2027 staff contracts to ensure that end dates align with an employee’s final day of work.

3. Pink Postcard Process: LB 384 requires at least one voting member of the board to attend this year's "pink postcard" hearing for those participating districts. After this fall, the "pink postcard" process will end, and all districts will be required to participate in the new LB 803 hearing in July 2027. This change does not require any policy updates.

4. Open Meetings Act Posters: LB 596 removed the requirement that a copy of the Open Meetings Act be "posted" in the meeting room. Boards now have the option to continue posting the Open Meetings Act or simply making the Open Meetings Act available to someone who wants to review it. Since no policy requires the posting of the Open Meetings Act, this does not require any policy change.

5. Veteran's Preference Reminder: As a reminder, all public employers in Nebraska are required to note that any open employment positions are "subject to a veteran's preference."¹ This summer would be a good time to ensure that your application system complies with this requirement.

6. ADA Website Accessibility Deadline Delayed: Recently, the U.S. Department of Justice announced that the compliance deadlines for the new website accessibility requirements will be delayed for one year. As a result, for entities with a total population of 50,000 or more, their website must be in compliance by April 26, 2027. For those entities with a total population of less than 50,000, the new deadline is April 26, 2028. No policy needs to be updated to reflect this new deadline.

7. Food Color Additives: LB 940 prohibits certain food color additives as part of a school meal, effective August 1, 2027. Since food additives are not referenced in any policy, there will not be a policy update in response to LB 940.

8. Workplace Safety Committee Changes: LB 397 amends the workplace safety statutes. Previously, school districts were required to establish a safety committee through the collective bargaining process. LB 397 revises the statute to permit (not require) the safety committee through the collective bargaining process. School districts could remove the safety committee provision from the Negotiated Agreement next year, if they do not want the safety committee within the Negotiated Agreement.

9. Hunger Free Schools Act: LB 966 created the Hunger Free Schools Act pilot program. There is no policy update or change required for schools to apply to participate in the program.

10. Updates to Nebraska's Controlled Substances Act: LB's 877 and 795 updated the list and schedules for controlled substances in Nebraska. However, school policies do not require an exhaustive list of banned or unlawful substances at school, so the updates to these laws do not require a policy change.

¹ Neb. Rev. Stat. § 48-227.

11. Human Relations Training Requirements: LB 1022 repealed the human relation requirement for certain teaching certificates, including substitute teachers. This new law will not result in any change to policy.

As always, please let us know if you have any questions or concerns.

Community RelationsBulletin Boards, Display Case, and Posted Material

School bulletin boards, display cases, and posting areas are solely designated for the purposes of conveying information about school activities and programs to students, staff, and the visiting public as deemed appropriate by the Principal or designee.

Upon request, a professional employees' organization, as defined by state law, shall be granted reasonable access to the physical or electronic mailboxes of certificated employees for purposes consistent with state law and Board Policy. The Superintendent or designee may establish reasonable, content-neutral procedures governing the time, place, and manner of such access to ensure that school business is not disrupted and that the District maintains employee privacy. A professional employees' organization shall also be permitted to provide information to certificated employees, including at employee meetings or orientation sessions, subject to reasonable administrative scheduling and oversight.

Legal Reference: Neb. Rev. Stat. Sec. 79-526
LB 429 (2026)

Date of Adoption: [Insert Date]

Business OperationsRecords Management and Disposition

1. General Standard. Records should generally be organized, managed, retained and disposed of in accordance with law and the Secretary of State's schedules for retention and disposition of public records.
2. Records Officer. The Superintendent is hereby designated as the records officer of the school district for purposes of this policy. Any questions about the type or category of a record or the required retention period for it should be addressed to the records officer.
3. Electronic Records, Messages, and Data. District records may be created, stored, and maintained in paper or electronic format. Electronic records may include, but are not limited to, (a) email and other electronic communications; (b) digital documents and databases; (c) audio and video recordings; and (d) cloud-based and third-party hosted data. Electronic communications, documentation, and data are District records when they relate to District business and will be retained in accordance with the applicable record retention schedules. Due to system storage limitations, certain categories of electronic data (such as surveillance video or system logs) may be retained for shorter periods than other records, unless required to be preserved by law or otherwise determined by the Superintendent or designee. The District will implement reasonable measures to ensure that electronic records remain accessible, retrievable, and secure for the duration of their required retention period. Employees are responsible for retaining records within their control when they are aware, or reasonably should be aware, that such records may be subject to a records request, audit, investigation, or possible litigation.
4. Litigation Holds. When litigation against the District or its employees is filed or threatened, the District will take all reasonable action to preserve all documents and records that pertain to the issue.

As soon as the District is made aware of pending or threatened litigation, a litigation hold directive will be issued by the records officer or designee. The directive will be given to all persons suspected of having records that may pertain to the litigation issue. Employees who receive notice of a litigation hold are to preserve all records that pertain to the litigation issue. This includes preserving electronic messages that would otherwise be deleted by the computer system; such messages are to be converted by the recipients of the litigation hold to hard copy (printed) or electronic format which can be retrieved and interpreted (downloaded) for the duration of the litigation hold.

The litigation hold directive overrides any records retention schedule that may otherwise call for the disposition or destruction of the records until the litigation hold has been lifted.

No employee who has been notified of a litigation hold may alter or delete an electronic or other record that falls within the scope of the hold. Violation of the litigation hold may

Deleted: The District's server(s) have storage limitations. Certain types of files (like emails) may be retained for longer than other types of files (like video recordings) due to these storage limitations. In situations where the District is promptly made aware of the need to save a certain file, the District may take steps to download or save such file before the file is eliminated.

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subject the employee to disciplinary actions, up to and including dismissal, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

5. Settlement Agreements. A public written or electronic record of all settled claims shall be maintained.

The record for all such claims settled in the amount of fifty thousand dollars or more (or one percent of the total annual budget of the School District, whichever is less) shall include a written executed settlement agreement. The settlement agreement shall contain a brief description of the claim, the party or parties released under the settlement, and the amount of the financial compensation, if any, paid by or to the School District or on its behalf. Any such settlement agreement shall be included as an agenda item on the next regularly scheduled public meeting of the School Board for informational purposes or for approval, if required.

Any such settled claim or settlement agreement shall be a public record. Nonetheless, specific portions of the record may be withheld from the public to the extent permitted or provided by statute.

Legal Reference: Neb. Rev. Stat. Sections 84-712 through 84-712.09
Neb. Rev. Stat. Sections 84-1201 to 84-1227
State Records Administrator Guidelines:
Schedule 10: Records of Local School Districts
Schedule 24: Local Agencies General Records

Date of Adoption: [Insert Date]

StudentsFull-time and Part-time EnrollmentFull-time Enrollment

Students must be enrolled in [Name] Public Schools on a full-time basis. Full-time basis is defined as attending classes for the full instructional day within the public school system.

Exceptions are permitted only for:

1. enrolled students attending another state accredited institution such as a vocational-technical school or a college or university for school credit;
2. enrolled students taking the limited number of credits needed to graduate in the school year;
3. enrolled students in need of modified school attendance as an accommodation for a disability or similar unique circumstance;
4. enrolled students receiving special education services where the student's IEP requires a modified schedule, or non-enrolled students receiving special education services or other legally mandated services required to be provided to eligible resident children under state and federal laws and regulations;
5. students from other school districts participating in programs offered by the District pursuant to an interlocal agreement or other arrangement approved by the School Board; and
6. non-public school students in accordance with the policies and procedures set forth in this policy.

Part-Time Enrollment of Non-Public School Students

The School Board shall allow the part-time enrollment of students who are residents of the school district, or admitted to the District pursuant to state law, and who are also enrolled in a private, denominational, or parochial school or in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements. Such students are referred to herein as "non-public school students."

The School Board establishes the following guiding principles for enrollment of non-public school students:

- (1) The primary school for a non-public school student is the student's private, denominational, parochial or home school.
- (2) Enrollment of a non-public school student in [Name] Public Schools is allowed for the purpose of providing enhanced educational opportunities not otherwise available to the non-public school student. It is not to supplant programming of the student's primary school.
- (3) Non-public school students are not to be given priority over full-time students.
- (4) Non-public school students are to be enrolled only in programs or courses that are educationally appropriate for the student.
- (5) Enrollment of non-public school students is not to negatively affect the educational

services to be provided to full-time students.

The School Board establishes the following specific policies and procedures for enrollment of non-public school students. In the event the specific policies and procedures require interpretation or do not fully resolve an issue, the above established guiding principles are to be considered.

A. Non-Public School Student Enrollment Application Procedures.

1. Application. Parent or guardian must submit an Application of Non-Public School Student for Part-Time Enrollment to the principal of the school the student desires to attend.
2. Deadline for Applications. The application must be received by August 1st preceding the school year the student wishes to enroll.
 - a. Change of Residence Exception: The application deadline for a student who becomes a resident of the District after the school year has commenced is: 20 calendar days after the student becomes a resident of the District. The principal may delay enrollment until the next following quarter or semester starts, or at such other time as determined to be educationally appropriate.
 - b. High School Course Exception: The application deadline for a student who desires to enroll in a second semester high school course is December 1st.
3. Action on Applications. The principal will review the application and will notify the parent of the approval or denial of the application within 2 weeks of receipt of the application or 2 weeks prior to the start of school or 2 weeks prior to the start of the next semester, whichever is later.
4. Appeals. The parent or guardian may appeal the principal's action to deny their application. Any such appeal must be submitted to the Superintendent within 14 calendar days from the date of the principal's action. The appeal shall be in writing and shall be decided on the basis of the written submission. The Superintendent may request the parent or guardian to provide further explanation or information and the appeal may be denied in the event the parent or guardian fails to fully respond on a timely basis. The Superintendent shall decide the appeal within 10 calendar days of the submission of the appeal. The Superintendent may make a decision later than the 10 days in the event good reason for delay exists. Good reason includes but is not limited to the Superintendent being unable to gather the information the Superintendent determines necessary to make the decision within the decision period.
5. Annual Applications. Part-time enrollment is determined annually. Application must be made each school year. There will be no guarantee that enrollment will be continued from one year to the next.

B. Non-Public School Student Admission

1. Admission Requirements. Students must meet the normal admission requirements. This includes the requirements that the student: be a resident of the District, be of school attendance age and not have graduated or have received a GED.
2. Admission Process. Students must complete the normal enrollment process and forms required by the District and/or the building for enrollment of all children. This includes the requirements relating to: birth certificates, immunizations, physical examinations, and visual evaluations.

C. Non-Public School Student Enrollment Standards

1. Maximum Enrollment. Subject to Paragraph D.9. of this Policy, students may not typically enroll in more than 2 middle school or high school courses during any one semester. Elementary students may not enroll in programming of greater than 90 minutes of instruction each day.
2. Capacity Limits. Enrollment will ordinarily be subject to capacity limits. Any grade level, program, or course which has been determined to be at capacity for option enrollment purposes will ordinarily not be available for non-public school students.
3. Integrated Courses. Students must meet prerequisite requirements to be enrolled in a course by appropriate credits earned through an accredited program. The principal may on a discretionary basis allow prerequisite requirements to be satisfied where the student provides reasonable indications that the academic criteria have been met, such as results from achievement tests or other indications of adequate preparation.
4. Educationally Appropriate Programs and Courses. Students will not be allowed to enroll in programs or courses which the school administration determines to not be educationally appropriate for the student. Determination of whether a program or course is educationally appropriate will be made based on the standards the District uses for making academic placement decisions.
5. Selection of Courses. Subject to Paragraphs 1 through 4 of this Paragraph C, and all other applicable provisions of this Policy, non-public school students may select their courses.

D. Non-Public School Student Policies

1. General Standard. Non-public school students who are enrolled part-time are to be subject to the same standards as full-time enrolled students except where appropriate to reflect their part-time status.
2. Building assignment. Students must enroll in the attendance center that serves the student's residence, provided that the administration reserves the authority to make a different attendance center assignment. A student may request assignment to an attendance center other than that of the student's residence under the intra-district transfer procedures.
3. No Partial Part-Time Enrollment. Students must apply for enrollment and attend the entire school year for which enrollment is made or, for high school courses, for the full length of the course. Once enrolled, part-time students will be required to participate in all activities, programs, and tests related to the program or course for which the student is enrolled.
4. Student Conduct Policies. Students enrolled on a part-time basis shall be required to follow all school policies that apply to other students at any time the part-time student is present on school grounds or at a school-sponsored activity or athletic event. This includes the District's student conduct policies. Students enrolled on a part-time basis shall be subject to discipline, including suspension or expulsion, for violation of student conduct rules.
5. Attendance. Students enrolled on a part-time basis are not exempt from the compulsory attendance laws or from the District's attendance policies. Students who engage in excessive absenteeism as defined in Board policy are to be reported under the truancy laws.
6. Presence on School Grounds. Students enrolled on a part-time basis are to be present on school grounds during the school day only at the times required for their attendance in the program or course in which they are enrolled. Exceptions may be made in the discretion of the principal or the principal's designee. Students must sign in and out of the school by following the building level procedure. Students are responsible for being aware of any changes in the school schedule during inclement weather or for other reasons.
7. Transportation. Students enrolled on a part-time basis are not entitled to transportation or transportation reimbursement, unless otherwise required by law. Full-time students will be given first consideration for parking on the high school campus.

Deleted: , including as applicable State or District-wide assessments, as full-time students

8. Academic Honors. Students enrolled on a part-time basis will not be eligible to graduate or receive a diploma from the District or receive academic honors (for example, class rank and honor roll) except to the extent the student meets all requirements of the District's policies for such, including attainment of minimum credits and semesters of attendance.
9. Extracurricular Activities. Any student who is a resident of the District and who is enrolled in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements may participate in any of the District's extracurricular activity programs to the same extent and subject to the same requirements, conditions, and procedures as a full-time student in the District. Non-resident students may only be admitted on a part-time basis or permitted to participate in a school-sponsored extracurricular activity when required by law. The District's Activities Director will coordinate with the student's parent or guardian to secure assurances of compliance with these expectations. There shall be no preference given to any student participating in any extracurricular activity based off their status as a full-time or part-time student. Part-time students will be expected to comply with the same or similar expectations as full-time students to participate in any activity, including team rules. Participation in activities that are subject to the bylaws of the Nebraska School Activities Association (NSAA) will be limited to those students who meet the NSAA bylaws.

Deleted: Any student covered by this subsection must enroll in five credit hours through the District in the semester in which the student participates in an extracurricular activity.

Part-time students participating in extracurricular activities shall meet the following enrollment requirements, consistent with state law:

- (a) For activities regulated by an athletics or activities association (including the Nebraska School Activities Association), the student shall be enrolled in five credit hours offered by the District during each semester of participation. The student may elect to enroll in more than five credit hours.
- (b) For activities governed by a national or state organization other than the NSAA, the student shall be enrolled in the minimum number of credit hours required by such organization. The student may elect to enroll in more than five credit hours.
- (c) For activities not governed by the NSAA or a national or state organization, the student must enroll in at least five credit hours or the equivalent for middle school students.

Article 5

STUDENTS

Policy No. 5004

Legal Reference: Neb. Rev. Stat. Sec. 79-215, 79-2,136 & 79-526
Title 92, Nebraska Administrative Code, Chapter 10

Date of Adoption: [Insert Date]

StudentsStudent Residence, Admission and Contracting for Educational Services

Students shall be admitted to the School District, upon request and without charge, who are:

1. Residents of the School District for purposes of school enrollment. A student is a resident of the School District if the student resides in the School District or at least one of the student's parents resides in the School District;
2. Homeless students. The following definition shall be used to determine which students fit this category:

A homeless individual is one who (1) lacks a fixed, regular, and adequate nighttime residence and (2) has a primary nighttime residence in a supervised publicly or privately operated shelter designed to provide for temporary accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill), an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings. The term "homeless" or "homeless individual" does not include any individual imprisoned or otherwise detained by an Act of Congress or State law;

3. Approved for option enrollment into the School District; or
4. Are otherwise legally entitled to enroll in the School District.

Students may be admitted to the School District, or continue in enrollment, where:

1. The student is not a resident of the School District and is a resident of Nebraska. Such enrollment shall be pursuant to a contract between the Boards of Education of the School District and the school district in which the student is a resident and upon the collection of tuition pursuant to such contract. The amount of tuition shall be no less than the average cost per pupil as determined by the previous year's financial report.
2. The student is not a resident of the School District and is a resident of another State. Such enrollment shall be subject to collection of tuition in advance at a rate determined by the School Board. The amount of tuition shall be no less than the average cost per pupil as determined by the previous year's financial report.
3. The student is participating in an approved Foreign Exchange Program.
4. The student is a child of a member of the military on active duty and residing on certain property ceded to the United States and stationed in, near or adjacent to the School District, and children of employees of the federal government residing in Nebraska on national parks or national monuments within the State in, near or adjacent to the School District. Such discretionary admission shall be without charge for tuition.

5. The student's residency in the School District ceases during the school year. In such case, the student may be allowed to continue attending the School District for the remainder of that school year.

A child who is a ward of the state or court and (1) has been placed in the School District but had resided in a different school district at the time the child became a ward and does not reside in a foster family home, or (2) has been placed in an institution which maintains a State-approved special education program, may be enrolled in the School District to the extent required by law. In such event, costs of education and transportation are to be paid by the State, but not in advance. The child remains a resident of the school district in which the child resided at the time the child became a ward.

A child who is a ward of the state or court who resides in the School District in a foster family home licensed or approved by the Department of Health and Human Services ("Department") or a foster home maintained or used by the Department, remains a resident of the school district in which the child resided at the time the child became a foster child. This is subject to a determination being made in accordance with the Foster Care Review Act that the child will not attend such school district. If such a determination is made, the child is deemed to be a resident of the School District and will be admitted as a resident student.

A child who is not a ward of the state or court and who is residing in a residential setting in the School District for reasons other than to receive an education is subject to the following: First, if the residential setting does not maintain an interim-program school, the School District will provide the educational services to the child pursuant to a contract with the school district in which the child resided immediately prior to such placement, as and to the extent required by law. This is subject to the parent or guardian and such other school district agreeing to have such other school district provide the educational services. Second, if the residential setting does maintain an interim-program school, the child's educational services will be provided by the interim-program school without the School District's involvement. However, the School District may provide educational services to the child pursuant to a contract with the school district in which the child resided immediately prior to such placement.

All admissions are subject to the condition that admission requirements other than residency be satisfied to the extent required by law and that the School District is legally responsible for or authorized to admit the child or provide educational services to the child.

Restrictions on Transfer or Disenrollment During Certain Investigations

Notwithstanding any other provision of this policy, upon receipt of notice from the Department of Health and Human Services that a student is the subject of a report of child abuse or neglect involving the student's parent or guardian, the District shall not process or facilitate any request by such parent or guardian to transfer or disenroll the student for a period of 14 days following the District's receipt of the notice, or until the District receives further direction from DHHS, whichever occurs first. If the District receives a request to transfer or disenroll the student during this period by the parent or guardian, the District will promptly notify DHHS.

Legal Reference: Neb. Rev. Stat. Sec. 79-215 (residency and admission)
Neb. Rev. Stat. Sec. 79-215 (children of military or federal employee parent)
Neb. Rev. Stat. Sections 79-232 to 79-246 (option enrollment)
42 U.S.C. § 11431 et. seq. (McKinney–Vento Homeless Assistance Act)
NDE Rule 19
LB 937 (2026)

Date of Adoption: [Insert Date]

StudentsOption EnrollmentA. Process and Timelines to Option InDeleted: L

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 in the following and subsequent school year (the "application period") unless otherwise permitted by law.

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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 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.

Deleted: 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

Siblings. Notwithstanding anything to the contrary in this policy, the application of a sibling of a student who currently attends the District will be automatically accepted. For purposes of this policy, a "sibling" means a child residing in the same household on a permanent basis who has the same mother or father or who are stepbrother or stepsister to each other. The Superintendent or designee has the discretion to waive the deadline for a sibling's application received after the deadline.

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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 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 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 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: ~~September 16, 2024~~

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RESOLUTION

WHEREAS, the School Board is required by law to adopt by resolution policies and specific standards for acceptance or rejection of option enrollment applications by October 15th for the following school year; and,

WHEREAS, the School Board has received and reviewed evidence and information submitted by the administration and other sources and made determinations thereon with respect to standards for acceptance or rejection and with respect to the capacity of this school district to accept option enrollment students based upon available staff, available facilities, projected enrollment, and availability of special education programs for the following school year; and,

WHEREAS, the School Board has determined that the educational interests of this school district would be best served by adoption of the resolutions, and the policies and specific standards herein contained.

NOW, THEREFORE, BE IT RESOLVED that the Option Enrollment Policy presented to the School Board as Policy 5006, and Appendix "1" to such Policy 5006, should be and the same are hereby adopted, and any previous policy or interpretation or application of the option enrollment program which is or has been inconsistent with the Policy 5006, and Appendix "1" to such Policy 5006, are repealed effective on the date of the passage of this resolution,

BE IT FURTHER RESOLVED that all paragraphs, subparagraphs, and portions of words of this Resolution, of Policy 5006, and Appendix "1" to such Policy 5006 are severable and that in the event any of the same are determined to be invalid for any reason, such determination shall not affect the validity of any of the remainder of the same.

BE IT FURTHER RESOLVED that policies and specific standards for acceptance or rejection of option enrollment applications should be and are hereby adopted, for applications filed after adoption of this resolution, and are hereinafter set forth:

The above Resolution, having been read in its entirety, member _____ moved for its passage and adoption, member _____ seconded the same. After discussion and on roll call vote, the following members voted in favor of passage and adoption of the above Resolution: _____.

The following members voted against the same: _____.

The following members were absent or not voting: _____. The Resolution having been consented to and approved by a majority of the members of the School Board, was declared as passed and adopted by the President at a duly held and lawfully convened meeting in full compliance with the Nebraska open meetings law.

DATED this ____ day of _____, 20__.

[NAME] PUBLIC SCHOOLS

By: _____
President

Attest: _____
Secretary

Appendix “1” to Option Enrollment Policy

The following is Appendix “1” to Policy 5006 for the current school year. The Board of Education hereby sets forth the maximum number of option students for the current school year in any program, class, grade level or school building or in any special education programs operated by this school district, based upon available staff, facilities, projected enrollment of resident students, projected number of students with which this school district will contract based on existing contractual arrangements, and availability of appropriate special education programs. Any program, class, grade level, or school building which has “0” as the No. of Option Students is hereby declared unavailable to option students due to lack of capacity.

PROGRAM	PROGRAM CAPACITY	PROJECTED ENROLLMENT	NO. OF OPTION STUDENTS
Kindergarten			
First			
Second			
Third			
Fourth			
Fifth			
Building Capacity, Elementary			
Sixth			
Seventh			
Eighth			
Building Capacity, Middle School Attendance Center			
Ninth			
Tenth			
Eleventh			
Twelfth			
Building Capacity, Sr. High School Attendance Center			

* Special education capacity will be determined on a case-by-case basis in accordance with state law and the available resources as determined by the District’s Director of Special Education or designee.

** Siblings of current option students are exempt from any capacity limits. by law.

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.

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, typically 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.

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) unexcused absences per school year. The school shall notify the child's family in writing prior to making the referral to the county attorney. Absences due to illness, including physical or mental illness, that make attendance impossible or impracticable, and that are documented by a credentialed health professional, shall not be the basis for referral to the county attorney. In cases of chronic illness, such documentation will be reviewed each semester.

Deleted: 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]

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:
- Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
 - 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:

- 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.
- Prior to commencement of the short-term suspension, the student will be given oral and 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.
- 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 (i) the student's conduct, misconduct, or violation of the rule or standard; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address

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- the behavior moving forward, including strategies to maximize the student's continued participation in school..
- 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 (i) the student's conduct, misconduct, or violation of the rule or standard; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school..
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: (i) the student's conduct, misconduct, or violation of the rule or standard; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how

Deleted: 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.

Deleted: The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.

the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school..

- 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-to conditions, the student may be permitted to return to school. The student may, with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

- 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, a pre-kindergarten through second grade student ~~shall not~~ be suspended unless the student (1) brings a deadly weapon to school grounds, a school vehicle, or a school activity, or (2) ~~engages in violent behavior capable of causing physical harm to another student or school employee. In all other circumstances,~~ the Principal or designee shall implement appropriate alternative disciplinary measures on a case-by-case basis. A student who brings a deadly weapon may be 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.

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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. Mandatory reassignment shall be subject to the same procedural requirements and protections as long-term suspension and expulsion.
 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. This includes "deep fakes" or other computer-generated images of other students or staff intended to bully, harass, intimidate, or humiliate another student or staff member.
 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, including (but not limited to) a violation of the District's dress code and electronic communication device rules.
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. 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 reasonably forecasted to interfere 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 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. Further, students will also be permitted to wear attire, including religious attire, natural and protective hairstyles, adornments or other characteristics associated with race, national origin, or religion, as long as the attire does not interfere with the educational process and does not endanger another person, as determined by the administration.

No student shall be disproportionately affected by a dress code or grooming policy enforcement because of the student's gender, race, color, religion, disability, or national origin.

No school staff shall permanently or temporarily alter or cut a student's hair.

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.

A student dress code violation will be treated as a minor rule violation and may not require the student to miss substantial classroom time, instructional time, or school activities. However, a repeated violation of school rules may subject the student to further discipline, as outlined in this Policy.

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
 Neb. Rev. Stat. Section 79-2,160

Date of Adoption: [Insert Date]

StudentsGraduation

To participate in commencement exercises or receive a Douglas County West Community Schools diploma, a student must fully complete all requirements for graduation prior to the official commencement exercises, and complete other administrative requirements or conditions, except as otherwise required by state law. Students who graduate from Douglas County West Community Schools must accumulate 48 credits. The total graduation requirements must include the following core curriculum:

English Language Arts	8	Credits
Science	6	Credits
Math	6	Credits
Social Studies	4	Credits
Physical Education	2	Credits
Fine Arts	2	Credits
Career & Technical Ed	5	Credits
Required	37	Credits
Electives	11	Credits

In addition, every student must complete at least one high school course in Personal Finance or Financial Literacy prior to graduation. Each student shall also complete and submit a Free Application for Federal Student Aid (FAFSA) prior to graduation, unless the required opt-out form is completed by either: (1) the student's parent or legal guardian; (2) the Principal, if the Principal determines that good cause exists not to require the student to complete the FAFSA; or (3) an emancipated student or student of at least 19 years of age.

Notwithstanding any other provision of this policy, a student who is or was under the jurisdiction of a juvenile court and placed in out-of-home care at any time during the student's high school enrollment shall be eligible to graduate from the District if (1) the student, at any point in time, was enrolled in high school in the District, and (2) the student has met the minimum graduation requirements established by state law.

Legal Reference: Neb. Rev. Stat. Sec. 79-729
Neb. Rev. Stat. Sec. 79-3003
NDE Rule 10

Date of Adoption: [Insert Date]

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StudentsSchool Library Materials and Parent Access

The District will provide parents, guardians, and educational decisionmakers access to information regarding books available in the District's school library, and an opportunity to receive notification when their student checks out a library book.

For purposes of this Policy, the "school library" means the collection of books maintained by the District in a library or media center, as designated by the Superintendent or designee, located on school property and managed by District staff for student circulation. The term "school library" does not include: (1) classroom libraries or book collections maintained by individual teachers; (2) instructional textbooks or curriculum materials issued to students; (3) digital instructional materials, online databases, or subscription research services; and (4) materials accessed through a library not managed or supervised by the District. For purposes of this policy, a "book" means a bound or printed work cataloged within the District's school library circulation system.

The District will maintain a catalog of books available in each designated library. Such catalog will be made available for viewing by parents, guardians, and educational decisionmakers through a method designated by the Superintendent or designee.

The District will provide parents, guardians, and educational decisionmakers the opportunity to opt-in to receive notification when their student checks out a book from a designated library. If a parent, guardian, or educational decisionmaker elects to receive such notifications, the District shall provide such notice, which will include the: (1) title of the book; (2) author(s); and (3) date the book must be returned.

Requests to receive library checkout notifications must be submitted through a written request or through a process identified by the Superintendent or designee.

The Superintendent or designee may develop procedures to implement this Policy, and staff, parents, guardians, and educational decisionmakers must follow these procedures.

Legal Reference: Neb. Rev. Stat. §79-533.04

Date of Adoption: [Insert Date]

Internal Board Policies - OrganizationAnnual Organizational Meeting

- A. An organizational meeting of the [Name] School District Board of Education shall be held on or before the third Monday of January of each year for the purposes of seating any new members and electing officers.

The following are procedures for election of officers and other business to take place at the annual organizational meeting of the Board:

1. After new Board members are sworn in, the Board will elect from its members a President, Vice President, Secretary and Treasurer, and if it is determined by the Board of Education to be needed an ex officio secretary and treasurer and those elected will assume office at the organizational meeting.

Upon call for nominations for each office by the Chair, nominations shall be made by written or oral ballot. Voting will be by oral or written ballot on all members nominated and repeated until a majority is achieved for a nominee. If no member receives a majority of votes after _____ ballots or _____ hours, the Board member who was the President of the Board during the immediately preceding term shall continue as President. In the event that the previous Board President is no longer a Board member, then the Vice President from the immediately preceding term shall become the President. In the event that both the prior President and Vice President are no longer members of the Board, then the longest tenured Board member shall serve as President. The vote may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes of the meeting.

2. The President shall assume the chair immediately upon the President's election.
3. The motions for the officer elections should read: Move that _____ be elected as _____ (name of office) to serve a term of one year, or until the person's successor is elected and qualified.

- B. The order of business for meeting should be as follows:

1. Call to Order and Roll Call
2. Oath of office for most recently elected
3. Elections

- a. President
 - b. Vice President
 - c. Treasurer
 - d. Secretary
4. Approval of committees, positions, and designations
 - a. Consider, discuss and take action to elect Committees as determined by the BOE
 - b. Consider, discuss and take action to select Depository bank(s)
 - c. Designate the method of advance notice of Board meetings,
 5. Approval of current Board policies and regulations
 6. Designate date for the annual review of BOE policies
 7. Dissemination to each Board member of conflict of interest statutes
 8. Adjournment

Deleted: Consider, discuss and take action to select District newspaper(s) of record

Date of Adoption: [Insert Date]

Internal Board Policies - Methods of OperationDesignated Method of Giving Notice of Meetings

The Board of Education will give advance notice of meetings by a method designated by the Board at the Board's organizational meeting each January, or as otherwise determined by the Board. The designated method will be recorded in the Board's meeting minutes.

In addition, at least four times per calendar year, the Board will publish in a newspaper of general circulation the following information: (1) the regular meeting schedule, (2) the location of regular board meetings, and (3) the method of advanced notice designated by the Board. Notwithstanding the foregoing, the Board reserves the right to change the regular meeting schedule or location if circumstances require such a change.

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: one of the following methods:[¶]

1. Publishing in a newspaper of general circulation within the District's jurisdiction, posting on the newspaper's website, if available, and posting on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers; or[¶]

2. Posting to the newspaper's website, if available, and posting to a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers if no edition of the newspaper will be finalized for print prior to the time and date of the meeting.[¶]

The Superintendent is delegated the authority to determine which method of notice to use for a board meeting.[¶]

If a newspaper refuses, neglects, or is unable to timely publish such notice, then notice may be given by (1) posting on the District's website, (2) posting notice on the statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers, and (3) posting such notice in a conspicuous public place within the District. The Board Secretary shall keep a written record of such postings.

Legal Reference: Neb. Rev. Stat. §§ 79-554; 79-555 & 84-1411.

Date of Adoption: [Insert Date]

Business OperationsPurchasing 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 \$5,000 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. The purchasing limits or requirements set forth in this policy may be waived in the event of an emergency or time-sensitive purchase where delay would materially disrupt District operations, threaten health or safety, result in the loss of services, or cause financial harm. In such circumstances, the Superintendent shall obtain prior approval from the Board President when reasonably practicable, and the Board of Education may ratify such purchase at a subsequent 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.

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Deleted: 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.

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 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. For purposes of this policy, "goods" shall mean tangible supplies, materials, or equipment, and "services" shall mean professional services, contractual services, subscriptions, software or technology services, maintenance agreements, or other ongoing or time-based services. Purchases of goods shall follow the thresholds and procedures set forth above. Purchases of services may be subject to additional flexibility as set forth below, particularly when continuity of service is required.
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.

Service Contract Renewals

When the Board of Education has previously approved a service, program, or contractual relationship, the Superintendent or designee is authorized to approve the renewal, extension, or

continuation of such service without prior Board approval when:

- i. The renewal is consistent with the scope, purpose, and general cost structure previously approved by the Board;
- ii. The renewal is necessary to avoid an interruption of services or to meet a contractual or service deadline that occurs prior to the next scheduled Board meeting; and
- iii. The total cost of the renewal does not materially exceed the previously approved amount or includes only standard or customary increases.

The Superintendent or designee shall report any renewal to the Board of Education at the next regular meeting for review and ratification.

If a proposed renewal includes a material change in scope, pricing, or contractual terms, the renewal shall be submitted to the Board of Education for approval prior to execution whenever reasonably practicable.

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Legal Reference: Neb. Rev. Stat. Sec. 13-610
Neb. Rev. Stat. Sec. 49-1401, et seq

Date of Adoption: [Insert Date]

Business OperationsProcurement Plan – School Food Authorities

The following procurement policy statement shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. This statement is meant to provide guidance to our personnel and vendors on acceptable and/or required procurement practices. Our goal is to fully implement all required and recommended procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the State Agency.

Procurement Policy

The purchasing procedure to be followed shall be determined by the anticipated total annual expenditure on items related to the food service program:

- When the annual total for food service program related items is less than \$350,000 (simplified acquisition threshold) per procurement event or in aggregate purchases this organization will follow the informal simplified acquisition threshold procedures.
- When the annual total for food service program related items is greater than \$350,000 (simplified acquisition threshold) per year per procurement event or in aggregate purchases this organization will follow the Formal Competitive Solicitation Procedures.

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Micro-Purchase Procedures

Micro-Purchases may be used for single purchases under \$15,000 made with a vendor [2 CFR 200.320(a)].

Prices will be reviewed for reasonableness [2 CFR 200.320(a)].

Purchases will be spread equitably among all qualified sources [2 CFR 200.320(a)].

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Simplified Acquisition Threshold Procedures

For purchases made below the simplified acquisition threshold, simplified acquisition threshold procedures will be utilized to purchase necessary goods and services. When simplified acquisition threshold procedures are used, this organization will take the following steps:

1. Contact a reasonable number of qualified vendors.
2. Write specifications for goods and services.
3. Document each vendor's quoted price. (ex. log sheet)
3. Select the company that provides the lowest, most responsive, and responsible bid.
4. Document supplier who was awarded the quote.
5. Manage orders by confirming product and prices match quotes.

Formal Competitive Solicitation Procedures

For purchases made in excess of the simplified acquisition threshold, a Formal Competitive Solicitation will be conducted. When Formal Competitive Solicitation Procedures are used, this organization will take the following steps:

1. Prepare an Invitation for Bid ("IFB") or Request for Proposal ("RFP") document specifically addressing the items to be procured
 - a. Include detailed specifications
 - b. Ensure price will be most heavily weighted
2. Publicly announce and advertise the bid/proposal at least 21 calendar days prior to bid opening
 - a. Announcements will include the date, time and location in which bids will be opened
3. Determine the most responsive and responsible bid/proposal by using the selection criteria set forth in the bid/proposal document
 - a. Responsible bidders will be those whose bid/proposal conform to all of the terms, conditions and requirements of the IFB/RFP
 - b. Responsible bidders will be those who are capable of performing successfully under the terms and conditions of the contract.
4. Award the contract
 - a. To the most responsive and responsible bidder based on the criteria set forth in the IFB/RFP
 - b. At least two weeks before program operations begin
 - c. If a protest is received, it must be handled in accordance with 7 CFR 210.21
5. Retain all records pertaining to the formal competitive bid process for a period of five years plus the current year

(Note: If the simplified acquisition threshold established in the sponsor's procurement policy statement is less than ~~\$350,000~~, the smaller bid threshold will govern.)

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Procurement Summary

This organization incorporates the following elements into the Procurement Policy Statement, as required by 2 CFR 200 and 7 CFR parts 210, 3016 and 3019.

- A. Competition: We shall demonstrate our goods and services are procured in an openly competitive manner. Competition will not be unreasonably restricted. [7 CFR 210.21(c)(1)] [2 CFR Part 200.319(a)(1-7)]
- B. Comparability: We recognize for true competition to take place, we must maintain reasonable product specifications to adequately describe the products to be purchased and the volume of planned purchases based upon pre-planned menu cycles. [2 CFR 200.319(d)(2)]
- C. Documentation: We shall maintain for the current year and the preceding three years all significant materials that will serve to document our policies and procedures. [2 CFR 200.318(i)]

- D. Code of Conduct: This program shall be governed by the attached Code of Conduct and it shall apply to all personnel, employees, directors, agents, officers, volunteers or any person(s) acting in any capacity concerning the food service procurement program. [2 CFR 200.318(c)(1)]
- E. Contract Administration: Purchases shall be checked or verified by designated staff to assure that all goods and services are received and prices verified. All invoices and receipts shall be signed, dated, and maintained in the documentation file. [2 CFR Part 200.318(b)]
- G. General Requirements:
1. Small, minority, veteran-owned, and women's businesses enterprises and labor surplus firms are used when possible. [2 CFR 200.321]
 2. Ensure compliance with the Buy American Provision when purchasing food 7 CRF 210.21(d).
 3. A cost or price analysis in connection with every procurement action in excess of the simplified acquisition threshold including contract modifications. [2 CFR 200.324(a)]
 4. Documented Procurement Procedures and activities will be maintained. [2 CFR 200.318(a)]
- H. Duties of Food Service Supervisor:
1. Plan the goods or services needed for the school food service program for the school year based on planned menus through needs assessment, forecasting and budgeting.
 2. Develop written specifications for food/supplies needed. Include details such as descriptions and product requirements (e.g. packaging, weight, pack size, etc.) for needed goods or services.
 3. Compare product specifications among all vendors/contractors. Information for prices obtained from grocery stores, farmer's markets, etc.
 4. Make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service, and price.
 5. Place and confirm orders with vendors or make plans to purchase the required items.
 6. To make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service and price.
 7. To work with vendors on a fair and equal basis.
 8. To conduct an in-house procurement review once per year.

Date of Adoption: [Insert Date]

Business OperationsInternal Controls

The District will develop and maintain internal control procedures as required by law and in accordance with sound fiscal monitoring practices that will ensure appropriate oversight of state and federal funds. The following internal control procedures will be utilized for all federal grants:

Generally: If the District receives federal awards, grants, or other funds, the District will:

- 1) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the District manages the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. The District will endeavor to develop and align these internal controls consistent with the "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States or the "Internal Control Integrated Framework" issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO);
- 2) Comply with the U.S. Constitution, federal statutes, regulations, and the terms and conditions of the federal award;
- 3) Evaluate and monitor the District's compliance with statutes, regulations and the terms and conditions of federal award;
- 4) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; and
- 5) Take reasonable cybersecurity and other measures to safeguard protected personally identifiable information and other information the federal awarding agency, or pass-through entity, designates as "sensitive" or the District considers sensitive, consistent with applicable federal, state, and local laws regarding privacy and responsibility over confidentiality.

Legal Reference: 2 C.F.R. § 200.303.

Management requirements: The District will manage equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until the District disposes of such equipment. The District will, as a minimum, meet the following requirements:

- 1) Maintain property records of the equipment (including equipment description, serial number or other identification number, source of funding, acquisition date, and the like);
- 2) Maintain a physical inventory procedure, with an inventory occurring at a minimum of every two (2) years;
- 3) Implement a control system to ensure safeguards for preventing property loss, damage, or theft;
- 4) Implement adequate maintenance procedures for the equipment; and
- 5) Implement sales and disposition procedures for the equipment to ensure the highest possible return.

All equipment, whether acquired in whole or in part under a federal award, with a current fair market value of \$10,000 or less (per unit) may be retained, sold, or otherwise disposed of in accordance with the Board's Sale and Disposal of Property Policy.

All equipment, whether acquired in whole or in part under a federal award, with a current fair market value in excess of \$10,000 (per unit), may only be sold or otherwise disposed of in accordance with the provisions of 2 C.F.R. § 200.313(e)(2)-(3).

Legal Reference: 2 C.F.R. §§ 200.313 & 200.303.

Procurement: The District will use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable federal law and the requirement standards imposed by law, including:

- 1) A procedure for micro-purchases (Under ~~\$15,000~~);
- 2) A procedure for simplified acquisition thresholds (between ~~\$15,000~~ to ~~\$350,000~~);
- 3) A procedure for sealed bids (over ~~\$350,000~~);
- 4) A procedure for competitive proposals (with an explanation for why sealed bids were not accepted if over ~~\$350,000~~); and
- 5) A procedure for noncompetitive bids.

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Legal Reference: 2 C.F.R. §§ 200.317 through 200.326.

Cross-Reference: Policies 3130 & 3131.

Contract Terms: All contracts funded (in whole or in part) by federal funds and/or federal awards must contain the following terms or, via this Policy, the following terms are required and incorporated into any such contracts:

- 1) An assurance that minority business enterprises and labor surplus area firms are used, when possible;
- 2) An Anti-Lobbying clause for all contracts, including an Anti-Lobbying Certification, for contracts exceeding \$100,000;
- 3) A Suspension and Debarment clause;
- 4) A provision for termination for cause and for convenience, including the manner by which it will be affected and the basis for settlement;
- 5) A clause that addresses administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and a provision for sanctions and penalties;
- 6) For contracts in excess of \$150,000, a clause addressing the Clean Air Act and the Federal Water Pollution Control Act;
- 7) A provision maintaining contract oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders;
- 8) A provision addressing the District's conflict of interest policies; and
- 9) A requirement that the contractor maintains records related to the contracted work.

Legal Reference: 2 CFR § 200.319(d); 2 CFR § 200.321; 2 CFR § 200, Appendix II(I); 2 CFR § 200, Appendix II(H); 2 CFR § 200, Appendix II(B); 2 CFR § 200, Appendix II(A); 2 CFR § 200, Appendix II(G); 2 CFR § 200.318(b); 2 CFR § 200.318(c)(1); 2 CFR § 200.318(i); 2 CFR § 200.324(a); 2 CFR § 200.324(b).

Federal Interest Reporting: The District will follow the required federal interest reporting and recording requirements, if applicable, for any real property or improvement interest financed, in whole or in part, with federal funds.

Legal Reference: 2 CFR §§ 200.310-200.313.

Record Retention: Financial records, supporting documents, statistical records, and all other related records pertinent to a federal award will be retained for a period of three (3) years from the date of submission of the final expenditure report or, for federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the federal awarding agency or pass-through entity in the case of a sub-recipient, or as otherwise specified by the federal award or federal law.

For all other records, the District will retain such records for the length of time as required by law.

Legal Reference: 2 C.F.R. § 200.333, 2 C.F.R. § 200.34 & 34 C.F.R. § 81.31.

Suspension and Debarment: The District will not contract with any entity or individual who has been debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities. Before entering into a contract regarding a federal award, the District will either: (1) verify that a vendor has not been debarred, suspended or otherwise excluded via SAM.gov, (2) collect a verification from that vendor; or (3) add a clause to the contract with the vendor. The District will maintain a copy of said verification or documentation.

Legal Reference: 2 C.F.R. § 200.213.

Financial Management: The District will maintain financial management systems to account for the federal funds, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award. These records will be sufficient to permit the District to prepare reports required by general and program-specific terms and conditions and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the federal statutes, regulations, and the terms and conditions of the federal award. The financial management system will provide for the following:

- 1) Identifying all of the federal awards received and expended and the federal programs under which they were received;
- 2) Ensuring that accurate, current, and complete disclosure of the financial results of each federal award or program are maintained in accordance with reporting requirements;
- 3) Maintaining records and documentation that sufficiently identify the amount, source, and expenditure of funds for federally funded activities;
- 4) Ensuring effective controls over accountability and safeguards for all funds, property, and other assets;
- 5) Comparing actual expenditures with budget amounts for each federal award;
- 6) Ensuring payments of federal funds are made in accordance with applicable law, including 2 CFR § 200.305; and
- 7) Determining the allowability of costs in accordance with applicable law and the conditions of the federal award.

Legal Reference: 2 C.F.R. § 200.302.

Program Income: The District will consult with the federal awarding agency and refer to the applicable law and federal program terms and conditions to determine how to account for, deduct and otherwise handle income from federal programs.

Legal Reference: 2 C.F.R. § 200.307.

Cost Sharing or Matching: For all federal awards, any shared costs or matching funds and all contributions, including cash and third party in-kind contributions, must be accepted as part of the District's cost sharing or matching, when such contributions meet all of the following criteria:

- 1) Are verifiable from the District's records;
- 2) Are not included as contributions for any other federal award;
- 3) Are necessary and reasonable for accomplishment of project or program objectives;
- 4) Are allowable under the applicable Cost Principles requirements;
- 5) Are not paid by the Federal Government under another federal award, except where the federal statute authorizing a program specifically provides that federal funds made available for such program can be applied to matching or cost sharing requirements of other federal programs;
- 6) Are provided for in the approved budget when required by the federal awarding agency; and
- 7) Conform to other provisions of the law or terms and conditions of the federal award, as applicable.

Legal Reference: 2 C.F.R. § 200.306.

Compensation: Compensation for personal services includes all remuneration for services of employees rendered during the period of performance under the federal award, including, but not limited to wages, salaries, and fringe benefits. Costs of compensation may be allowable under federal law and the federal grant to the extent that they satisfy the following requirements:

- 1) Is reasonable for the services rendered; and
- 2) Conforms to the established written expectations of the District, as applied consistently to both federal and non-federal activities.

If the District intends to charge compensation to federal awards, such charges will be based on records that accurately reflect the work performed, and will:

- 1) Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- 2) Be incorporated into the official records of the District;
- 3) Reasonably reflect the total activity for which the employee is compensated by the District, not exceeding 100% of compensated activities;
- 4) Encompass both federally assisted, and all other activities compensated by the District on an integrated basis, but may include the use of subsidiary records as defined in the District's written procedures;
- 5) Comply with the established accounting policies and practices of the District; and
- 6) Differentiate and account for the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one (1) federal award; a federal award and non-federal award; an indirect cost activity and a direct cost activity; two (2) or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.

Any leave and/or fringe benefits charged to a federal award must satisfy all criteria set forth in 2 C.F.R. § 200.431(b) and/or (c).

Budget estimates will generally not be used to support charges to federal awards but may be used for interim accounting purposes.

Legal Reference: 2 C.F.R. §§ 200.430 & 200.431.

Federal Funds for Construction Projects: If the District is granted the authority to use federal funds for a construction project, the District will follow the Davis-Bacon and Related Acts, including the payment of “prevailing wages” to those who work on the job site, as well as the contractor bonding requirements.

Legal Reference: 40 U.S.C. § 3141, et seq; 2 C.F.R. § 200.326.

Capitalization and Depreciation: The District will follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E, when charging these specific expenditures to a federal grant. When applicable, District staff will check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, federal, state, or program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those requirements. The following rules of allowability apply to equipment and other capital expenditures:

- 1) Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct charges, except with the prior written approval of the federal awarding agency or pass-through entity.
- 2) Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$10,000 or more have the prior written approval of the federal awarding agency or pass-through entity.
- 3) Capital expenditures for improvements to land, buildings, or equipment which materially increase their value or useful life are unallowable as a direct cost except with the prior written approval of the federal awarding agency or pass-through entity.
- 4) Allowability of depreciation on buildings, capital improvements, and equipment shall be in accordance with 2 CFR § 200.436 and 2 CFR § 200.465.
- 5) When approved as a direct cost by the federal awarding agency or pass-through entity under Sections A - C, capital expenditures will be charged in the period in which the expenditure is incurred, or as otherwise determined appropriate and negotiated with the federal awarding agency.
- 6) If the District is instructed by the federal awarding agency to otherwise dispose of or transfer the equipment, the costs of such disposal or transfer are allowable.

- 7) Any depreciation will be computed, charged, and recorded in a manner consistent with federal regulations and any requirements of the federal awarding agency.

Legal Reference: 2 C.F.R. §§200.436 & 200.439.

Conflict of Interest: No District employee, agent, or Board Member with a real or apparent conflict of interest may participate in the selection, award, or administration of a contract supported by or with federal funds. A "conflict of interest" includes, but is not limited to, a financial or other interest in or a tangible personal benefit from federal funds that would directly or indirectly benefit either (1) the employee, agent, or board member; (2) any member of their immediate family; or their spouse or partner, or (3) an organization that employs or is about to employ those individuals. District employees, agents, and Board Members may only accept gratuities, favors, or anything of monetary value from federally funded contractors in accordance with the District's Conflict of Interest Policy. Any District employee, agent, or Board Member who knowingly violates these terms may be subject to discipline, up to and including termination of employment and/or referral for possible criminal prosecution.

Legal Reference: 2 C.F.R. §§ 200.112 & 200.318.

Unexpected or Extraordinary Circumstances: For all federal awards, if the District does not currently have in place a sufficient policy that addresses extraordinary circumstances, such as those caused by COVID-19, the District may amend or create a policy at a later date in order to put emergency contingencies in place for federal and non-federal similarly situated employees. If the conditions exist for charges to be made to the federal grant, then charges may also be made to any non-federal sources that are used by the District in order to meet a matching requirement. The District will take other steps to comply with federal award requirements in the event of unexpected or extraordinary circumstances.

Legal Reference: 2 C.F.R. § 200, et seq.

Travel Costs: Travel costs (including transportation, lodging, subsistence, and related items) incurred by an employee who travels on official business for a federal award may only be charged to the federal award on an actual cost basis, a per diem or mileage basis, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip. The District will ensure that the method used will be consistent with the method normally allowed in similar circumstances in the District's other travel and Board Policies. Any travel costs charged directly to a federal award must be documented to justify that (1) the individual's participation is necessary for the federal award and (2) the costs are reasonable and consistent with the District's travel costs and expectations. All travel costs must be reasonable and not in excess of what the District typically allows for other travel. All reasonable rates and amounts will be consistent with the rates and amounts established under 5 U.S.C. 5701-11.

Legal Reference: 2 C.F.R. § 200.475

Date of Adoption: [Insert Date]

DC WEST
School District



Student Handbook
2026-2027

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DC West Community Schools Student-Parent Handbook

2026-2027 School Year

Foreword

Section 1 Intent of Handbook

This handbook is intended to be used by students, parents, and staff as a guide to the rules, regulations, and general information about DC West Community Schools. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students and the educational program. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

The Policies of the Board of Education may cover areas not addressed in this Handbook. Every parent or guardian and student should familiarize themselves with Board Policies online at: <https://www.dctest.org/>.

Section 2 School Calendar

[2026-2027 District Calendar](#)

Article 1 – Mission and Goals

Section 1 Mutual Respect

The DC West Community Schools expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of students will not be tolerated.

Section 2 Complaint Procedures

The proper procedure for a parent or student to make complaints or raise concerns is to begin with the school employee who is most immediately or directly involved in the matter, as illustrated in the complaint procedure set forth below. There are other procedures identified in the Handbook to address specific complaints or concerns, such as discrimination or harassment, bullying, disciplinary actions. Those procedures should be used where applicable.

1. Complaint procedure
 - a. Step 1. Schedule a conference with the staff person most immediately or directly involved in the matter.
 - b. Step 2. Address the concern with the Principal if the matter is not resolved at Step 1.

- c. Step 3. Address the concern with the Superintendent if the matter is not resolved at Step 2.
 - d. Step 4. Address the concern to the Board of Education if the matter is not resolved at Step 3.
2. Conditions Applicable to All Levels of Complaint Procedure
All information to be considered at each step should be placed in writing in order to be most effective. Action or decisions will be expedited as quickly as possible, typically within ten (10) calendar days, depending on the nature of the complaint and the need for prompt resolution.

Article 2 – School Day

School begins at 8:00 AM and dismisses at 3:24 PM for all K-12 students on Mondays through Thursdays. On Fridays, the school day begins at 8:00 AM and dismisses at 2:04 PM.

Building-specific schedules can be found in each building's section of the handbook.

The Superintendent may close public schools in case of severe weather or an emergency. The school will notify parents and guardians, as well as the local media, when the schools will be closed.

Parental Decisions. Parents may decide to keep their children at home during inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will generally be considered an excused absence.

Pickup During Inclement Weather. Parents should not come to school during severe weather, such as during a tornado warning since students will be moved into safe areas of the building and will not ordinarily be released during inclement weather or dangerous circumstances.

Section 1 Closed Campus

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

Section 2 Supervision Responsibility Before/After School

Arrival at School/Dismissal From School

Students are expected to arrive at school no more than 30 minutes prior to the first class or school program in which they are participating. Prior to that time, the school is not responsible for supervision of the students. Students will ordinarily be admitted to the school building 30 minutes prior to the first class if they are eating breakfast. Students will not be permitted to enter earlier unless the Principal determines it to be necessary due to inclement weather or other factors. Students are to enter through their assigned entrance and proceed to designated areas.

Students will be dismissed at the end of the last period of the school day unless there are other circumstances (early dismissal, detention etc.). Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location unless participating in a school-sponsored activity. The school is not responsible for supervision of students once the students are to have left school grounds.

Certain days on the calendar are “shortened days,” meaning that the school day starts or ends other than on the normal schedule. Parents are strongly encouraged to be aware of those days, so their children are not left in an unsupervised situation or without a means to get home upon dismissal.

Article 3 – Use of Building and Grounds

Section 1 Visitors at School

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

1. All visitors arriving at school are asked to report and sign in at the office.
2. All visitors must wear a visitor badge which is available in the office.
3. Parents who need to pick up children during the school day are asked to come to the office. The office will contact the teacher and request the student's release.
4. Parents are asked to contact the office if they need to have someone else pick up their child/children. This is especially true if school personnel are unfamiliar with the visitor. Visitors should report to the office and students will be sent to the office to meet the visitor.
5. Parents are encouraged to visit the school and classrooms. Parents interested in visiting school are asked to contact the teacher or the principal to arrange the visit. By communicating with teachers, parents can explain what they hope to observe and the teacher can then schedule the optimum times for the visit.
6. Parents who would like to talk with a teacher before or after school are asked to contact the teacher to schedule a mutually agreeable time. "Unannounced" visits before or after school may interrupt a teacher's plan to work with students or other staff members.
7. If teachers are contacted by someone who is unfamiliar to them, they are expected to refer that person to the office area.
8. Teachers may not authorize any contact between students and visitors that they do not know.
9. A teacher who has concerns about an unfamiliar visitor is to immediately contact an administrator.
10. Visitors will not be allowed to record or videotape any classroom activities without the consent of the building administrator and teacher.
11. If a parent, guardian, relative, or another visiting student would like to eat lunch with a

current student, they may do so under the following conditions:

- a. They must report and sign into the office.
- b. They must wear a visitor badge which is available in the office.
- c. They must wait in the office for the student to meet them and escort them to lunch.
- d. They must eat at the designated table/area that will be assigned for visitors eating lunch with students.
- e. They must under no circumstances talk with other students in a negative or confrontational manner.
- f. They must sign back out in the office when leaving after lunch.

Section 2 Smoke-Free Environment

All of our school buildings and grounds are smoke and tobacco-free. No smoking or tobacco is allowed on school grounds or at any school activity.

Section 3 Care of School Property

1. Students are responsible for the proper care of all books, equipment, supplies, and furniture supplied by the school.
2. Students who damage property, break windows, or cause other harm to school property or equipment will be required to pay the cost to repair or replace the item.
3. School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued.

Section 4 Lockers

Students will be assigned a locker upon request. Students must use their own lockers and are not to share lockers with other students, except as assigned by school officials. Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers.

Students may not display images, information or messages that may cause a substantial disruption to the operations of the school. If a staff member sees or learns of an image or message that may cause a disruption, the staff member may ask the student to remove the image or message from the locker. If the student refuses, then the administration will meet with the student and parents to discuss the situation. The principal shall have the final say on whether a student needs to remove the image or message from the locker.

Section 5 Searches of Lockers and Other Types of Searches

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

The following rules apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search is to be

conducted in a reasonable manner under the circumstances.

2. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted at the discretion of the administration.
3. Drug or alcohol tests may be conducted on students based on reasonable suspicion.
4. Drug or alcohol tests may be conducted on a random basis for students participating in extracurricular activities.
5. Searches of the District's computer system may be conducted at the discretion of the administration at any time.

Section 6 Video Surveillance

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the administration. As a result, notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Section 7 Recording of Others

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted, (2) by authorized staff for purposes of child welfare (for example, to record images of injuries to students caused or believed to be caused by another person), or (3) the Superintendent or Superintendent's designee. This prohibition applies to all persons, including students, parents, and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Section 8 Use of Personal Electronic Devices and Cell Phones [Board Policy 6113](#)

The DC West Community Schools is committed to safeguarding instructional time to ensure every student thrives academically, behaviorally, socially, and emotionally. The Personal Electronic Device procedures aim to minimize distractions and enhance academic focus, which is grounded in robust research. Protecting instructional time by reducing digital interruptions is a proven strategy to enhance academic focus, support higher achievement, foster an optimal learning environment, and support the mental health and well-being of our students. Personal electronic devices include cell phones, smart watches, earbuds, etc.

Elementary School

- Restrict personal electronic devices during school hours.
 - Students must power off devices and store them in a backpack or locker until dismissal.

- This approach minimizes distractions and ensures that young children focus on learning and social development without the influence of technology.
- Exceptions may be granted for educational purposes outlined in a student's IEP or 504 Plan, or for medical needs as documented in the Individualized Health Plan.

Middle School

- Restrict personal electronic devices during school hours. They may be used before and after school.
 - Students must power off devices and store them in a backpack or locker until dismissal. For students who do not carry a backpack or have a locker, the device will be given to the student's Advisory teacher.
 - Middle school students are particularly vulnerable to distractions, cyberbullying, and social comparison via smartphones.
 - Prohibiting access during class and free periods fosters better academic performance and social engagement.
 - Exceptions may be granted for educational purposes outlined in a student's IEP or 504 Plan, or for medical needs as documented in the Individualized Health Plan.

High School

- Personal electronic devices may be used during passing periods, lunch break, before school, and after school.
 - Personal electronic devices are strictly prohibited in locker rooms and restrooms.
 - Personal electronic devices are prohibited during class to improve focus and reduce distractions, as studies show significant academic performance benefits when devices are restricted.
 - Exceptions may be granted for educational purposes outlined in a student's IEP or 504 Plan, or for medical needs as documented in the Individualized Health Plan.

Consequences for Non-Compliance

1. First Offense:

- a. The device is confiscated by the teacher and turned over to an administrator.
- b. The administrator documents the infraction into Edclimber.
- c. The student retrieves the device from an administrator at the end of the school day.

2. Second Offense:

- a. The device is confiscated by the teacher and turned over to an administrator.
- b. The administrator contacts the parent.
- c. The administrator documents the infraction into Edclimber.
- d. The student loses privileges for the next school day. The device is checked in with an administrator in the morning, or not brought to school.

3. Third Offense:

- a. The device is confiscated by the teacher and turned over to an administrator.
- b. Administrator contacts the parent.
- c. Administrator documents the infraction into Edclimber..
- d. The parent must pick up the device from an administrator.

- e. The student loses privileges for five school days. The device is checked into the office in the morning or not brought to school.

4. Fourth Offense:

- a. The device is confiscated by the teacher and turned over to an administrator.
- b. The administrator contacts the parent.
- c. The administrator documents the infraction into Edclimber.
- d. The parent must pick up the device from an administrator.
- e. The student loses privileges for the remainder of the semester. The device is checked into the office in the morning or not brought to school.

Section 9 Student Valuables

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. The school does not guarantee or represent that the student's property will not be subject to loss, theft, or damage.

Section 10 Bulletins and Announcements

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution need to be approved by the Principal's office. The person or organization responsible for distributing the posters is responsible for seeing that all posters are removed within 48 hours after the event or when directed by the Principal.

Section 11 Copyright

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

Section 12 Behavioral Health Points of Contact

The District maintains a registry of local mental health and counseling resources, including those resource services that can be accessed by families and individuals outside of school. To gain more information about these resources, parents and/or students should contact their building principal. This information, as well as the District's behavioral points of contact, are also listed on the District's website.

Section 13 Library Checkout Notifications

Parents/guardians may opt in to receive notifications of library materials checked out by their child. Please note that students whose families opt in to checkout notifications will not have access to SORA eBooks, audiobooks, or magazines, as these items are checked out through an automated system, and the school does not receive a student checkout list. Contact the school librarian if you choose to receive notifications.

Article 4 – Attendance

Section 1 Attendance

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations and staff are responsible for assisting in the enforcement of the rules and regulations. Students and parents are responsible for developing behaviors which will result in regular and punctual student attendance.

Section 2 Attendance and Absences [Board Policy 5008](#)

Excused and Unexcused Absences. An absence from school will be reported as: (a) an excused absence or (b) an unexcused absence.

1. Excused Absences. Absences should be cleared through the Principal's office in advance, whenever possible. An absence or tardy, even with parental approval, may not be considered excused by the school. All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be typically excused, provided the required procedures have been followed:
 - a. Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents).
 - b. Illness which causes a student to be absent from school.
 - c. Doctor or dental appointment which requires students to be absent from school.
 - d. Court appearances that are required by a court order.
 - e. School sponsored activities which require students to be absent from school.
 - f. Other absences which have received prior approval from the Principal.

The Principal has the discretion to deny approval for a student's absence, depending on circumstances, such as the student's absence record, the student's academic status, the tests or other projects which may be missed, and other relevant reasons.

2. Unexcused Absences: An absence which is not excused is unexcused. If a student's absence is unexcused the student may be required to make up work and the time missed.

Tardy to School. Students will be considered tardy to school if they are not seated in their assigned class or ready and attentive in their assigned area when the bell for their first-class rings.

Tardy to Class. Students have a sufficient time period between classes to make it to their next assigned class on time. Students will be considered tardy to class if they are not in their assigned classroom when the tardy bell rings unless they have a pass from a staff member. Specific tardy guidelines once students are in the classroom doorway are at the discretion of the classroom teacher.

Leaving School or Class. Students who leave school for any reason during the school day must check out of the office before leaving. Students leaving school must be cleared in advance by the student's parent or legal guardian. Upon returning to school that same day, students must check in at the office. Students who leave school without permission and without signing out in the proper manner, or who leave their assigned classroom without teacher permission, may be considered truant.

Section 3 Make-up Work

Written make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required. The time each student is allowed for make-up work will be determined by the teacher. The student has the responsibility to contact teachers, initially, regarding make-up assignments.

Section 4 Attendance is Required to Participate in Activities

Full-time students must attend school all day on the day of any scheduled school activity in order to participate in the activity. Part-time eligible students must attend their classes on the day of the school activity in order to participate in the activity. A “school activity” includes athletic contests, practices, and dances. Failure to attend may result in a student being withheld from participation in the activity. The Principal retains the right to grant participation should exceptional circumstances prevail.

Section 5 Truancy

A student who engages in unexcused absences may be considered truant under state law. Truancy is a violation of school rules. The consequence of trancies may include disciplinary action up to expulsion and referral to the county attorney for compulsory attendance violations.

Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child aged six (6) to eighteen (18) to attend school regularly without lawful reason, shall within three (3) days report such violation to the Superintendent or designee. The Superintendent or designee shall immediately cause an investigation into any such report to be made. The Superintendent or designee shall also investigate any case when, based on the Superintendent’s personal knowledge or based on a report or complaint from any resident of the district, the Superintendent or designee believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior.

Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

1. One or more meetings shall be held between a school attendance officer, school social worker, or other person designated by the school administration and the parent/guardian and the student to report and attempt to solve the truancy problem. If the parent/guardian refuses to participate in such a meeting, the principal shall place in the student's attendance records documentation of such refusal.
2. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child.
3. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.
4. Investigation of the truancy problem by the school social worker, or if such school does not have a school social worker, another person designated by the administration to identify conditions which may be contributing to the truancy problem. If services for the

child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.

Reporting Habitual Truancy. Students who accumulate twenty (20) unexcused absences or the hourly equivalent per year shall be deemed to be habitually truant. If the student continues to be or becomes habitually truant, the principal shall serve a written notice to the person violating the Nebraska truancy laws (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that law. If within one (1) week after the time the notice is given such a person is still violating the school attendance laws or policies, the Principal shall file a report with the county attorney of the county in which such person resides.

Article 5 – Scholastic Achievement

Section 1 Grading System

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

- a. Achievement marks shall be given on a numerical basis for all grades 4-12 with the mark of 59 or lower considered a failure.

- b. The grading scale is as follows:

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

- c. Grading guidelines for kindergarten through third grades shall be used to report academic progress, where applicable. The following continuum will be used:
 - ES = Exceeding Standard: *Student can apply the skill/concept independently.*
 - MS = Meeting Standard: *Student can apply the skill/concept with minimal support.*
 - AS = Approaching Standard: *Student can apply the skill/concept at times, but continues to need some support.*
 - NY = Not Yet Meeting Standard: *Student needs consistent support to apply the skill/concept.*

- NE = Not Evaluated: *Skill/Concept not evaluated at this time.*

d. For all other grading reports received for transfer students, the principal or designee shall convert the grades to an approximately equal grade on our system.

e. All grade reports will contain a percentage and letter grade for each subject, as well as the following: absences, tardiness, comments (if teacher desires).

Section 2 Promotion and Retention ([Policy 5201](#))

Students will be placed at the grade level and in the courses best suited to them academically, socially, and emotionally as determined by the school's professional staff. 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 professional staff to be appropriate for the educational interests of the student and the educational program.

Section 3 Schedule Changes

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

Section 4 Report Cards and Progress Reports

Report cards are issued at the end of each quarter. In addition to quarterly report cards, parents may log in and view their student's grades from the school's student information system.

Teachers are always available to assist the students and students should feel free to ask their teachers for help at any time.

Section 5 Parent-Teacher Conferences

Parent-teacher conferences will be held near the end of the 1st and 3rd quarters. Students are welcome and encouraged to attend. There will also be an Open House at the beginning of each year. Refer to the school calendar for the schedule. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with the teachers.

Article 6 - Support Services

Section 1 Special Education Services

What Does Special Education Mean?

Special education means specially designed instruction and related services adapted as appropriate to the needs of an eligible student with a disability. Special education is provided at no cost to the parent to meet the unique needs of a child with a disability.

Students Who May Benefit

A student identified as having autism, emotional disturbance, deaf-blindness, developmental delay, hearing impairments, intellectual disabilities, multiple disabilities, orthopedic impairments, other health impairments, specific learning disabilities, speech-language impairments, traumatic brain injury or visual impairments, who because of these impairments need special education and related services.

How are Students With Disabilities Identified?

Referrals are made by staff or parents to the Falcon Individualized Problem Solving Team (FIPS), which serves as the district's student assistance team. If the FIPS team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation is completed. An evaluation is conducted to assist in the determination of whether a student has a disability and the nature and extent of the special education and related services the student needs. The evaluation is conducted only with written consent of a parent or guardian. A multidisciplinary evaluation team (MDT) will then meet to determine whether the student is eligible for special education.

Independent Evaluation

If a parent disagrees with an evaluation completed by the school district, the parent has a right to request an independent educational evaluation at public expense. Parents should direct inquiries to school officials to determine if the school district will arrange for further evaluation at the school's expense. If school district officials feel the original evaluation was appropriate and the parents disagree, a due process hearing may be initiated. If it is determined that the original evaluation was appropriate, parents still have the right to an independent educational evaluation at their own expense.

Reevaluation

Students identified for special education will be reevaluated at least every three (3) years by the student's IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, is needed. The school district will obtain parental consent prior to conducting any reevaluation of a student with a disability.

Individual Education Program (IEP)

Upon a student being identified as having a disability, a conference will be held with parents. At the conference, an Individualized Education Program (IEP) will be developed specifying programs and services which will be provided by the schools. Parent consent will be obtained prior to a student being placed for the first time in a program providing special education and related services or early intervention services to infants and toddlers. Once in place, the IEP is reviewed on an annual basis, or more frequently as needed. Parents will be given a copy of the IEP.

Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). To the maximum extent appropriate, students with disabilities are educated with students who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment will occur only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. Determination of a student's educational placement will be made by the IEP team.

Written notice shall be given to parents at a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

More Information

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 (special education appeal procedures) may contact the Superintendent. A notice of parental rights, Rules 51 and 55 and more information about special education are also available at the Nebraska Department of Education's website.

Section 2 Students with Disabilities: Section 504

Accommodations and related services are made available to students with disabilities under Section 504 of the Rehabilitation Act of 1973. Under Section 504, parents have the following rights:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of your child's disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation, or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child receive services and be educated in facilities which are comparable to those provided to students without disabilities.
6. Have your child receive an individualized evaluation and receive special education and related services if your child is found eligible under Section 504.
7. Have evaluation, eligibility, educational and placement decisions made based on a variety of information sources and by persons who know your child and who are knowledgeable about the evaluation data and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school district.
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the school district.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, and placement. Obtain copies of educational records at a reasonable cost on the same terms as records are provided to students without a disability unless the fee would effectively deny you access to the records.
11. Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records.
12. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school district refuses this request, it shall notify you within a reasonable time, and advise you of the right to a hearing.
13. File a local grievance in accordance with school policy.
14. Request an impartial hearing related to decisions regarding your child's identification, eligibility, and educational program or placement with opportunity for participation by the person's parents or guardian and representation by counsel, and a review procedure. This is provided in the local grievance

procedure.

Section 3 Health Services

Student Illnesses: [Board Policy 5409](#)

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home may include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves.

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

Accidents at School

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

Guidelines for Administering Medication

Whenever possible, students should be provided medications outside of school hours. When a physician prescribes medication for a student to take during school hours, it is the duty of the parent or guardian to make necessary arrangements with office personnel.

Parents who come to school to administer medication to a student must ask that the student be called to the office.

1. No students are allowed to administer their own medication without the prior approval of the administration.
2. The following procedure is to be used if the school is to give medication:
 - a. The parent must submit a permission form (to take medication) and the medication to the office.
 - b. The nurse or designee will administer the medication at the scheduled time.
 - c. Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted.
3. For each different prescription duration, a new medication form must be filled out with new instructions for that medication. If a new prescription duration is prescribed for the same medication, the form must be re-dated and signed.
4. It is illegal for a student to consume or dispense medication that is prescribed for someone else.

If a student has asthma or diabetes and is capable of self-managing his or her health condition, the student may coordinate with the health office to develop a self-management plan.

The school nurse may limit medications as the nurse deems appropriate.

School Health Screening Board Policy 5408

Children in Preschool and Kindergarten through third grade, as well as children in sixth and ninth grades are screened for vision, hearing, dental defects, height, and weight. The screening program also incorporates scoliosis and blood pressure at the sixth and ninth grades. Students with identified health concerns may also be screened. Parents who do not wish their child to participate in the school screening program must communicate in writing to the school health office at the start of the school year.

Physical and Visual Examination

Evidence of a physical examination and a visual evaluation is required within six (6) months prior to entrance into kindergarten and, in the case of transfer from out of state, to any other grade. A physical examination is also required prior to entrance into the seventh grade. The physical examination is to be completed by a physician, a physician's assistant, or an advanced practice registered nurse; the visual evaluation is to be completed by any of the foregoing or an optometrist. A parent or guardian who objects to the physical examination and/or visual evaluation may submit a written statement of refusal for his or her child. Waiver forms are available in the school health office. Additional physical examination requirements exist for students participating in athletic participation.

Immunizations

Students must show proof of immunization. A student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must complete an affidavit.

Unimmunized students may nonetheless be excluded from school in the event of a disease outbreak.

The following are the current immunization requirements for students:

Students 2–5 years of age:

- 3 doses of pediatric Hepatitis B vaccine
- 4 doses DTP, or DT vaccine
- 3 doses of Polio vaccine
- 1 dose of MMR or MMRV given on or after 12 months of age
- 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age - 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age, or written documentation from parent(s)/guardian(s) or health care provider of the month and year of varicella disease

All students from Kindergarten through 12th grade:

- 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11– 15 years of age
- 3 doses DTP, DT or Td vaccine, one given on or after the fourth birthday - 3 doses of Polio vaccine
- 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least 1 month

- 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age, or written documentation from parent(s)/guardian(s) or health care provider of the month and year of varicella disease. (If the child has had varicella disease, they do not need the vaccination)

Additionally for 7th grade students:

- 1 dose of Tdap (must contain Pertussis Booster) given on or after 7 years of age.

Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

Guidelines for Head Lice

The following guidelines are in place to better control a nuisance condition, reduce absenteeism due to head lice, and involve parents as partners with the school in control efforts:

1. Children will be sent home from school for live head lice. In the event a child has two (2) cases of live lice in a semester, the child will be sent home until free of both live lice and nits (eggs).
2. Health office staff will provide written treatment information and instructions, including how to check and identify head lice.
3. A child who is sent home from school for head lice should miss no more than two (2) school days.
4. A child who has been sent from school due to head lice must come to the health office for inspection before returning to class.
5. A child who returns to class with nits (eggs) will be checked again in 7-10 days.
6. Families are encouraged to report head lice to the school health office.
7. Classroom-wide or school-wide head checks will be conducted as needed in order to control the condition at school.

Nurse and Medical Help

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

Asthma, Anaphylaxis, and Allergic Reaction Protocol [Board Policy 5601](#)

DC West Community Schools has adopted and implemented the Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions Protocol. A team of staff for emergency response is trained annually to be prepared with the equipment and medication necessary to implement the Emergency Protocol if needed.

Section 4 Transportation Services

Transportation to and from school is provided to students in accordance with law and Board policy. Students may also be provided transportation on field trips and when participating in school activities. DC West Schools contracts bus service for students. The following guidelines are established to maintain appropriate behavior and safety.

1. The schedule of bus stops will be established and made available to each family who has students utilizing bus service. This schedule may be adjusted as situations change.
2. Every effort will be made to maintain a schedule so as to get students to school on time and to return them home promptly. The bus will not leave the stops prior to the scheduled time, nor will it wait at any stop for late riders.
3. Buses shall not exceed the listed seating capacity. Non-bus students may ride the bus when space is available by providing a written request from parents to an administrator.

Students are expected to follow the following rules while riding school buses:

Behavior on School Buses

General Conduct Rules Apply: While riding a school bus, a student must follow the same student conduct rules which apply when the student is on school property or attending school activities, functions, or events. There are also special conduct rules for riding school buses. These rules also apply to riding other school vehicles.

Special Conduct Rules for Riding School Buses.

Rules for Getting On and Off the Bus

1. Be on time to be picked up. As a general rule, get to your bus stop five (5) minutes before your scheduled pick-up time. If you miss the bus, immediately return to your home, and tell your parents so they can take you to school.
2. While waiting for the bus, stay at least five (5) feet away from the street, road, or highway. Wait until the bus comes to a complete stop before approaching the bus. You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.
3. If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

Rules on the Bus

1. Be respectful of the bus driver. Immediately follow all directions of the driver and any paraeducator or adult on the bus.
2. No Standing on the bus
3. No jumping from seat to seat
4. Sit in your seat facing forward. Use seat belts in vehicles in which they are available. Keep the aisles clear.
5. Open and close windows only upon receiving permission from the driver.
6. Talk quietly and use appropriate language.
7. Keep all parts of your body inside the bus.
8. Keep your arms, legs, and belongings to yourself.
9. No fighting, harassment, bullying, intimidation, or horseplay.
10. Do not throw any object.
11. No eating or drinking
12. No use of tobacco, alcohol, drugs, or flammables.

13. Do not bring any weapon (real or imitation) or dangerous objects on the school bus.
14. Do not damage the school bus.
15. Actions on the bus are an extension and subject to the student code of conduct

Getting the Driver's Assistance:

If you need assistance from the driver, wait until the bus is at a full stop. If you are close enough, tell the driver what you need. If you are too far away for the driver to hear you, ask a student in front of you to get the driver's attention. If necessary, walk up to the driver, while the bus is at a full stop. If you need immediate assistance in an emergency, take all action needed to safely get the help of the driver.

Consequences for Rule Violations:

Consequences for school bus misconduct may include restriction or suspension of bus privileges and other disciplinary measures, up to and including expulsion from school.

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

- First Offense: Warning and parent notification
- Second Offense: Up to 5 day suspension from the bus
- Third Offense: Up to 10 day suspension from the bus
- Fourth Offense: Suspension from the bus for up to the remainder of year

Section 5 School Resource Officer (SRO)

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

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

Article 7 – Drugs, Alcohol and Tobacco

Section 1 Drug-Free Schools

The District is a safe and drug-free schools zone. Any use, possession, distribution, manufacture, sale, consumption, or ingestion of illicit drugs or tobacco products on school grounds, at a school activity, or in a school vehicle is strictly prohibited.

Section 2 Education and Prevention

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs. The curriculum includes the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades.

Drug and Alcohol Education and Prevention Program of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations. All students will be provided with an age appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs. Information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs is available to all of the students upon request of the Counselor.

Safe and Drug-Free Schools—Parental Notice. Pursuant to the provisions of federal law, if, upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction, a parent objects to the participation of their child in such programs and activities, then the parent may notify the District of such objection in writing. Upon receipt of such notice, the student will be withdrawn from the program or activity to which parental objection has been made.

Section 3 Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco

The District prohibits the possession, use, or distribution of illicit drugs (including electronic nicotine delivery systems) and alcohol on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. The conduct prohibited includes, but not be limited to, the following:

1. Possession, use, distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession, use, distribution or being under the influence of alcohol.
4. Possession, use, distribution, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.
5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.
6. Possession, use or distribution of any tobacco product.

Disciplinary Sanctions

Violation of any of the above prohibited conduct will result in student discipline, up to and including expulsion and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and unlawful substances will be turned over to

law enforcement authorities.

3. The student may be referred for counseling or treatment.
4. Parents or legal guardians will be notified.
5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

Article 8 – Student Code of Conduct

Section 1 Purpose

DC West Community Schools believes that a positive learning and teaching environment is created through mutual respect for all and that physical and emotional safety is essential for learning. The Student Code of Conduct is designed to support these beliefs by developing, through reasonable and consistent practices, appropriate student behavior. The behaviors and disciplinary actions identified in the Code of Conduct are designed to promote learning experiences for students. Compliance with the Student Code of Conduct is expected of all students. Administrators will consider student age and grade-level, along with other factors, when assigning disciplinary actions.

Section 2 Multi-Tiered System of Support for Behavior (MTSS-B)

The DC West Community Schools are committed to creating a learning environment where every individual is valued, respected, and supported. The district's Code of Conduct was created within the context of the district's Multi-Tiered System of Supports for Behavior (MTSS-B), which emphasizes the shared responsibility of individuals for their actions and their ability to learn, grow, and thrive. It provides a framework for encouraging positive behavior, addressing challenges in a caring and constructive way, and ensuring safe and supportive school and classroom environments.

DC West MTSS- is a 3-Tier Model that provides comprehensive, quality instruction to all students from preschool through high school. The model is designed to provide evidence-based instruction, targeted supports, and intensive interventions that lead to successful academic and behavioral achievement.

Tier 1: Universal Instruction and Supports:

- School-Wide Expectations that clarify expected student behaviors for the school.
- Direct teaching of the Falcon Way expected behaviors
- Elementary and Middle School Responsive Classroom model
- Elementary and Middle Second Step Social-Emotional Curriculum Implementation
- High rates of positive adult attention and feedback for appropriate, expected behaviors.
- Schoolwide values that clarify expected student behaviors: Falcon Way
- Restorative Practices

Tier 2: Targeted Intervention and Supports

- Counselor - evidence-based small groups
- Skybound Mentoring
- Zones of Regulation
- Data Collection and Progress Monitoring
- Check-In/Check-Out

Tier 3: Intensive Instruction and Intervention

- Functional Behavior Assessment and Behavior Intervention Plans
- Behavior Skills-Focused Classroom
- Licensed Mental Health Therapist
- Behavior Plan Data Collection and Progress Monitoring

Section 3 Social Emotional Learning

In addition to MTSS-B, the DC West Community Schools supports Social Emotional Learning through curriculum strategies, and resources. Social Emotional Learning is the process through which students acquire and apply the knowledge, skills, and attitudes to manage their emotions, achieve goals, feel and show empathy for others, establish and maintain supportive relationships, and make responsible and caring decisions. Our goal at DC West Community Schools is to focus on five competencies:

- Self Awareness
- Self Management
- Social Awareness
- Relationship Skills
- Responsible Decision Making

MTSS-B and Social Emotional Learning work together to support student success in academics, behavior, attendance, and overall well-being.

Section 4 Expectations for All

The **Student** Is Expected to:

1. Behave according to The Falcon Way.
2. Respectful and Responsible, Inclusive, Safe, and Engaged
3. Follow expectations, guidelines, rules and regulations established by the School and District.
4. Attend school daily on time; and
5. Adhere to a high personal standard of academic effort and achievement.

The **Parent(s)/Guardian(s)** Are Expected to:

1. Set an example of respecting the worth of other persons.
2. Review school expectations, guidelines, rules and regulations with student and family members;
3. Collaborate with school staff;
4. Seek help from school and community agencies when necessary to support a student's achievement;
5. Inform school staff of concerns relating to student needs; and
6. Make sure the student attends school daily on time.

The **Teacher** Is Expected to:

1. Treat each child with dignity and respect.
2. Teach and positively reinforce the expectations outlined in the Student Code of Conduct.
3. Review the school expectations, procedures, and routines with students;
4. Establish and maintain an atmosphere of high achievement and appropriate behavior in the learning environment.
5. Communicate with students and parent(s)/guardian(s) regularly about student behavior and academic progress; and
6. Report frequent student misbehavior promptly to the school office, and report immediately any misbehavior that will or may result in expulsion or suspension.

The **Principal** Is Expected to:

1. Establish building-wide values and expectations, procedures, and routines with input from school staff and in alignment with district policies and procedures.
2. Communicate building expectations, procedures, and routines as well as the Student

Code of Conduct to parent(s)/guardian(s), staff, and students.

3. Consistently enforce building-wide expectations and the Student Code of Conduct; and
4. Collaborate with parent(s)/guardian(s) and teachers regarding student behavior problems.

The **Board of Education** and **District Administration** are Expected to:

1. Establish school district policy relative to student behavior and discipline.
2. Train and support school administrators in appropriate application of the Student Code of Conduct.

Section 5 Behavior Violations & Response Levels

The Student Code of Conduct is organized around levels of interventions and responses to behavior violations. Violations are organized alphabetically and include behaviors ranging from those that can be managed in the classroom to more serious incidents that may require an administrative response. Applying a leveled intervention and response to behavior violations supports a teaching and learning approach to managing behavior in our schools. School administration considers the least restrictive resolutions to managing behavior violations.

When determining a resolution for a behavior violation of the Student Code of Conduct, school administration will consider:

- the age and experience of the student;
- the developmental level of the student;
- the student's intent;
- the severity of the circumstances;
- the impact of disruption to the school environment (including behavior after the initial incident);
- the repeated nature of the situation (if applicable); and
- other mitigating factors.

Interventions that may be applied to address behavior labeled in leveled categories in Level 1-4. Interventions listed are guidelines and school administration may apply a more or less severe resolution depending on the situation.

Level 1 interventions aim to teach alternative behavior so students can learn and demonstrate safe, respectful, and responsible behavior. Staff members are encouraged to try a variety of teaching and classroom management strategies, which may include, but are not limited to:

- Parent(s)/guardian(s) conference or contact made
- Expectations established and taught (The Falcon Way: RISE & SOAR)
- Positive rapport/relationship
- Re-teaching, prompting, and feedback
- Effective classroom supervision
- Verbal correction
- Collaborative problem solving
- Written reflection or apology
- Classroom Interventions
- Calm Corner
- Positive referral
- Teacher or student conference

- Detention
- Classroom contribution/service
- Skills Teaching/Social Emotional Learning
- Responsive Classroom model (e.g., Morning Meeting, Calm Corner)
- School-wide incentive programs (e.g., FalCoins and FalCash)
- Keystone & Advisory SEL Support

Level 2 interventions often involve the family, support staff from both school-based and community settings, and/or the administrator. These interventions aim to enhance the student's skills, positive view of schooling, and positive experiences at school, thereby reducing the likelihood of misbehavior continuing or escalating.

In-school suspension may be applied due to the severity or chronic nature of an individual's behavior. In cases of multiple infractions, an assistance plan may be developed.

Level 2 interventions may include, but are not limited to:

- Parent/guardian collaboration (a parent/guardian meeting is a recommended element of response to chronic misbehavior)
- School or Community Counselor support (e.g., small group/ individual)
- Behavior card
- Change in schedule or class
- Consultation with School Psychologist
- Mentoring
- In-School Suspension
- Referral to a school-based mental health therapist
- After-school program (e.g., Falcons Nest)
- Service to School/Service to Community
- Conflict resolution
- Loss of school privileges
- Bus suspension
- Revision of Individual Educational Plan (IEP)/504 Plan
- Referral to a community agency
- Late School
- Additional restorative practices that teach desired behaviors and repair the relationship
- Check in/ Check out

Level 3 violations may result in the short-term removal of a student from the school environment due to the severity of the behavior. The duration of the short-term suspension, if issued, is to be as limited as possible while adequately addressing the behavior. In cases of repeated need for short-term suspension, an assistance plan (such as a Behavior Intervention Plan or a Functional Individual Problem-Solving Plan) should be developed. Interventions for Level 3 Violations may include, but are not limited to:

- Functional Behavior Assessment (FBA)
- Parent(s)/guardian(s) collaboration meeting
- Plan of assistance (Behavior Intervention Plan, Falcon Individual Problem Solving Plan)
- Consult with a school psychologist
- Restitution
- Communication with law enforcement (as needed)

- Behavior Skills-Focused Classroom (Elementary Only) (*IEP Team decision only)
- Falcon Achievement Center
- Short-term suspension

Level 4 violations have the potential to impact the safety of the school environment significantly. These violations may result in the removal of a student from the school environment due to the severity of the behavior. Such violations may involve reassigning a student to an alternative program. These interventions focus on maintaining the safety of the school community and correcting self-destructive and dangerous behavior.

A long-term suspension may be applied when it is feasible to reintegrate the student back into the school environment. Reassignment may be used when chronic misbehaviors are present and school staff have documented efforts to intervene and support the development of acceptable behavior. Expulsion may be applied when a student's presence at school is deemed too dangerous or disruptive for staff to maintain a safe and positive climate. Upon returning to a traditional school setting after expulsion, the school staff will establish a plan of support (e.g., an early intervention or safety plan) to ensure the student's ongoing success at school.

Violence against school staff is an egregious act that not only jeopardizes the safety and well-being of individuals but also undermines the foundations of our ongoing efforts to maintain a safe and secure environment conducive to teaching and learning. Because intentional and knowing violence against a staff member is highly disruptive to the learning environment, it may result in consequences, including expulsion in grades where these consequences are available, even in cases of first offense. As in every disciplinary situation, student age, developmental level, the severity of the circumstances, and other mitigating factors will be considered.

Interventions for Level 4 Violations may include, but are not limited to:

- Parent(s)/guardian(s) notification
- Long-Term Suspension
- Assignment to an Alternative to Suspension Program
- Expulsion
- For students in grades K-5, expulsion will not be a consequence for violating the Student Code of Conduct, except in cases of knowingly and intentionally possessing a firearm.
- Referral to the IEP team (students with disabilities) for manifestation determination
- Alternative educational placement
- Communication with law enforcement (as needed)

Behavior Violations and Response Levels

Conduct Violations	Response Levels			
	1	2	3	4
Absence or Tardiness, Excessive In accordance with Student Attendance Policy 5008, school staff will intervene when a pattern of attendance emerges that is concerning or seems counter to the student's continued school success	x	x		
Alcohol and Drugs, Possession or Under the Influence Drugs, alcoholic beverages, controlled or imitation controlled substances, or other mood-altering chemicals *See page 23 of handbook	x	x	x	x

Arson Intentionally setting or attempting to set a fire on or in school property		X	X	X
Assault No Injury- Attempting to cause injury to another person, including staff; by knowingly and intentionally using force that places another person in reasonable apprehension of imminent personal injury		X	X	X
Assault with Injury (Intentional) Assault of another person, including staff, when the student has knowingly and intentionally used force to cause personal injury			X	X
Bullying Any intentional ongoing pattern of written or verbal expression, electronic abuse, physical acts, or gestures intended to cause distress/harm upon one or more students and includes an imbalance of power *Board Policy 5415		X	X	X
Bus Misconduct Activity on the bus which is unsafe; refusal to follow directions of the driver or aide *See page 21 of handbook	X	X		
Careless Driving Driving on school grounds carelessly or without due caution so as to endanger a person or property		X		
Cheating or Plagiarizing Academic dishonesty including, but not limited to, copying the work of others on school assignments or tests, and using the ideas of writings of another person *See page 39 of the handbook	X	X		
Classroom Disruption/ Other Behavior Disruptive to the School Environment	X	X		
Damage to School, Staff or Student Property Willfully or recklessly causing or attempting to cause damage		X	X	
Disrespectful to Adults/ Others Using words or actions that are impolite or indicate a lack of respect or courtesy	X	X		
Distribution Selling, Distributing, Intent to Distribute, or Attempting to Distribute Alcoholic Beverages, or a Controlled/ Imitation Controlled Substance *Law Enforcement will be Contacted			X	X
Dress Code/Inappropriate Clothing Words or images that promote alcohol, drug use, weapons, insult or demean others, or disrupt the school environment are not acceptable at school *Board Policy 5101 *See page 38 of the handbook	X			
Excessive Tardies/ Hall Sweep Arriving late to class excessively, as determined by individual school procedures or is caught in the hallway by school staff after the tardy bell has rung	X	X		
Exposure to Bodily Fluid Intentionally creating or attempting to create an exposure to bodily fluids, including but not limited to, spitting, throwing, wiping, or otherwise dispersing bodily fluids on or to		X	X	X

another person for any reason				
Failure to Serve Detention Student does not serve an assigned detention, whether it is scheduled during the school day or after school hours	x	x		
False Alarm/ Bomb Threat Causing a substantial disruption to the school environment and/or placing students at risk by making a false report or activating an alarm			x	x
False Allegations Against Staff Any knowingly or recklessly false allegation against a staff member, written, spoken or otherwise communicated which is harmful to the reputation of the staff member, or which may impede the ability of the staff member to perform assigned duties		x	x	x
Fighting, Less Serious Mutual physical combat that does not result in injury or a substantial disruption to the school environment, other than the disruption of the fight itself		x	x	
Fighting, Serious Mutual physical combat that results in injury, creates a substantial disruption involving large numbers of students, and/or results in the potential for continued fighting		x	x	x
Firearm Knowing and intentional possession, use or transmission of a firearm as defined in 18 U.S. Code 921 *Board Policy 5101 *Law Enforcement Will Be Contacted				x
Harassment Any physical, verbal, graphic, electronic, or written material or behavior, which may be related, but not limited to a person's disability, gender, race, color, national origin, gender identity, sexual orientation, age, religion, or marital status which has the effect of creating an intimidating, hostile, or offensive school environment		x	x	x
Inappropriate Language Using inappropriate words or topics of conversation in school	x			
Inappropriate Public Display of Affection Kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others.	x	x	x	
Insubordination/Non-Compliance with Behavioral Expectations Failure to comply with the instructions of school staff when current behavior prevents success of the student or impacts learning	x	x	x	
Misuse of Computers, Digital Devices, or Network Creation or access of inappropriate material; vandalizing; gaining or attempting to gain unauthorized access; using computers, digital devices or networks for harassing or threatening or other non-educational purpose	x	x	x	
Misuse of Pass/ Out of Area Student is out of the assigned area during the school day, uses a hall pass in a way not intended by the issuer	x	x		
Possession of Obscene or Pornographic Literature, Materials, or Electronic Images The possessing, taking, disseminating, transferring, or sharing of obscene, pornographic,		x	x	

lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise *Board Policy 6800				
Reckless Behavior Recklessness involves the creation of an unjustifiable risk of harm to others and a conscious (and sometimes deliberate) disregard for or indifference to that risk, resulting in substantial disruption	X	X	X	
Reckless Behavior Resulting in Personal Injury Recklessness involves the creation of an unjustifiable risk of harm to others and a conscious (and sometimes deliberate) disregard for or indifference to that risk resulting in personal injury		X	X	X
Sexual Assault Sexual Assault in the first or second degree as defined in Nebraska Statutes 28-319 thru 28-320.01 *Law Enforcement Will Be Contacted				X
Sexual Misconduct/Public Indecency Behaviors described in Nebraska Statute 28-806 except that this violation shall apply only to students at least 12 years of age. For students under age 12, other violations may apply		X	X	X
Theft Stealing or attempting to steal property	X	X	X	
Threats, Intimidation, or Extortion Use or threat of violence, force, intimidation or similar conduct in a manner that constitutes substantial interference with school purposes. Threats may include behavior, verbal, written and/or physical action		X	X	X
Tobacco and Vapor Devices, Use of To include students found to be in use of tobacco, vapor devices or any product that may be used to distribute tobacco in any form, including the use of vapor products, electronic nicotine delivery systems, or alternative nicotine products while in the school building, on school grounds or at school activities	X	X		
Trespassing To enter or remain on any school district property or property where a school event is being held without authorization and with no legitimate purpose for entry *Law Enforcement May Be Contacted *Board Policy 3250		X	X	X
Truancy Neither the family nor school officials know the student's whereabouts or the student is refusing to attend school or class	X	X		
Unauthorized Entry Allowing or assisting any individual to enter a district building other than through the designated entrances or that breaches any method of established security		X	X	X
Unauthorized Use of Camera, Video Device, Personal Device that Attaches to School/District Network, Cell Phone or Recording Device Student use of cameras/video devices without explicit, prior written authorization of the principal is prohibited	X	X		
Unlawful Activity Engaging in any activity forbidden by state or federal law and not otherwise specifically		X	X	X

included in this Code which creates potential danger in the school environment or interferes with school purposes *Law Enforcement May Be Contacted				
Verbal Conflict Disrupting the school environment by engaging in a loud argument that includes disparaging comments or discussion of potential physical conflict	x	x		
Vulgarity/Profanity Written or oral language that is disgusting and/or repulsive, but does not constitute harassment	x	x		
Weapon (other than firearm) Knowing and intentional possession, handling, transmission, or use of any knife or dangerous weapon *Law Enforcement May Be Contacted			x	x
Willfully or recklessly causing or attempting to cause damage		x	x	

Section 6 **Forms of School Discipline** [Board Policy 5101](#)

Students who violate the student conduct rules may be subject to the following forms of discipline: See the District Student Code of Conduct for additional information

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 (5) school days (short-term suspension) on the following grounds:

1. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
2. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. 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.
2. Prior to commencement of the short-term suspension, the student will be given oral and 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.
3. Within 24 hours or such additional time as is reasonably necessary, but not more than 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 (i) the student's conduct, misconduct, or violation of the rule or standard: (ii) the reasons for the action taken: (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension: (iv) resources the school is able to provide or recommend to assist

- the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school.
4. 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.
 5. A student on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

Notwithstanding the foregoing, a pre-kindergarten through second grade student shall not be short-term suspended from school, unless the student (1) brings a deadly weapon on school grounds, in a school vehicle, or to a school activity or (2) engages in violent behavior capable of causing physical harm to another student or school employee. In all other circumstances, the Principal or Principal's designee shall 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 expelled in accordance with these disciplinary procedures.

Long-Term Suspension:

A long-term suspension means an exclusion from school and any school functions for a period of more than five (5) school days but less than twenty (20) 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. Pursuant to the Nebraska Student Discipline Act, 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 (i) the student's conduct, misconduct, or violation of the rule or standard; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school.

Expulsion:

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 (10) 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 (10) 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 (i) the student's conduct, misconduct, or violation of the rule or standard; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school.

Suspension 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.

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.

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 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.

Suspension of Enforcement of an Expulsion:

Enforcement of an expulsion action may be suspended (i.e., "stayed") if the Superintendent approves the suspension of an expulsion. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.

Returning from Expulsion.

At the conclusion of an expulsion, the District will reinstate the student and accept non duplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one (1) of the six (6) regional accrediting bodies in the United States.

Emergency Exclusion:

A student may be excluded from school in the following circumstances:

1. 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
2. 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 (5) school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or designee determines that an emergency exclusion shall extend beyond five days, a hearing may, upon a parent or guardian's request, be held and a final determination made within ten (10) school days after the initial date of exclusion. Such appeal procedures shall substantially comply with the procedures set forth in this Handbook for a long-term suspension or expulsion and be modified by the Board of Education only to the extent necessary to accomplish the hearing and determination within this shorter time period.

Other Forms of Student Discipline:

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

Student Conduct Expectations.

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

Grounds for Short-Term 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 interfere with the educational process otherwise seriously. 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. Mandatory reassignment shall be subject to the same procedural requirements and protections as long-term suspension and expulsion.

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. This includes "deep fakes" or other computer generated images of other students or staff intended to bully, harass, intimidate, or humiliate another student or staff member.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.

10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or has the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes including (but not limited to) a violation of the District's dress code and electronic communication device rules.
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 (including skin color, hair texture and protective hairstyles), gender, disability, national origin, or religion.
15. Willfully violating behavioral expectations for riding school buses or vehicles.

In addition to the foregoing, 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:

1. 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
2. The known and intentional possession, use, or transmission of a dangerous weapon other than a firearm. 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 to 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.

Further, a student will be expelled for one (1) calendar year if the student knowingly and intentionally possesses, uses, or transmits 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. The term "firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. The only exception to this rule is if the

student obtains prior written permission to bring the firearm on school grounds by the Superintendent for a school-related purpose.

Additional Student Conduct Expectations and Grounds for Discipline.

The following additional student conduct expectations are established. Failure to comply with such rules may be grounds for disciplinary action, up to and including an expulsion.

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 reasonably forecasted to interfere with the learning environment or teaching process in our school. The following is a non-exhaustive list of examples of attire that are not appropriate at school:

1. Clothing that shows an inappropriate amount of bare skin or underwear 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.
2. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
3. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horseplay” or that would damage property (e.g. cleats).
4. Headwear including hats, caps, and bandannas.
5. Clothing or jewelry which exhibits nudity, makes sexual references, or carries lewd, indecent, or vulgar double meaning.
6. 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. Further, students will also be permitted to wear attire, including religious attire, natural and protective hairstyles, adornments or other characteristics associated with race, national origin, or religion, as long as the attire does not interfere with the educational process and does not endanger another person, as determined by the administration.

No student shall be disproportionately affected by a dress code or grooming policy enforcement because of the student's gender, race, color, religion, disability, or national origin.

No school staff shall permanently or temporarily alter or cut a student's hair.

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.

A student dress code violation will be treated as a minor rule violation and may not require the student to miss substantial classroom time, instructional time, or school activities. However, a

repeated violation of school rules may subject the student to further discipline, as outlined in this Policy.

Academic Integrity.

Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established 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.

Definitions:

The following definitions provide a guide to the standards of academic integrity:

- **"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:
 - **Tests** (includes tests, quizzes and other examinations or academic performances):
 - **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.
 - **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.
 - **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.
 - **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.
 - **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.

- Papers (includes papers, essays, lab projects, and other similar academic work):
 - 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.
 - 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.
 - 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.
 - 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.
 - 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.
 - 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.

- "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:
 - 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 the use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
 - 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.

- "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.

- Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

- 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 standard, the instructor will assign a grade which the instructor determines to be appropriate for the work.
- 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.
- 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.

Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

1. 1st Offense: Student will be directed to stop.
2. 2nd Offense: Student will be directed to stop, and parents will be notified.
3. 3rd Offense: Student may be suspended from school for a minimum of one (1) day, and parents and student will need to meet with the administration to address the ongoing conduct.

If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

Law Violations

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.

Anti-Bullying: [Board Policy 5415](#)

One of the missions of the District is to provide safe and secure environments for all students and staff. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events. Students who are the victim of bullying or harassment or who observe such occurring are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for

making the report. The district's anti-bullying policy is available for review on the District's website.

Network, E-Mail, Internet, and Other Computer Use Rules:

1. The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Access for all staff and students is a privilege and not a right.
2. Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.
3. Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and ensure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
4. Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained, or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
5. The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

Rules for Acceptable Use of Computers and the Network:

The following rules for acceptable use of computers and the network, including Internet, shall apply to all students:

1. Students shall not erase, remake, or make unusable anyone else's computer, information, files, or programs.
2. Students shall not let other people use their name, account, log-on password, or files for any reason (except for authorized staff members).
3. Students shall not use or try to discover another user's account or password.
4. Students shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
5. Students shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
6. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software.
7. Students shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create, or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.

8. Students shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources.

Article 9 – Student Fees Policy: [Board Policy 5416](#)

The District's general policy is to provide free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District has set forth in policy its guidelines or policies for specific categories of student fees. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The policy includes specifics of student fees and materials required of students for the current school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics. The District's entire Student Fees Policy is available on the District's website.

Article 10 – State and Federal Programs

Section 1 Notice of Nondiscrimination [Board Policy 5401](#)

The School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in the admission, access to its facilities or programs or activities, treatment, or employment.

Section 2 Designation of Coordinators

Any person having concerns or needing information about the District's compliance with anti-discrimination laws or policies should contact the District's designated Coordinator for the applicable anti-discrimination law.

Law, Policy, or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race (including skin color, hair texture and protective hairstyles), color, or national origin; harassment	Dr. Melissa Poloncic, Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Dr. Dawn Marten, Director of Learning
Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA)	Discrimination, harassment, or reasonable accommodations of persons with disabilities	Nicki Pechous, Director of Special Education
Homeless student laws	Children who are homeless	Dr. Melissa Poloncic, Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Dr. Melissa Poloncic, Superintendent

The Coordinator may be contacted at: DC West Community Schools, 401 S. Pine Street, Valley, NE 68064 (402) 359-2583.

Section 3 Multicultural

The philosophy of the District's multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races (including but not be limited to African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans) and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races. The mission shall also include preparing students to eliminate stereotypes and discrimination, or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

Section 4 Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973

The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation, or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation, and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program, or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent.)
11. File a local grievance.

Section 5 Notification of Rights Under FERPA

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

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.
 - a. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading at the time the record was created.
 - a. Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - a. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests or otherwise allowed by law. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.
 - b. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Office of the Chief Privacy Officer
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

Notice Concerning Directory Information

The District may disclose directory information. The primary purpose of directory information is to allow the District to include information from your child's education records in certain school

publications. Examples may include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Under FERPA, "directory information" is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone number, and the name, address, telephone number, e-mail address and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's date of birth and place of birth;
6. Student's extra-curricular participation;
7. Student's achievement awards or honors;
8. Student's weight and height if a member of an athletic team; and
9. Student's photograph.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student or would otherwise not be in a student's best interests.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. Parents or guardians may refuse to allow their student's information to be designated as "directory information" at any time during the school year, so long as the parent or guardian notifies the Superintendent in writing.

Section 6 Military Recruiters

The District will provide military recruiters with access to routine directory information of each high school student unless the student's parent or guardian requests in writing that their student's information not be shared with a military recruiter. Parents and guardians who do not want their student's information to be shared with a military recruiter must notify the high school principal in writing. If a parent or guardian does not notify the high school principal in writing, the District will provide a military recruiter with the student's routine directory information.

Section 7 Combined District and School Title I Parent and Family Involvement

The written District parent and family engagement policy has been developed jointly with,

updated periodically, and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents is available for review on the District's website.

Section 8 Student Privacy Protection Policy

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties:

Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive:

The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Right of Parents to Inspect Instructional Materials:

Parents have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable time and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings.

The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which

do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: “Notification of and Right to Opt-Out of Specific Events.”

Protection of Student Privacy in Regard to Personal Information Collected from Students:

The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. “Personal information” for purposes of this policy means individually identifiable information about a student including: a student or parent’s first and last name, home address, telephone number, and social security number. The term “personal information,” for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information:

While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events:

The District will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

- The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).
- Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,
- Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above-listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive:

Any survey containing one or more of the following matters shall be deemed to be “sensitive” for purposes of this policy:

1. Political affiliations or beliefs of the student or the student’s parent, guardian, or educational decisionmaker;
2. Mental or psychological problems of the student or the student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student’s parent, guardian, or educational decisionmaker; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Any survey administered by the District that asks a student to disclose any of the aforementioned topics, including any non-anonymous survey requesting a student provide information relating to drug, vape, alcohol, or tobacco use, then the District will, at least fifteen days prior to the administration of the survey, notify parents, guardians, and educational decisionmakers that their students will receive the survey. This notice must describe the nature and types of questions included in the survey, the purposes and age-appropriateness of the survey, how information collected by the survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results of such survey

will be disclosed. After receiving such notice, parents, guardians, and educational decisionmakers may request a copy of the survey, review the survey, and/or exempt their student from participating in the survey.

No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six.

No personally identifiable information of any student survey shall be disclosed unless permitted or required by state and federal law.

Section 9 Homeless Students

The District shall ensure that homeless children and youths shall have equal access to the same free, appropriate public education, including public preschool education, as provided to other children and youths. Any person with knowledge of a homeless student in the District should contact the District's Homeless Coordinator. A copy of the District's Homeless Policy is available on the District's website.

Section 10 USDA Nondiscrimination

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint-filing deadlines vary by program or incident. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English. To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by Mail:

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Mail Stop 9410,

Washington, D.C. 20250-9410;

Fax (202) 690-7442

Email program.intake@usda.gov

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Article 11 - School Specific Information

Section 1 Elementary Specific Information

The Falcon Way Be Safe, Be Respectful, Be Responsible

Arrival/Dismissal Expectations

BE SAFE

1. Walk on the sidewalks.
2. Keep hands, feet, belongings to yourself.
3. Walk bikes on school property.
4. Watch for cars and buses.
5. Use a crosswalk for crossing the street.
6. Wait for parents before entering the parking lot.

BE RESPECTFUL

1. Wait quietly in a designated area.
2. Watch out for those around you.
3. Walk around groups of people who are talking.

BE RESPONSIBLE

1. Arrive on Time:
 - a. Breakfast 7:30
 - b. Walking Club 7:45
 - c. First Bell 7:55
 - d. Late Bell 8:00
2. K-5 Enter only through the front doors.
3. Report to the office if you are late.
4. Go directly to the designated area upon entry.

Bathroom Expectations

BE SAFE

1. Walk in the bathroom.
2. Wash hands-use soap-rinse dry.
3. Keep water in the sink.
4. Keep feet on the floor- no climbing on walls or doors. No crawling under stalls.

BE RESPECTFUL

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

BE RESPONSIBLE

1. Make sure the toilet/urinal flush completely.

2. Make sure all trash gets into the garbage.

Bus Expectations

BE SAFE

1. Stay seated while the bus is moving – do not get up until the bus has come to a complete stop.
2. Face forward.
3. Keep aisles and exits clear.
4. SILENCE at railroad crossings.
5. Keep hands, feet & belongings to self.

BE RESPECTFUL

1. Wait to have your name checked off on the bus list before getting on the bus.
2. Listen to the bus driver and follow directions.
3. Let others sit with you – three to a seat if needed – without arguing.
4. Talk quietly with those around you.

BE RESPONSIBLE

3. Take care of your belongings – keep things in your backpack – throw trash away.
4. Arrive at your bus on time.
5. Exit the bus and proceed to your designated area.
6. Walk in front of the buses, not in-between the buses.

Hallway Expectations

BE SAFE

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

BE RESPECTFUL

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

BE RESPONSIBLE

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

Indoor Recess Expectations

BE SAFE

1. Keep hands and feet to yourself.
2. Be respectful of personal space.
3. Follow classroom expectations.

BE RESPECTFUL

1. Play fairly.
2. Include others.
3. Follow the game rules.
4. Be a good sport.
5. Try to avoid going through other students' games.

BE RESPONSIBLE

1. Get permission from an adult if there is a need to leave.
2. Put away all materials when done.
3. Report problems to an adult on duty.

Lunchroom Expectations

BE SAFE

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

BE RESPECTFUL

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

BE RESPONSIBLE

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

Outdoor Recess Expectations

BE SAFE

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

7. Stay in the designated area.

BE RESPECTFUL

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

BE RESPONSIBLE

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

Pod Expectations**BE SAFE**

1. Walk quietly through the pod.
2. Push chairs into tables when entering the classroom.
3. Keep hands and feet to self.

BE RESPECTFUL

1. Respect others' spaces.
2. Use inside voices.
3. Share the materials, games, and touch panels with friends.

BE RESPONSIBLE

1. Stay in order.
2. Listen to and follow the instructions of the adult in charge of the pod.
3. Pick up after yourself, wipe down tables.
4. Put chairs and stools back where you found them.
5. Return to class promptly.

Special Events Expectations**BE SAFE**

1. Walk quietly to the event.
2. Sit properly on the floor, chairs, or bleachers.
3. Keep hands and feet to yourself.

BE RESPECTFUL

1. Pay attention to the speaker/performers.
2. Voices off.

3. Make no noise with hands or feet.
4. Respond/applaud appropriately.

BE RESPONSIBLE

1. Sit where you are told
2. Listen to and follow the instructions of the adult in charge
3. Pick up after yourself.

Walking Club Expectations

BE SAFE

1. Walk at all times.
2. Walk facing forward.
3. Walk in groups of 2 or 3 students.
4. Keep hands and feet to yourself.
5. Allow others to pass.

BE RESPECTFUL

1. Talk quietly.
2. Watch out for others.
3. Listen to the adult on duty and follow their directions.
4. Walk around the outer edges of the gym.

BE RESPONSIBLE

1. Only enter the gym when an adult is present.
2. Go straight to the gym after coming into the school.
3. Get permission from an adult if there is a need to leave the gym.
4. After walking club is over , walk quietly to class when dismissed by an adult.

Expected Classroom Behaviors

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

- Respect the rights of others at all times.
- Come to class prepared to learn.
- Complete assigned work neatly, accurately and on time.
- Pay attention in class and not disturb others.
- Follow all school and classroom rules.
- Work cooperatively with members of the assigned group.
- Come to class with tools needed to learn.
- Do their best at all times.

Drop Off/Pick Up Procedures

Children's safety is everyone's responsibility. Thank you for your patience and for modeling to model 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:

- **Drop Off:** Please drop off your (K-5th) Falcon(s) in the large loop on the east side of the building and please drop off your Preschool Falcons in the small loop on the north

side.

- **Pick Up:** Please pick up your (1st-5th) Falcon(s) in the large loop on the east side of the building and please pick up your Preschool and Kindergarten Falcon(s) in the small loop on the north side of the building.
- Please make sure your Falcons are ready to exit and enter your vehicle and do so on the **passenger side**.
- Please do not leave your vehicle when waiting for your Falcon(s) in either loop.
- While in the loop, please pull as far forward as you can as the line moves forward.
- **If you would like to walk your child** to the front door, please park in the parking lot and escort your child to the door. Be sure to model safety by only crossing in the marked crosswalks and always walk with your child in the lot.
- **If you would like to get out and wait for your child after school**, please park in the parking lot and walk to the door.
- **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.

Visitors/Volunteers/ and Student Pick up

- All students being picked up will need to be signed out via the iPad located in the office and checked out with Mrs. Higginson for students accountability and safety.
- Students are not allowed to contact their parents themselves without permission during the school day. If there is a health concern or other circumstances, the students must communicate with school staff. Parents are strongly encouraged to reinforce this with their students
- If you are a visitor or volunteer you will need to sign in on the iPad and get a Visitor Badge.
- All visitors that are not listed in Powerschool will need to be communicated with the school prior to their visit. If an email or call is not made ahead of time, the school will reach out to the family to get permission for that guest to be at school. This is part of our increased safety protocols for staff, students, and families.

Student Arrival/Dismissal Safety

We ask that students riding a bike, scooter, or EBike to school walk them as soon as they arrive on campus. This includes all sidewalks and parking lots for the safety of both the rider and other students. There are many cars pulling in and backing out as well as many students walking during arrival and dismissal. To ensure that no one is accidentally impacted, students must follow this rule.

Field Trips

Grade level curriculum may include a planned field trip away from the building. At all times students are expected to observe regular school rules and to follow the expectations of their supervisor. Parents and siblings of students are not allowed to ride school transportation. Parents may choose to leave with their child at the conclusion of the field trip in their vehicle if the proper forms have been signed with the teacher. The school does not assume any liability of non school-age children allowed on the field trip.

Field trips are part of grade level curriculum, so there is not a required field trip cost. However, in some cases grade levels may ask for donations to help offset the overall cost of the field trip.

Fire Drills

Schools are required to have one fire drill during each month. All students are to leave the building immediately through the nearest exit at the time the fire alarm bell is sounded. The fire signal is an automated message with an intermittent ring. Students are not to stop to take coats or books with them and are required to move a distance of one hundred feet from the building. The classroom instructor is responsible for the class during the fire drill. Upon the signal of the school bell, all students will return to their classes.

Tornado Drills

When the tornado bell rings and an announcement is made over the intercom. Everyone will proceed to the designated storm shelter, which is the entire preschool wing. Classrooms will have specific rooms to take shelter within this pod.

SRP (Secure, Lockdown, Hold) Drills

SRP Drills will be communicated out to families via email after the drill is done.

Hold: Students will stay in their room and clear the halls. Business as usual.

Secure: Students will all come indoors and outside doors will be locked.

Lockdown: Locks, lights off, and students/staff will be out of sight.

Evacuate: Students and staff will go to the MS/HS or an offsite location

Shelter: Students will go to the preschool area that is approved and designed as a to withstand severe weather

Weather

In the event of school cancellations due to inclement weather, parents/guardians will be notified by our automated calling system. This system can send out a recorded message to all staff and students within seconds. Radio and local TV stations will also announce school cancellations due to bad weather. Parents are requested to refrain from calling the school for this information.

Parents or designated adults who become fearful of the weather conditions may pick up their children any time. Occasionally weather conditions may force the closing of school during the day. It is suggested that parents make arrangements for their children to stay with friends or neighbors if the need should arise. In an active tornado warning students and staff will be sheltered, please do not come to school to pick up students. They will not be checked out to leave during this time.

In the event that the building goes into shelter during a time that impacts dismissal, please note that students will not be dismissed until we can determine that there is no threat to the student and the all clear has been given by the superintendent.

Lost and Found

Lost and found items will be turned into the bin in the cafeteria. Items not claimed will be given to deserving agencies.

Sporting Events

During football games students are requested to sit in the bleachers to watch the football game. Students may be on the sideline if they are with their parents. Football catch, tag, tackle football or other games are not allowed in or around the football field. Students are encouraged to promote school spirit by cheering for the Falcons.

Change of Address

Whenever a student moves or changes his address or phone number, the student should report this change to the office immediately.

Substitute Teachers

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

Lunch Times/Procedures

Monday-Thursday Grade Level Lunch Times

Kindergarten	11:15-11:45
1st grade	11:20-11:50
2nd grade	11:50-12:20
3rd grade	11:55-12:25
4th grade	12:25-12:55
5th grade	12:30-1:00

- All students will go to recess before lunch and then transition to the lunchroom with their class.
- Water bottles are allowed at lunch
- We ask that no caffeinated drinks are brought to school for lunch or snack. This includes soda, energy drinks, etc.
- Students are not allowed to share food off their plates or give food to another student

- Students that have a family visitor must sit at the table with their students at the table that the student is assigned to sit at. Our lunch room only has enough seating to accommodate our grade level numbers and does not allow for individual tables to be available.
- If you are a family visitor we ask that if you are bringing in outside food it only be shared with your student. This helps prevent situations where there are allergies and equity among all students.

Use of Personal Electronic Devices and Cell Phones

The DC West Community Schools is committed to safeguarding instructional time to ensure every student thrives academically, behaviorally, socially, and emotionally. The Personal Electronic Device procedures aim to minimize distractions and enhance academic focus, which is grounded in robust research. Protecting instructional time by reducing digital interruptions is a proven strategy to enhance academic focus, support higher achievement, foster an optimal learning environment, and support the mental health and well-being of our students. Personal electronic devices include cell phones, smart watches, earbuds, etc.

Elementary School

- Restrict personal electronic devices during school hours.
 - Students must power off devices and store them in a backpack or locker until dismissal.
 - This approach minimizes distractions and ensures that young children focus on learning and social development without the influence of technology.
 - Exceptions may be granted for educational purposes outlined in a student's IEP or 504 Plan, or for medical needs as documented in the Individualized Health Plan.

Consequences for Non-Compliance

1. First Offense:

- a. The device is confiscated by the teacher and turned over to an administrator.
- b. The administrator documents the infraction into Educlimber.
- c. The student retrieves the device from an administrator at the end of the school day.

2. Second Offense:

- a. The device is confiscated by the teacher and turned over to an administrator.
- b. The administrator contacts the parent.
- c. The administrator documents the infraction into Edclimber.
- d. The student loses privileges for the next school day. The device is checked in with an administrator in the morning, or not brought to school.

3. Third Offense:

- a. The device is confiscated by the teacher and turned over to an administrator.
- b. Administrator contacts the parent.
- c. Administrator documents the infraction into Edclimber..
- d. The parent must pick up the device from an administrator.

- e. The student loses privileges for five school days. The device is checked into the office in the morning or not brought to school.

4. Fourth Offense:

- a. The device is confiscated by the teacher and turned over to an administrator.
- b. The administrator contacts the parent.
- c. The administrator documents the infraction into Edclimber.
- d. The parent must pick up the device from an administrator.
- e. The student loses privileges for the remainder of the semester. The device is checked into the office in the morning or not brought to school.

Searches on Ipads

Use of iPads and Computers and access to network services at DC West is provided to you primarily to conduct research and to work on assignments at school. By accepting an iPad for use at school you are agreeing to follow the Falcon Way to use in a responsible way.

Searches: We want you to be able to conduct research for assignments and use your iPad for learning. However, there are times when some students are searching for inappropriate terms or topics. If you cannot show a direct tie between a search and the class subject you are in, then do not search.

Please know:

1. All searches that are inappropriate are reported to your Principals.
2. Inappropriate searches may result in a visit and conversation and possible disciplinary action.

Please follow these guidelines when conducting a search:

1. If the search is for a word/term/topic that you would not feel comfortable raising your hand and asking in class, then do not search.
2. If the search is for a word/term/topic that is not a part of the school subject, do not search.
3. If you search a word and it gets blocked - you get no definition - stop. Do not search again. It might be inappropriate.
4. If you search a word that you did not mean to search, and it gets blocked, then report it to your teacher.

Section 2 Middle School Specific Information

Middle School Staff

Administrative Staff:

Dr. Jeffrey Kerns, Principal
Dr. Melissa Poloncic, Superintendent
Dr. Dawn Marten, Director of Learning
Mrs. Nicole Pechous, Director of Student Services
Mr. Jeremy Travis, Director of Athletics & Activities 7-12

Middle School Staff:

Mrs. Kristen Phillips, School Psychologist
Mrs. Rachel Smith, Speech Pathologist
Sandi Kerkhoff, District Technology Coordinator

School Resource Officer:

Deputy Alex Johnson

School Nurse:

Mrs. Sara Widhelm

Office Staff:

Mrs. Chelsea Dembinski (Secretary)
Mrs. Autumn Burmeister (Health Para)

Teaching Staff:

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

Guidance Counselor: Ty Hansen

English Language Learners: Alyssa Lindahl

Special Education: Amber Goddard, Lisa Masters, Heather Beekman

6th grade: Megan Garcia (Math), Kerry Reker (Science), Nolan Zimmer (Social Studies), Molly Dembinski (ELA)

6th grade Specials/Exploratory: James Eddy (STEM6), Ty Hansen (Study Skills), Logan Dunn (Digital Citizenship/HAL), Dawn Beyl (Theatre), Bob Wald (Google Platforms & Typing), Morgan Thompson (Band Lessons), Liz Guinn (Band Lessons), Sherry Dill (Speech)

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

7th grade Specials/Exploratory: James Eddy (STEM7), Lisa Benson (French), Ty Hanson (Careers 7), Logan Dunn (Media/HAL), Sherry Dill (Acting 7), Sara Gotch (Art/Photography),

8th grade: Traci Evans (Math), Jalen Hausmann (Science), Ben Steward (Social Studies), Amy Rosenthal (ELA)

8th Grade Specials: James Eddy (STEM 8/Falcon Athletic Advantage), Sherry Dill (Debate/Acting 2), Lisa Benson (Spanish), Cyndi Thomas (Family Consumer Science), Morgan Bergen, (Falcon Athletic Advantage), Ty Hanson (Careers 2)

Instrumental Music (Band): Elizabeth Guinn, Morgant Thompson

Vocal Music (Choir): Dawn Beyl , Morgan Thompson

Physical Education/Health: Bob Wald
Art: Sara Gotch

Bell Schedule

MIDDLE SCHOOL DAILY CLASS SCHEDULE (Monday-Thursday)

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

FRIDAY EARLY DISMISSAL SCHEDULE

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

	Lunch	11:15-11:45	(30 MINS)
	Pride	11:45-12:10	(25 MINS)
6th Hour		12:13-12:48	(35 MINS)
7th Hour		12:51-1:26	(35 MINS)
8th Hour		1:29-2:04	(35 MINS)

Backpacks

Students will be allowed to carry their backpacks with them throughout the school day for this upcoming school year. However, there is a built-in combination locker available upon request.

Use of Personal Electronic Devices and Cell Phones

The DC West Community Schools is committed to safeguarding instructional time to ensure every student thrives academically, behaviorally, socially, and emotionally. The Personal Electronic Device procedures aim to minimize distractions and enhance academic focus, which is grounded in robust research. Protecting instructional time by reducing digital interruptions is a proven strategy to enhance academic focus, support higher achievement, foster an optimal learning environment, and support the mental health and well-being of our students. Personal electronic devices include cell phones, smart watches, earbuds, etc.

Middle School

- Restrict personal electronic devices during school hours. They may be used before and after school.
 - Students must power off devices and store them in a backpack or locker until dismissal. For students who do not carry a backpack or have a locker, the device will be given to the student's Advisory teacher.
 - Middle school students are particularly vulnerable to distractions, cyberbullying, and social comparison via smartphones.
 - Prohibiting access during class and free periods fosters better academic performance and social engagement.
 - Exceptions may be granted for educational purposes outlined in a student's IEP or 504 Plan, or for medical needs as documented in the Individualized Health Plan.

Consequences for Non-Compliance

1. First Offense:

- a. The device is confiscated by the teacher and turned over to an administrator.
- b. The administrator documents the infraction into Edclimber.
- c. The student retrieves the device from an administrator at the end of the school day.

2. Second Offense:

- a. The device is confiscated by the teacher and turned over to an administrator.
- b. The administrator contacts the parent.
- c. The administrator documents the infraction into Edclimber.
- d. The student loses privileges for the next school day. The device is checked in with an administrator in the morning, or not brought to school.

3. Third Offense:

- a. The device is confiscated by the teacher and turned over to an administrator.
- b. Administrator contacts the parent.
- c. Administrator documents the infraction into Edclimber..
- d. The parent must pick up the device from an administrator.
- e. The student loses privileges for five school days. The device is checked into the office in the morning or not brought to school.

4. Fourth Offense:

- a. The device is confiscated by the teacher and turned over to an administrator.
- b. The administrator contacts the parent.
- c. The administrator documents the infraction into Edclimber.
- d. The parent must pick up the device from an administrator.
- e. The student loses privileges for the remainder of the semester. The device is checked into the office in the morning or not brought to school.

Change of Address

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

Field Trips

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

Fire Drills

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

Food and Drink

Food and drinks are strictly prohibited outside of the cafeteria area. Students are not allowed to take food or beverages into academic classes or the library. Sometimes the consumption of food or beverage is part of the regular planned classroom activity. The administration will give permission for the classroom teacher to allow consumption of these items during these special times. Students that bring or consume food or beverage items, with the exception of these planned activities, are in violation of school rules.

Insurance

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

Lost and Found

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

Property Checked Out to Students

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

Student Parking

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

Substitute Teachers

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

Detentions

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

Library and Media Center Rules

While in the library, all students are expected to conduct themselves in a manner which enables others to study without interruption. Students should take care of all books, magazines, and other materials used or borrowed. When checking out materials or books, students will be given a “due date”. Students are responsible for returning these items on time. Fines will be charged for damaged or lost books. In addition to fines, the library may issue detention time for books not

returned on time. The library is available to students at 7:45 a.m. until 3:45 p.m. each day.

Counseling

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

Falcon Reward System

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

Homework

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

Homework for Planned Absences

To ensure teachers have adequate time to prepare instructional materials, homework for planned absences will be provided for one week of instruction only, regardless of the length of the absence. Families may request homework beginning one week prior to the planned absence, and the completed homework packet will be available for pickup on the Friday before the absence.

The homework provided in advance will include only assignments that have already been planned as part of the teacher's weekly lesson plans. Because instruction continues while students are away, additional assignments, classroom activities, or assessments may need to be completed upon the student's return to school.

Requests for more than one week of work in advance cannot be accommodated.

Medical or Emergency Absences: This procedure applies only to planned absences. In the case of illness, hospitalization, or emergency absences, please contact the school to make arrangements.

Honor Roll and Merit Roll

An Honor Roll and Merit Roll list will be published at the end of each quarter. This list will recognize the student's academic success. The Honor Roll will consist of all students who have accumulated an average grade of 87% or higher for that grading period, without a grade of C or below. The Merit Roll list will consist of students with an average grade of 80%, without a grade of D or below.

Advisory

In our Advisory Period, each student will have a teacher who will serve as the student's mentor throughout the school year. The mentor and student will work together to provide an educational foundation for success. The Advisory Period serves as an anchor for adolescents, a predictable routine that students need more than ever as they undergo rapid physical, emotional, and intellectual changes. Advisory provides a space and structure for teachers to support middle school students, both individually and as a group, as they develop their sense of self and identity in connection to their relationships with peers.

Student Awards and Honors

At the end of the year, an awards program will be held to recognize students for their participation in activities and for academic excellence during the school year.

Student Records

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

Testing and Assessment

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

Passes

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

Section 3 High School Specific Information

SCHOOL CONFERENCE – Nebraska Capitol Conference

ADMINISTRATIVE STAFF

Dr. Melissa Poloncic, Superintendent	402-359-2583
Jim Knott, Principal	402-359-2121
Dr. Dawn Marten, Director of Learning	402-359-2583
Nicki Pechous, Director of Student Services	402-359-2583
Jeremy Travis, Director of Athletics & Activities 7-12	402-359-2121
Shawna Younghans, Administrative Facilitator	402-359-2121

SCHOOL RESOURCE OFFICER

Deputy Alex Johnson	402-359-2121
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SCHOOL ADMINISTRATIVE ASSISTANT STAFF

Jenny Finck, Administrative Assistant	402-359-2121
Nicole Billedeaux, Counselor Assistant	402-359-2121
Angel White, Athletics and Activities Admin Assistant	402-359-2121

DC WEST HIGH SCHOOL TEACHING STAFF

Art	Sean Pralle
Alternative Education	Randy Donner
Business	Ben Knobbe
Computer Technology	Ben Knobbe, Lisa Leonard
Counselor	Katie Richards
English Learner Program	Alyssa Lindahl
Health/Family & Consumer Science	Cyndi Thomas
Industrial Technology	John Brockhaus, Lisa Leonard
Language Arts	Trey Baker, Maggie Dailey, Kristi Eggen, Jared Wiemer
Library/Media	Logan Dunn
Mathematics	Heather Cox, Chip Daehling
	Jacob Gagner, Karmen Koch
Music	Dawn Beyl, Liz Guinn, Morgan Thompson
Physical Education	Brant Loewe, Morgan Bergen
Science	Lindsey Boardman, Taylor Hyatt
	Mike Troy
School Psychologist	Kristen Phillips
Social Studies	Matt Caldwell, Brad Henderson
	Kim LaChapelle
Special Education	Peggy Cooper, Garrett Hoffman
	Kimberly Loofe
Speech Language Pathologist	Rachel Smith
World Language	Lisa Benson (French), Logan Johansen (Spanish)

GENERAL INFORMATION

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

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

ANNOUNCEMENTS

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

COUNSELING

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

DANCES AND PARTIES

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

DISASTER DRILLS

Schools have set rules to follow for the safety of all persons during a disaster, therefore disaster drills are practiced. When there is notification of a disaster, students should follow the procedures

designated by the teacher/administrator. Students may practice an evacuation procedure and be transferred to an off-site location.

FIRE DRILLS

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

FIELD TRIPS

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

FOOD AND DRINK

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

Sometimes the consumption of food or beverage is part of the regular planned classroom activity. The administration will give permission for the classroom teacher to allow consumption of these items during these special times.

HOT LUNCH PROGRAM

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

1. The cost of breakfast and lunch will be set by the school.
2. ***Students may bring lunch from home.***
3. ***Students will not be allowed to charge extra items if they have a negative balance.***
4. Free or reduced priced lunches are provided for those children whose parents qualify. Application forms are available in the superintendent's office.
5. Students will remain in the cafeteria until the end of the lunch period.
6. Students will remove trays and materials from the table when finished unless they have permission to leave from an administrator.
7. Breakfast will be served in the cafeteria from 7:30 to 7:55 a.m.
8. Eating in the cafeteria is considered a privilege. Continued occurrences of improper conduct during breakfast or lunch may result in a student being required to make other arrangements for meals.
9. Students are not allowed to use outside food delivery services (DoorDash, Ubereats, Grubhub, etc) during lunch or school day.

HAZING

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

INITIATIONS

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

INSURANCE

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

INTERNET CONTRACT

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

LIBRARY AND MEDIA CENTER RULES

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

LOST AND FOUND

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

NEW ORGANIZATIONS

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

OFFICE USE

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

PEP RALLIES

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

PLANNED ABSENCES

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

POSTERS

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

SKIP DAYS

DC West Schools will not sanction any unsponsored or unapproved skip days for any student or groups of students. Students involved in unsponsored skip days will be counted absent for the class time that is missed. Regular school attendance is important for academic success.

STUDENT ACTIVITY FEE/PASS

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

STUDENTS ATTENDING POST-SEASON TOURNAMENTS

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

STUDENTS ATTENDING ATHLETIC CONTESTS DURING SCHOOL TIME

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

STUDENT PARKING/ CAMPUS SAFETY

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

SUBSTITUTE TEACHERS

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

TELEPHONE USE

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

USE OF PERSONAL ELECTRONIC DEVICE AND CELL PHONES

The DC West Community Schools is committed to safeguarding instructional time to ensure every student thrives academically, behaviorally, socially, and emotionally. The Personal Electronic Device procedures aim to minimize distractions and enhance academic focus, which is grounded in robust research. Protecting instructional time by reducing digital interruptions is a proven strategy to enhance academic focus, support higher achievement, foster an optimal learning environment, and support the mental health and well-being of our students. Personal electronic devices include cell phones, smart watches, earbuds, etc.

High School

- Personal electronic devices may be used during passing periods, lunch break, before school, and after school.
- Personal electronic devices are strictly prohibited in locker rooms and restrooms.
- Personal electronic devices are prohibited during class to improve focus and reduce distractions, as studies show significant academic performance benefits when devices are restricted.
- Exceptions may be granted for educational purposes outlined in a student's IEP or 504 Plan, or for medical needs as documented in the Individualized Health Plan.

Consequences for Non-Compliance

1. First Offense:

- a. The device is confiscated by the teacher and turned over to an administrator.
- b. The administrator documents the infraction into Edclimber.

- c. The student retrieves the device from an administrator at the end of the school day.
- 2. Second Offense:**
 - a. The device is confiscated by the teacher and turned over to an administrator.
 - b. The administrator contacts the parent.
 - c. The administrator documents the infraction into Edclimber.
 - d. The student loses privileges for the next school day. The device is checked in with an administrator in the morning, or not brought to school.
- 3. Third Offense:**
 - a. The device is confiscated by the teacher and turned over to an administrator.
 - b. Administrator contacts the parent.
 - c. Administrator documents the infraction into Edclimber..
 - d. The parent must pick up the device from an administrator.
 - e. The student loses privileges for five school days. The device is checked into the office in the morning or not brought to school.
- 4. Fourth Offense:**
 - a. The device is confiscated by the teacher and turned over to an administrator.
 - b. The administrator contacts the parent.
 - c. The administrator documents the infraction into Edclimber.
 - d. The parent must pick up the device from an administrator.
 - e. The student loses privileges for the remainder of the semester. The device is checked into the office in the morning or not brought to school.

VAPE DETECTORS

To ensure the safety and well-being of all students, our school has installed vape detectors in restroom areas. These detectors are designed to alert school staff—via secure notifications—when vapor is detected. Upon activation, staff will promptly investigate and student code of conduct will be followed.

SCHOLASTIC INFORMATION

ALTERNATIVE HIGH SCHOOL (Falcon Achievement Center)

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

GOALS OF THE ALTERNATIVE HIGH SCHOOL:

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

SELECTION TO THE ALTERNATIVE HIGH SCHOOL:

There is a set process that must be followed before a student is selected to the DC West Alternative High

School. Below are the three main ways a student can be brought to the admission committee:

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

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

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

ASSEMBLIES, CONVOCATIONS, GUEST SPEAKERS

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

CLASS RANK

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

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

Points Are Earned As Follows:

		½ Weighted	Full Weighted
A	4.0	4.5	5.0
B+	3.5	4.0	4.5
B	3.0	3.5	4.0
C+	2.5	3.0	3.5
C	2.0	2.5	3.0
D+	1.5	2.0	2.5
D	1.0	1.5	2.0
F	0.0	0.0	0.0

NC = 0 Points (Given for late withdrawals.)

NG = Does not affect honor roll or class rank.

COLLEGE/CAREER REPRESENTATIVES

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

CREDIT RECOVERY

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

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

DUAL-ENROLLMENT AT COLLEGE

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

EARLY GRADUATION

Early Completion Plan - Policy 5206

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

- (1) A student will be allowed to transfer in a maximum of eight credits from educational courses taken outside the Douglas County West Community School District. These courses must have prior approval by the high school principal in order to be used to meet the graduation requirements of the Douglas County West Community Schools. Students transferring into Douglas County West Community Schools may transfer in hours that are listed on their official Transcript.
- (2) Students must meet all completion requirements established by the Board of Education in order to be eligible for completion as well as the credit hour requirements in each specific subject matter area.
- (3) Application for early completion must be requested, in writing, to the high school principal by February 1 of the applicant's Junior year of high school. The application must be accompanied by a written plan of action

stating the reasons why the student is requesting early completion. The application must contain the signatures of the applicant's parents/parent/guardian to verify parental approval of early completion.

- (4) The Board of Education will make the final decision in regards to an applicant's early completion at the April board meeting of the applicant's Junior year.
- (5) Once given approval, the applicant will have until February 1 of the applicant's Senior year to notify the high school principal of the applicant's decision in regards to participating in the regularly scheduled graduation ceremony. The applicant must also attend one (1) Commencement practice in order to participate in the Commencement ceremony. No early graduation ceremonies will be provided for a student who opts for the early completion route. If a student completes the graduation requirements at the conclusion of their third year (or earlier) of high school, they retain the option of going through the graduation ceremony with their four-year cohort class. However, they will not have the option of taking part in the graduation ceremony of an earlier graduation class.
- (8) A student who decides to opt for early completion is not eligible to participate in school sponsored activities following the last day the student attends classes. The effective date for participation will end with the last day that the student is enrolled in classes. The only school activities that the applicant is eligible for will be prom and the regularly scheduled graduation ceremony.
- (9) This policy shall be evaluated annually by the high school principal or his/her designee.

GRADUATION REQUIREMENTS - Policy 5205

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

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

High School Diploma—47 Credits for Class of 2026; 48 Credits for Class of 2027+

8 credits – Language Arts

6 credits – Mathematics

6 credits – Science

6 credits – Social Science

4 credits – Career and Technical Education (Class of 2027+: 5 total – Computer Science Principles)
 4 credits – Health and Physical Education
 2 credits – Fine Arts
 11 credits – Electives

High School Diploma with Distinction– 57 Credits

8 credits – Language Arts
 8 credits – Mathematics (graduation class of 2027)
 6 credits – Science
 8 credits – Social Science
 4 credits – Career and Technical Education
 4 credits – Health and Physical Education
 2 credits – Fine Arts
 Electives to 57 Total Credits

*** 8 Total Credits Must Be Weighted Classes

Within the requirements, every student must complete at least one five-credit high school course in personal finance or financial literacy prior to graduation. Each student shall also complete and submit a Free Application for Federal Student Aid prior to graduation, unless the required opt-out form is completed by either: (1) the student’s parent or legal guardian; (2) the Principal, if the Principal determines that good cause exists not to require the student to complete the FAFSA; or (3) an emancipated student or student of at least 19 years of age.

½ Weighted Grade Scale Class Offerings

H English 9	Economics	H Physical Science
H English 10	H English 11	H Geometry
French III	H Chemistry	
Spanish III	H Algebra II	

Full Weighted Grade Scale Class Offering

Advanced Art	Spanish IV
Physics	French IV
Anatomy and Physiology	Biology II

Dual Credit Class Offerings (Full Weighted Grade Scale)

Metro Creative Writing	Metro Statistics	Metro Spanish IV
Metro Composition II	Metro Introduction to Algebra	Metro Composition 1
Metro Ethnic Literature	UNO Medical Math	Metro Construction Management
Metro Multicultural Literature	Metro CTE Math	Metro Personal Finance
Metro Introduction to Literature	Metro Health Careers	Metro Business
Metro College Algebra	Metro American Government	Metro Entrepreneurship
Metro Trigonometry	Metro World Civilization I/II	Metro Marketing
Metro Calculus	Metro US History	UNO Leadership Weights

FALCON’S NEST

The Falcon’s Nest is a mostly voluntary, after-school academic help, school work completion, and task-organization program for students. It is held Monday-Thursday from 3:30-4:15 weekly. Each attending student will work with the Falcon’s Nest Coordinator to create an Academic Recovery Plan. This Academic Recovery Plan will be shared with the student’s teachers, parents/guardians, school

counselor, coach/sponsor (if currently in a school sport or activity) and the Principal / Administrative Facilitator. After the Academic Recovery Plan is created, the student is encouraged to follow through with the plan (including future attendance at the Falcon's Nest) until he or she is passing all classes.

FALCON REWARD SYSTEM

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

HELP FROM TEACHERS

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

HOMEWORK

Teachers may assign work to the students that cannot be completed during the regular class period. It is the student's responsibility to make sure that this class work is completed by the assigned time. Failure to complete classroom assignments on time may result in a failing grade and the student may be assigned to Academic Support.

HONOR ROLL, ACADEMIC LETTERS and ACADEMIC EXCELLENCE RECOGNITION

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

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

Seniors with a 4.0 G.P.A. or higher will be recognized during the graduation ceremonies and will receive an academic excellence award representing their academic achievement during their four years of high school. Students who finish in the top 10% of their graduating class and earn a Diploma with Distinction (56 credit minimum) will have the option to speak at commencement.

KEYSTONE & ACADEMIC SUPPORT

A KEYSTONE is the wedge-shaped stone at the top of an arch that locks its parts together. Without its support, the arch would collapse. At DC West, Keystone plays much the same role, serving as the central unified source of support and stability for the student's educational program. In Keystone, each

student will have a teacher who will serve as a mentor. The mentor and student will work together to provide an educational foundation for success. The mentor will assist the student in developing and monitoring long and short-term goals, assist the student in selecting appropriate courses in his/her career field, communicate with the parents of the student about his/her progress, maintain student records in his/her personal folder, and be available to serve as a resource person for the student. Students who are struggling academically and/or are on the weekly ineligibility list two or more times will be required to attend ACADEMIC SUPPORT sessions during Keystone time. Students or parents should contact the mentor with any questions regarding the educational program. Keystone is an integral part of every student's daily schedule.

NATIONAL HONOR SOCIETY – DOUGLAS COUNTY WEST CHAPTER

The National Honor Society is founded on four core principles:

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

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

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

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

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

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

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

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

SCHOLARSHIP AND FINANCIAL AID

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

STUDENT AIDES

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

TESTING AND ASSESSMENT

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

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

Section 4 High School Activities Specific Information

ACTIVITY INFORMATION - Policy 5103

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

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

STUDENT 24-HOUR ACTIVITY CODE OF CONDUCT

The DC West High School athletic teams and activities groups are before the public eye throughout the school year. Therefore, it is imperative that a high standard of conduct, training, and eligibility is established as part of the program. Regulations governing participation have been developed into a 24-Hour Activity Code (the 24 Hour Code means this code is in effect for 24 hours a day, seven days a week). The Activity Code will apply during the entire school year from the first day of fall practices to the final day of the NSAA sponsored spring activities. All students participating in or attending school sponsored activities will be held accountable for these expectations. Junior High violations of this policy will not carry over to the high school, however, eligibility requirements will need to be met.

It is the philosophy of DC West Community Schools that it is important for students to conduct themselves as responsible representatives of the school and conduct themselves in such a manner during the season (activity) or out of season, in uniform or out of uniform, on campus or off campus. Membership of a team or organization, as well as, participation as a spectator of school activities is considered a privilege and failure to abide by the Code of Conduct is subject to disciplinary/restorative action.

This Activities Code applies to all students participating in the following extra-curricular activities: Cross Country, Football, Volleyball, Softball, Basketball, Wrestling, Baseball, Golf, Soccer, Track, Instrumental Music, Vocal Music, Newspaper, Yearbook, Speech/Drama, One-Act Play, All School Production, FBLA, Robotics, Academic Decathlon/Quiz Bowl, Cheerleading, Dance Team, Art Club, Science Club, World Language Club, Student Council, and National Honor Society.

Activity participants and attendees should note that a Violation of the Activities Code could occur through improper activities related to poor conduct choices. The HS Administration will deal with these violations on an independent basis, will weigh the severity and repetitiveness of poor conduct choices, and will place sanctions after completing their investigation on all conduct violations. If the infraction is

severe, progressive discipline may jump to the second or third offense immediately.

EXTRACURRICULAR ACTIVITY CODE OF CONDUCT

Purpose of the Code of Conduct. Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image. The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and rules.

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

ACADEMIC ELIGIBILITY

Any student who has a cumulative failing grade at the time of the eligibility report, in any two classes, will not be eligible for school activities (excluding dances) the following week, Wednesday through Tuesday. The duration for the cumulative grade eligibility roster will be for the current semester grading period. Students who are failing a class will be provided a Progress Report on Monday (or as soon as possible following a holiday) of each eligibility period.

Staff will be notified of all students on the list. Students will have three days (Monday-Wednesday) to bring their failing grades up to passing. Once a passing grade is achieved/confirmed on the Powerschool grading report (or verbally/written by the teacher), the student will communicate the progress to the Activities Director (or his or her designee). If a student raises their grades to meet the eligibility requirement, he/she may participate in activities. All students who are failing the same two classes at the end of the school day on Wednesday (or other designated day due to the school calendar) will be ineligible until the following week. Special consideration on the enforcement of this policy will be given to special education students through the IEP team decision-making process. The eligibility period may be suspended due to holiday breaks, snow days, etc. at the discretion of the administration. The administration may also use discretion on enforcement of the policy due to teacher absence or inability to grade assignments/tests/projects by the end of the day on Wednesdays.

BEHAVIOR / TOBACCO / ALCOHOL & DRUG VIOLATIONS

The banned substances for DC West participants are: tobacco (and its container), alcohol (and its container), illegal drugs and inhalants, vaporizing devices and its contents and containers, or controlled substances (except under authorized prescription), including look-alike substances of this nature. The use or possession of such substances, or procuring such substances for others, is a violation of DC West Schools Code of Conduct for extra-curricular and co-curricular activity participation.

Possession, for purposes of the Code of Conduct, has a less strict meaning and is much broader than possession under criminal laws. It includes actual, constructive and other types of possession as defined herein. It includes situations where, for example: (1) alcohol or the substance is in a vehicle in which a participant is present— the participant is considered to be in possession if the participant is aware that

the alcohol or substance is in the vehicle, even though the participant has not touched or consumed the alcohol or substance, provided that the alcohol or substance is not in the control of a parent or guardian or other responsible adult (age 21 or older) and (2) alcohol or the substance is present at a party attended by the participant—the participant is considered to be in possession if the participant is aware that alcohol or substance is at the party, even though the participant has not touched or consumed the alcohol or substance, provided that the alcohol is not in the control of a parent or guardian or other responsible adult (age 21 or older). Smoking shall be defined as being seen holding a lit or unlit cigarette (or any vaporizing device or paraphernalia), or being seen throwing a cigarette/vaping device or contents away, or being seen with smoke coming out of the nose or mouth, or admitted to having smoked or vaped.

1. BEHAVIOR

In addition, DC West participants are expected to not engage in violation of the criminal laws. A student charged with a criminal offense or upon completion of the investigation by school administration is reasonably suspected to be in violation of the Code of Conduct shall be considered to be in violation of the DC West Schools Code of Conduct for extra-curricular and co-curricular activity participation. In the event school officials determine a violation of the law has occurred or that, if the conduct had been committed on school grounds, such would be a violation of school rules.

2. TOBACCO/CIGARETTES/VAPORIZING DEVICES

Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes and all other vaporizing devices and paraphernalia), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Any participant seen smoking, using vaporizing devices, or chewing tobacco (or possessing these items) by a coach/sponsor, faculty member, administrator, or legal authority, or who admits to smoking, using vaporizing devices, or chewing tobacco (or possessing these items), or upon completion of the investigation by school administration are reasonably suspected to be in violation of the Code of Conduct.

3. ALCOHOLIC BEVERAGES AND DRUGS/CONTROLLED SUBSTANCES

Any participant seen drinking alcoholic beverages or using drugs/controlled substances by a coach/sponsor, faculty member, administrator, or legal authority, or who admits to drinking alcoholic beverages or using drugs/controlled substances, or who shows evidence of having had alcoholic beverages/drugs/controlled substances, or who is in possession of alcoholic beverages/drugs/controlled substances, or is present at a location in which alcoholic beverages/drugs/controlled substances are available (according to the previous definitions) or upon completion of the investigation by school administration are reasonably suspected to be in violation of the Code of Conduct.

First Offense:

After a discussion with the high school Athletic Director or Principal (or his or her designee), the student and/or parent/s must choose two or three of the following consequences/restorative actions. 1) Suspension from participation in school activities/competitions for 10 calendar days. 2) School-provided activities relating to the poor student choice/offense. 3) A minimum of 8 hours of community service worked at the school. The 10-day suspension shall start the day of the school student/parent/school administrator report. A reasonable timeline will be provided by the school administrator, with input from the parent, on the course-work and community service options. The failure of the student to fulfill his or her course work and/or community service obligation will result in suspension from school activities until completion of the obligation/s. While the participant is suspended, he/she will

participate in practices and attend (not in uniform) contests/competitions if contests/competitions are not during school hours.

Second Offense:

The student will be suspended from participation in school activities/competitions for 21 calendar days. The suspension shall start of the day of the student/parent/school administration report. The second offense signifies a second violation of any of the items listed above, not necessarily two violations of the same regulation, within the same school year of the first offense. While the participant is suspended, he/she will participate in practices and attend (not in uniform) contests/competitions if contests/competitions are not during school hours.

Third Offense:

The student will be suspended from participation in school activities/competitions for the remainder of the school year. The suspension shall start the day of the student/parent/school administrator report. Third offense signifies a third violation of any of the items listed above, not necessarily three violations of the same regulation, within the same school year of the first and second offense. While the participant is suspended, he/she will participate in practices and attend (not in uniform) contests/competitions if contests/competitions are not during school hours.

CLASSROOM WORK

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

DANCES AND PARTIES

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

DRESSING ROOMS

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

DUE PROCESS

All cases of misconduct by the participant concerning the above rules will be reviewed by the head coach/sponsor, Activities Director, and Principal.

Students should consult with these individuals if there are questions concerning these rules.

In appealing a decision relating to the Nebraska School Activities Association (NSAA) or DC West

High School, the NSAA Annual Yearbook due process procedures will be followed. This publication is available in the high school office.

ELIGIBILITY RULES OF THE NEBRASKA SCHOOL ACTIVITIES ASSOCIATION

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

1. Student must be an undergraduate.
2. Student must be enrolled in at least twenty hours per week and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.
3. Student must be enrolled in some high school on or before the 11th day of the current year.
4. Student is ineligible if 19 years of age before August 1 of the current school year. (Student may participate on a high school team if he/she was 15 years of age prior to August 1 of the current school year.)
5. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership.
6. Student must have been enrolled in school the immediate preceding semester.
7. Student must have received twenty semester hours of credit the immediate preceding semester. (4 full credits)
8. Once the season of a sport begins, a student shall compete only in athletic contests/meets in that sport which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.
9. A student shall not participate in sports camps or clinics during the season of a sport in which he/she is involved, either as an individual or as a member of a team.
10. A student shall not participate on an all-star team while a high school undergraduate.
11. A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high is eligible. After making a choice of high schools, any subsequent transfer will cause the student to be ineligible for ninety school days. If a student has participated on a high school team at any level as a seventh, eighth, or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days.
12. When the parents of a student change their domicile from one school district which has a high school to another school district which has a high school, the student is ineligible for ninety school days except:
 - (a) If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.
 - (b) If a student has been attending the same high school since initial enrollment in grade nine and the school is located in the school district from which the parents moved, he/she may remain at that high school located in the school district

where the parents established their domicile and be eligible.

(c) If the parents moved during the summer months and the student is in grade twelve, the student may remain at the high school he/she has been attending and retaining eligibility.

13. Guardianship does not fulfill the definition of parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for his review and a ruling.

14. A student shall not participate in a contest under an assumed name.

15. A student must maintain his/her amateur status

END OF THE SEASON/YEAR AWARDS

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

1. Female Athlete of the Year

2. Male Athlete of the Year

The athlete awards will be chosen from a list of students in grades 9-12 currently participating in two sports.

The head coaches in each sport will vote for one female and one male athlete.

3. Female Fine Arts Student of the Year

4. Male Fine Arts Student of the Year

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

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

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

1. Most Improved Participant

2. Most Dedicated Participant

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

EQUIPMENT

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

It is the responsibility of the participant to check in the equipment at the end of the season or immediately should they quit an activity. If a participant fails to check in their equipment at the designated time (immediately, should they quit an activity), he/she will be expected to pay for the cost of replacement. The Activity Director will handle all collections for lost equipment. The student cannot participate in the next sport and grades will be withheld until all equipment is turned in.

FIELD TRIPS, ATHLETICS AND ACTIVITIES

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

INAPPROPRIATE BEHAVIOR

Non-participating students displaying inappropriate behavior at any school activity may be banned from attending or participating in school activities, home and away, for a period of up to 90 days. Further offenses may result in a ban from all home and away activities for the remainder of the school year. Such behavior includes, but is not limited to: involvement in physical or verbal altercations, use of inappropriate language towards others including players and officials, use of inappropriate signs or slurs, and the inability to abide by redirection from DC West staff, administrators, or supervisors. Activity participants that act inappropriately during their activity are subject to suspension from the activity by the coach/administration.

INJURY

In the event of an injury, the athlete will immediately report the injury to the coaching staff. Any type of injury, if not properly treated, may lead to complications, which are harmful to the athlete's physical well-being and detrimental to his/her recovery time for practice and competition. If injured, the athlete must continue to attend practices and games. This means being on the bench during the games. It will be the understanding of the coach that the failure to attend the practice and game will mean the student has quit the activity and cannot letter in that sport. Practice attendance may be waived through written permission by the coach. Copies of this waiver will be given to the student and kept by the coach and Activities Director.

LETTERING REQUIREMENTS

Students will letter based on the lettering policy of each individual sport or activity. Lettering represents a higher level of mastery of the sport or activity than simply being a part of the team or activity. Each coach or sponsor will disseminate lettering information to participants at the beginning of the season. Letters will apply to NSAA sponsored activities only.

NSAA ELIGIBILITY RULES (Participation on Other Teams)

Any individual who is a member of any DC West interscholastic athletic squad cannot participate in the same sport, in school or out of school, during the period that he/she is a member of the DC West interscholastic squad.

Examples: NO town team or church league basketball during basketball season

NO AAU track or sponsored marathon runs during track season.

NSAA Eligibility:

- (1) You were not 19 years of age before August 1;
- (2) You have not attended grades 9-12 more than 8 semesters;
- (3) You were enrolled in school by the 11th day;
- (4) You were in school the preceding semester;
- (5) You passed 20 semester hours of credit the preceding semester;
- (6) You are currently passing 20 semester hours;

- (7) You have not graduated from high school;
- (8) You do not play on an independent team during the season of that sport;
- (9) You do not play on an all-star team during the school year;
- (10) You have not changed schools without your parents changing residence or your parents have not changed their residence to another school district.
(Exception – If school has started you will be eligible to compete that year.)
- (11) You shall not participate in a contest under an assumed name;
- (12) You must maintain your amateur status;
- (13) Students are eligible for eight semesters.

OPTION ENROLLED/TRANSFER STUDENTS

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

PARENTAL PERMISSION AND STUDENT PARTICIPATION

Before students are allowed to participate in school-sponsored activities, students and parents must acknowledge with a written signature (PowerSchool) that they have read and understand the student activities standards and code of conduct that have been developed and are in effect.

PHYSICAL EXAMINATIONS

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

PEP RALLIES

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

PLAYING TIME

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

PRACTICE ATTENDANCE

Activity participants are expected to be at all practices scheduled by the coach/sponsor. Coaches will set expectations for participants who miss a practice.

SAFETY

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

SCHOOL ATTENDANCE/ACTIVITY PARTICIPATION

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

STUDENTS ATTENDING ATHLETIC CONTESTS DURING SCHOOL TIME

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

STUDENTS IN SIMULTANEOUS ACTIVITIES

When a student chooses to participate in more than one activity in a season, conflicts in scheduling will occur. While these situations are rare, they create difficulties for the students and their sponsors/coaches. It is important that these conflicts be resolved with open communication between the student, the two coaches or sponsors, and the activities director. The affected parties should work together to resolve the conflict with the student's best interest as the primary focus. The purpose of these guidelines is to aid the students, sponsors, coaches and administrators in resolving these conflicts.

- Sponsors, coaches and administrators should communicate to the students their responsibilities regarding practices, performances, and competitions prior to an athletic season or co-curricular activity.
- Sponsors, coaches and administrators are strongly encouraged to investigate prior to the start of each season any potential conflicts that might occur. Careful attention should be given to the members involved in each activity to determine whether a student is involved in concurrent activities.
- Consideration should be given as to the impact a student has on a particular group or activity.
- A student should not be adversely affected or receive negative repercussions from the coach/sponsor as a result of a decision.
- If the events in conflict are of the same priority level in these guidelines, the two sponsors/coaches involved with the student in conflict should meet with the activities director to discuss the conflicting events and reach a decision that is best for the student.

The following grouping of activities is a suggested guide for sponsors, coaches and administrators to use

in resolving student participation conflicts. Activities have been tiered into three levels. Events within each grouping are listed in no particular order. Level 1 events take priority over levels 2 and 3, and level 2 events take priority over level 3.

Level 1

- National competitions and/or participation
- State competitions and/or performance events sponsored either by the NSAA or recognized state professional organizations (music, business, etc.)
- District or Sub-district competitions and/or performances, or national and state qualifying competitions and/or performances.

Level 2

- Nebraska Capitol Conference events, multi-school events of four or more schools participating (invitational tournaments)
- Major annual events within the school (All-school Play)
- Multi-school events of three or less schools participating, multi-school events and/or festivals involving any number of schools which are non-rated (parades, regular two-school athletic contests, marching festivals for participation only, etc.)

Level 3

- Single varsity athletic competitions, individual school concerts or performances
- Single sub-varsity athletic competitions
- Regular practices and/or rehearsals outside regular school hours

SUNDAY PRACTICES

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

SUSPENSIONS

A participant may be suspended from competition and/or practice in an activity for any conduct that interferes with school purposes. The suspension may be for a period not to exceed the remainder of the school year. Such conduct shall include, but not be limited to, the following:

- Use of violence (including dating violence), force, coercion, threat, intimidation, provocation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
- Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
- Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
- Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
- Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
- Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be

a controlled substance, or alcoholic liquor as defined in section 53-103, or being under the influence of a controlled substance or alcoholic liquor;

- Public indecency as defined in section 28-806, except that this subdivision shall apply only to students at least twelve years of age but less than nineteen years of age;
- Engaging in bullying, which is defined as any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his/her designee, or at school-sponsored activities or school-sponsored athletic events;
- Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 29-319.01, as such sections now provide or may hereafter from time to time be amended;
- Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
- A repeated violation of any rules and standards validly established pursuant to section 79-262 if such violations constitute a substantial interference with school purposes.

TRAVEL RELEASE FORM

When an emergency arises and a student needs to travel with someone other than the school provided transportation, a verbal/ written parental permission must be signed by the parent/guardian.

WARNING FOR PARTICIPANTS AND PARENTS

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

Section 5 Acknowledgement of Receipt

AVAILABILITY OF HANDBOOKS

The 2026-2027 Student-Parent Handbook of DC West Community Schools is available on the internet at www.dccwest.org.

RECEIPT OF 2026-2027 STUDENT-PARENT HANDBOOK

Parents will receive a “receipt of acknowledgement” as part of the electronic online registration process. The signed “receipt of acknowledgement” signifies that parents and students have read and agreed to abide by the 2026-2027 Student Handbook of DC West Community Schools. This receipt also serves to acknowledge that families understand the District’s policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook and policy which should be used to respond to harassment or discrimination.

**Article 5 STUDENTS Appendix to Policy 5416
Appendix "1" to 2026-27 Student Fees Policy of
Douglas County West Community Schools**

Additional Specification of Required Materials and Fees¹

Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum)² or Specific Material Required
Elementary Program		
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes, socks, shorts, T-shirt
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged
Music-Optional band Courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student.
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists.
Field Trips	Transportation and admission costs of field trips	Parents may be encouraged but not required to pay for field trip costs per student for each field trip to defray costs. Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.
Summer school courses	Classes offered during the summer, or at night, if any	No Charge

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

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

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Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge).	Five cents (.5) for black and twenty-five cents (.25) for color per page when charges apply.
School Meals		Breakfast--\$2.30 Lunch~ PK-EL \$3.40 Milk--\$.55 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Secondary Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes, socks, shorts, T-shirt
Art and shop classes and special projects, science classes	Appropriate clothing (non-specialized attire) Goggles-1 pair provided per year. If lost or damaged students are required to purchase a new pair.	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes; approved protective goggles for science classes.
Music-Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Classroom Projects, i.e, Family & Consumer Science, Industrial Technology	Project Cost	Students pay cost that is beyond the standard project provided by the school. Material (wood, metal, etc) for Industrial Technology classes.

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Advanced math or science classes	Specialized calculators	Some calculators will be available at school. If lost or damaged a replacement fee will be assessed at a rate paid by the school. Students are encouraged but not required to purchase such equipment for their personal use.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Five cents (.5) for black and twenty-five cents (.25) for color per page when charges apply.
School Meals		Breakfast--\$2.30 Lunch, MS-HS \$3.65 Milk--\$.55 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Post-secondary education and advanced placement classes	Tuition and fees for college courses taken for credit.	Any postsecondary education costs are to be paid directly by students to the college. Additional costs may be assessed to students per credit hour to cover books and instructions fees (up to \$50 per credit hour).
End of year lost or damaged books	Damage fee or replacement cost	Fees and fines up to \$5.00 for damaged books. Lost books or ruined books are charged replacement cost, at a maximum of \$150.00
Yearbooks - Optional	School Book	Yearbooks are published and made available for purchase every year. Cost is generally between \$20-\$50.
College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved. ACT Prep Class: Cost up to \$125.00.
Summer school courses	Classes offered during the summer, or at night, if any	Grades 9-12 up to \$150 per class Drivers education class: \$350

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Locker usage	Use of school padlock	\$5.00 fee if damaged or not returned at the end of the year.
Student Activity Fee	Fee for admission and participation in ALL DC West home events and activities	\$35 fee required from all students grades 7-12. For District and Conference events hosted by the School, admission to be set by NSAA.
iPad Insurance Fee	Fee for student insurance on one to one device grades 7-12	\$20 fee required from all students grades 6-12. Cord Replacement \$10 Adapter Replacement \$10
Robotics Tuition	Tuition for materials and participation in the Robotics Program	Tuition not to exceed \$500 per year

Extracurricular and other programs	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required	
Athletic Physicals	NSAA required athletic physicals	Cost varies; payable directly to student's physician or clinic.	
Equipment and Attire	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity. Uniform items are checked out to students. If lost or damaged students will be assessed fees in the amount of replacement cost.	Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:	
		Basketball	No additional
		Football	Mouthpiece
		Golf	Golf bag & clubs

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		Speech	Dress attire; copies of research
		Track	No additional
		Volleyball	Volleyball knee pads
		Wrestling	Wrestling head gear
		Cheerleading and Flag Team Squads	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories
Travel meals	Meals	Students are responsible for their own meals while traveling.	
Locker use	Padlock for locker	\$5.00 fee if damaged or not returned at the end of the year.	
Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased shall be at the student's expense.	
Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms.	
Vocal Music Group	Coordinating group attire	Students will pay for outfits selected by the group. Cost will be based on selection at a maximum of \$150.00	
Clubs/Organizations			
Future Business Leaders (FBLA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.	
National Honor Society	State & national dues, meals and activities	Currently no dues required. Annual dues not to exceed \$50.00 per club.	
Swing Choir	Attire	Students are responsible for purchasing outfits and accessories. Not to exceed \$150.00.	

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Student Council	State & national dues, meals and activities	Currently no dues required. Annual dues not to exceed \$50.00 per club.
Dance Team	Uniforms	Uniforms range up to \$500.00. Camp attendance is optional.
Cheerleading	Uniforms	Uniforms range up to \$1000.00. Camp attendance is optional.
Social & Recognition Activities		
School plays, musicals and social activities	Admission to events	Up to \$10.00 per play or activity
School dances	Admission to homecoming, etc.	Up to \$20.00 per event
Class dues		Currently no dues are assessed. Each of the six secondary classes may assess its members an amount not to exceed \$50.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.
Picture Packets	Optional - Pictures are still taken for use in school yearbook.	Students purchase packets as desired and pay directly to the photo company.

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5. Senior recognition assessment	Optional graduation activities	Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental or purchase of graduation robes, caps, tassels, and class flowers. Expenses for above mentioned items will be paid out of the "Class Activity" account until funds are depleted. After this fund is empty, students will be responsible for all optional graduation activity costs.
6. Prom	Optional	Participation in Prom is optional. Each student may be required to pay up to \$150.00 for attending Prom activities.

RESOLUTION

WHEREAS, the Nebraska Legislature enacted LB 243, to adjust public school district revenue and finances; and,

WHEREAS, LB 243 generally limits a public school district's property tax request authority, subject to limited exceptions; and

WHEREAS, LB 243 includes an exception to generally allow a school district to otherwise exceed the default property tax request authority if at least seventy percent of the Board of Education votes in favor of the increased request; and

WHEREAS, the DC West Community Schools Board of Education may increase its tax request by an additional six percent above the base growth percentage; and

WHEREAS, due to student and staffing needs and the need to maintain its budgetary obligations, the DC West Community Schools Board of Education hereby desires to increase its base growth percentage by an additional six percent or other maximum amount as permitted by law; and

WHEREAS, public notice of the Board of Education of the School District's vote on this possible increase was published in a legal newspaper of general circulation in the School District at least one week prior to this Board meeting.

NOW, THEREFORE, BE IT RESOLVED that, pursuant to Section 5 of 2023 Neb. Laws 243, and after notice of the upcoming vote was published at least one week prior to this Board meeting, at least seventy percent of the Board of Education of this School District affirmatively votes to increase to the School District's overall property tax request authority by an additional six percent above the base growth percentage, or other maximum amount as permitted by law. The Superintendent or designee is hereby authorized and directed to take any action consistent with this Resolution to ensure that the School District's overall tax request complies with this Resolution.

The foregoing Resolution having been read in its entirety, Member _____ moved for their passage and adoption. Member _____ seconded same. After discussion and on roll call vote the following members voted in favor of passage and adoption of the above Resolution:

The following members voted against the same:

The following members were absent or not voting:

_____.

The above Resolution having been consented to by at least seventy percent of the

Members of the Board of Education, it was declared as passed and adopted by the President at a duly held and lawfully convened meeting in full compliance with the Nebraska Open Meetings law.

DATED this 8th day of June, 2026.

DC WEST COMMUNITY SCHOOLS

BY: _____
President

ATTEST:

Secretary

Budget Planning FY27				
	FY25	FY26	FY27	Notes
Estimated General Fund Revenues				
General Fund Property Tax Request	\$9,780,824.00	\$10,968,424.00	\$10,998,537.00	
State Aid	\$2,848,936.00	\$2,699,629.00	\$2,851,057.00	
Special Education Reimbursement	\$1,404,019.00	\$1,825,618.00	\$1,944,147.00	
Other Local, State, and Federal	\$1,711,535.00	\$1,842,000.00	\$2,227,893.00	
Cash Reserve	\$2,049,912.00	\$1,001,758.00	\$885,110.00	
Total Revenue	\$17,795,226.00	\$18,337,429.00	\$18,906,744.00	
Estimated General Fund Expenditures	\$17,795,226.00	\$18,337,429.00	\$18,906,744.00	3% expenditure increase
Proposed Levy Breakout:				
General Fund	\$0.55	\$0.57	\$0.545	
Building Fund	\$0.12	\$0.10	\$0.105	
QCPUF	\$0.03	\$0.03	\$0.03	
Bond Fund	\$0.07	\$0.07	\$0.07	
Total Levy	\$0.77	\$0.77	\$0.75	Total Levy Cap \$1.05 General & Building
Estimated Levy Revenue Breakout:				
General Fund	\$9,683,016.00	\$10,968,424.00	\$10,998,537.00	
Building Fund	\$2,098,431.00	\$1,860,000.00	\$2,140,388.00	
CAP Revenue Needed	\$11,781,447.00	\$12,828,424.00	\$13,138,925.00	*Minimum cap \$13,048,041 *Need estimated \$90,911 of the Maximum +\$1,158,054 available
QCPUF	\$533,500.00	\$583,885.00	\$611,539.00	
Bond Fund	\$1,244,832.00	\$1,348,774.00	\$1,426,925.00	
Payments From Levy				
NEBA Project Payment	\$1,841,161.00	\$1,962,534.00	\$2,033,572.00	
QCPUF Payment	\$434,300.00	TBD	TBD	
Bond Payment	\$768,550.00	\$768,850.00	\$1,197,150.00	
Budget Authority	\$14,266,122.00	\$14,622,765.00	\$14,988,334.00	
Property Tax Authority Cap Minimum	\$11,873,067.00	\$11,830,922.00	\$13,048,041.00	
Property Tax Authority Cap Maximum		\$12,896,378.00	\$14,206,095.00	Request Additional 6% Authority of the Board, Reserve not used authority for FY28+