

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

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

**2018 - 2019**

## **Student Handbook**

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



### **PREAMBLE**

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

This handbook is a reflection of the current Board of Education Policies as of June 2014. The contents of this handbook do not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the rules and policies. The contents of this handbook, all school, and all board policies apply to all school-sponsored events, even those occurring off-campus.

### **MISSION STATEMENT**

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

### **DISTRICT SLOGAN**

*“Creating Passionate Learners”*

### **DC WEST ELEMENTARY BELIEFS**

We believe . . .

- Student achievement builds self esteem.
- Every student can learn and develop through successful experiences.
- Each child will be provided educational opportunities that challenge him/her to meet his/her full potential.
- Each child is important and is a unique individual with special talents.
- The district is accountable to the community for student performance and fiscal responsibility.
- Physical and emotional safety is essential for learning.
- A positive learning and teaching environment can be created through courtesy and through the mutual respect for the dignity of every person.
- The educational process should prepare students to live with and affect change.
- Students, parents, and teachers share the responsibility for learning.
- Public Education is the responsibility of the entire community.

### **DC WEST BOARD OF EDUCATION**

President	Kelly Hinrichs
Vice President	Sue McKie
Treasurer	Liz Mayer
Members	Pat McCarville, Luke Janke, & Jeff Clauson

### **DC WEST ELEMENTARY ADMINISTRATIVE STAFF**

Dr. Melissa Poloncic, Superintendent	402-359-2583
Mr. Duane Krusemark, Principal	402-359-2151

### **SCHOOL RESOURCE OFFICER**

Officer Corbin Brown

**DC WEST ELEMENTARY TEACHING STAFF**

Pre-K	Mrs. Rachelle Schurman
Pre-K	Ms. Sarah Hoffman
Kindergarten	Mrs. Niccole Kennec
Kindergarten	Mrs. Stefanie Stanek
Kindergarten	Mrs. Rosita Krauel
Kindergarten	Miss Emily McEvoy
Grade 1	Mrs. Jami Herchenbach
Grade 1	Mrs. Elizabeth Grimm
Grade 1	Mrs. Mattie Subbert
Grade 1	Ms. Amy Ethen
Grade 2	Mrs. Connie Rance
Grade 2	Mrs. Lyndsy Listenberger
Grade 2	Mr. Jacob Subbert
Grade 3	Mrs. Corissa Hays
Grade 3	Mrs. Rhonda Jonas
Grade 3	Mrs. Crystal Peterson
Grade 3	Ms. Danielle Paulson
Grade 4	Mrs. Mary Jean Fitzgerald
Grade 4	Mr. Charles Muller
Grade 4	Ms. Desi Samson
Grade 4	Mrs. Syndey Bonney
Grade 5	Mr. Kyl Gillespie
Grade 5	Mr. Justin Presler
Grade 5	Ms. Jessica Seng
HAL/Assessment Coordinator	Mrs. Sandy Perry
Music	Ms. Kaitlin Beck
	Mrs. Dawn Beyl
Physical Education/Health	Mr. Tyler Niehus
	Mr. JD Widhelm
Learning Center	Mrs. Cindy Hayden
	Mrs. Leigh Groth
	Ms. Mekenna Wingard
	Mrs. Annabeth Pearson
Library Media	Mrs. Patty Jensen
Speech	Mrs. Kelly Berggren
	Ms. Carol Hagemann
Title I	Mrs. Katie Stratman
	Mrs. Joni Bartek
Guidance/SPED	Mrs. Cynthia Page
Prenatal-3 Home Visitor	Mrs. Erika Buffington
Family Facilitator	Mrs. Sue Guerrero

**Elementary Classified Staff**

Secretary  
Instructional Para

Mrs. Larissa Travis  
Mrs. Teri Lehmkuhl  
Mrs. Nikole Ekeler  
Mrs. Samantha Taft  
Mrs. Becky Ambriz  
Mrs. Jen Griffith  
Mrs. Billie Graves  
Mrs. Jen Hall  
Mrs. Judy Hull  
Ms. Adrienne Johnson  
Mrs. Shawn Rochford  
Mrs. Crystal Bangers  
Ms. Brandy Guarino  
Mrs. Lisa Foster  
Mrs. Lindsay Schurman

PSR Facilitator

Mrs. Jen Hare

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## DC WEST ELEMENTARY SCHOOL

All elementary students and their parents are encouraged to review all sections of the student handbook.

The DC West Community Schools exist to provide each student with the experiences needed to become a good, responsible citizen. Parents and school personnel work together to guarantee that each student has the best possible opportunity to gain the academic, social and practical skills needed for the future.

This handbook has been developed by the teachers and administrators of the DC West Community Schools to help the students and parents understand the operation of the DC West school system. Included in the handbook are the rules, regulations, procedures and general information that students and parents need to know. Students and parents are asked to read this handbook as the responsibility for knowing this information is yours.

The DC West school administrators believe that a strong school-parent partnership developed through cooperation and home-school communication and understanding will help provide your child with the skills necessary to become informed, independent citizens that have developed self-control and self-direction.

Duane Krusemark, Elementary Principal

### SCHOOL HOURS

The elementary student day will start at 8:00 a.m. and end at 3:24 p.m. Except on Friday's, we dismiss at 2:04 p.m. Students may enter the building starting at 7:30 a.m. if they are eating breakfast at school. All students not eating school breakfast will enter the building at 7:40 a.m. for walking club. We ask that you pick up/drop off your child on the east side of Pine Street or use the designated drop-off area in the parking lot north of the school. Please be aware traffic is one way (west to east) and there is no parking at any time in this drop-off zone.

### ATTENDANCE

Nebraska State Statute 79-209 states that a school must have a written policy on excessive absenteeism. Excessive absenteeism is defined as a student exceeding five days per quarter or the hourly equivalent. Excused and unexcused absences may be used for purposes of this policy.

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

#### **When the student is absent:**

1. Parents/guardians should call the office before 8:00 a.m. to inform the school that their child is going to be absent.
2. When a student returns to school after an absence and the parent/guardian has not contacted the school to explain the absence, a note should be sent from the parent/guardian explaining the reason for absence.
3. The written excuse should be given to the elementary office when the student returns to school.
4. After an absence the student is to ask the classroom teacher for any assignments that have been missed. Students are responsible for the completion of assigned work.
5. If a child is sick, or has missed school for a long period of time, the parent/guardian should contact the school to make arrangements to pick up assignments.
6. For the safety of all children, please call the elementary office at 359-2151 if your child is going to

be absent or tardy. The office opens at 7:30 a.m. If no call is received, the school will make an attempt to contact the parents/guardians at home or work.

7. Students who have excessive absences or tardies will meet with the building principal along with their parents.

***PARENTS SHOULD CONTACT THE SCHOOL IF THEIR CHILD COMES HOME UNEXPECTEDLY.***

#### **TARDY**

1. The student should check in at the office upon arrival at school.  
Parents/guardian must accompany students who arrive late.
2. If possible, students should have a written excuse for being tardy.
3. Students that are habitually tardy or begin to develop a pattern of being tardy may be assigned a lunch detention equal to the tardy for that day.

Students who have more than 5 tardies per quarter may have a student, parent, and principal conference to write up a plan of solving the problem. Students may receive restitution time to make up tardies.

#### **COMPULSORY ATTENDANCE AGES**

Nebraska State Statute 79-201 states that every person residing in a school district within the state of Nebraska who has legal or actual charge or control of any child not less than seven nor more than sixteen years of age, shall cause such child to regularly attend school each day that schools are open and in session except when excused by school authorities.

#### **BICYCLES**

Students who ride bicycles to school must obey the same traffic rules that apply to automobiles. It is the responsibility of the parent to determine whether or not students ride their bicycles to elementary school. The school principal may limit this privilege if a student is not riding in a safe manner. Students should walk their bicycles on the two sidewalks immediately in front of the elementary school or on any school sidewalk crowded with students who are walking.

#### **CHILD SAFETY**

Your child's safety is a major concern of the school. Cooperation of the school and the home is necessary to build proper habits of safety. Children are urged to:

1. Start to school early enough to arrive between 7:40 and 7:55.
2. Walk on the sidewalk. Parents should designate the safest route if there is no sidewalk.
3. Refuse to approach or enter strange automobiles or to accept gifts from strangers.
4. Proceed directly to school or home before beginning to play. Loitering children are likely to get into unsafe situations.
5. Be considerate of smaller children.
6. Refrain from throwing rocks and snowballs or other unsafe activities.

#### **FIRE DRILLS**

Schools are required to have one fire drill during each month. All students are to leave the building immediately through the nearest exit at the time the fire alarm bell is sounded. The fire signal is a steady 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, a series of short rings or an announcement is made over the intercom. Everyone will go to the planned tornado area for that room which is shown on the diagram in your classroom. Everyone will stay on the floor, near a wall, away from glass, and possibly under a desk. When the warning or storm is past, an announcement will be made on the intercom for everyone to return to his or her regular classroom.

### **EMERGENCY PLAN**

All other emergencies will follow the crisis management plan. Students will follow the direction of the classroom teachers. Students and staff practice one or two emergency evacuation drills in a school year which will take us to a site off school grounds.

### **BAD WEATHER**

In the event of school cancellations due to inclement weather, parents/guardians will be notified by our automated calling system. This system can send out a recorded message to all staff and students within seconds. KFAB (1110 AM on your radio dial) and local TV stations will also announce school cancellations due to bad weather. Parents are requested to refrain from calling the school for this information. Parents or designated adults who become fearful of the weather conditions may pick up their children any time. Occasionally weather conditions may force the closing of school during the day. It is suggested that parents make arrangements for their children to stay with friends or neighbors if the need should arise.

### **RECESS**

The Administration of DC West Elementary School feels that every student needs to go out for recess to release tension, exercise muscles, and have the freedom to play. Parents who wish to have their child miss recess need to write a note to the classroom teacher. If a student needs to miss more than 2 days of recess, a doctor's note is needed. Students who lose the privilege of recess may miss part or all of their recess as determined by the staff.

### **BIRTH CERTIFICATES**

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

### **STUDENT HEALTH**

Each child may be weighed and measured and given a vision screening test and hearing test each school year by the school nurse or other personnel. Parents and guardians will be notified in writing if the results are not found to be within the normal limits. These routine health inspections are not intended to replace a regular medical and dental checkup. Please notify the school when your child has had a dental check-up and/or booster shots so that these may be entered in the student's permanent records.

Parents and guardians are also asked to inform the school of any changes in their child's general health or physical limitations. If it is necessary for a child to stay in at recess or if he/she cannot participate in Physical Education because of ill health, please get a statement from your doctor excusing them from this activity.

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

Any accident or illness that occurs at school is to be reported by the student to the teacher in charge of the class or activity where such illness occurs. If medical help is needed, parents or guardians will be notified. Emergency numbers must be filled out at the beginning of each school year (two friends or relatives can be listed). They would need to be someone that is home so that we can reach them and not a long distance number. When accidents occur in the classroom or are observed by a teacher, an accident report is filled out by the teacher and sent home with the student. A copy of the accident report is kept and is on file in the office.

### **NURSE AND MEDICAL HELP**

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

### IMMUNIZATIONS

In the **fall of 2014**, the Nebraska School Immunization Rules and Regulations required all students, kindergarten through 12<sup>th</sup> grade, to provide proof of **2 doses of varicella (chickenpox) vaccine** on or after 12 months of age **OR documentation of the varicella (chickenpox) disease** before attending classes.

According to the state law there is no grace period. All children under the age of 12 must have up-to-date immunizations in order to attend school. The list of immunizations includes: measles, rubella (German measles), polio, diphtheria, whooping cough, and tetanus (DPT). The school must have a record of these immunizations. Students failing to comply will be excluded from school until such requirements are met. The Nebraska School Immunization Rules and Regulations require the following immunizations for students before attending classes. Please list the dates, including month and year, on the immunization section of the physical examination card.

**Grades: Kindergarten, 1, 7, and out-of-state transfer students**

- 4 doses** DTaP, DTP, DT or Td vaccine, with at least one dose at or after 4th birthday
- 3 doses** polio vaccine
- 3 doses** of Hib or 1 dose of Hib given at or after 15 months of age.  
\*Hib not required after child reaches 5 yrs of age.
- 1 dose** MMR vaccine with first dose at or after 12 months of age and 2 doses separated by at least one month
- 3 doses** pediatric hepatitis B vaccine (except grade 8)
- 1 dose** varicella (chickenpox) or MMRV given on or after 12 months of age.  
Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.
- 4 doses** pneumococcal or 1 dose of pneumococcal given on or after 15 months of age.  
\*Pneumococcal not required after child reaches 5 years of age

**All other students:**

- 3 doses** DTaP, DTP, DT or Td vaccine, with at least one dose at or after 4th birthday
- 3 doses** polio vaccine,
- 2 doses** MMR vaccine with first dose given at or after 12 months of age
- 3 doses** pediatric Hep. B vaccine
- 2 doses** varicella (chickenpox) if given on or after 12 mos. of age OR written documentation (incl. year) of varicella disease.

### PHYSICAL EXAMINATIONS

Nebraska School Law requires all students entering kindergarten, seventh grade or transferring from an out-of-state school have a physical examination by a physician, physician assistant or nurse practitioner within 6 months prior to the entrance of school. Exception to this requirement may be made if the parent/guardian submits a written statement refusing a physical examination. Dental examinations are also recommended at this time.

**Vision Requirement:**

Nebraska State Law now requires all students entering the beginner grade or transferring from an out-of-state school to provide proof of a vision evaluation within six (6) months prior to school entrance. The vision evaluation may be performed by a physician during the physical examination.

### **MEDICATION**

When a student is to take over-the-counter or prescribed medication during school hours it is the duty of the parent or guardian to make necessary arrangements with the office.

1. Parents who come to school to administer medication to a student must go to the office and ask that the student be called to the office.
2. No students are allowed to administer their own medication.
3. The following procedure is to be used if the school is to give over the counter or prescribed medication
  4. Pick up a medication permission form from the office.
  5. Deliver ALL medication to the office.
  6. The principal, or designee, will administer the medication at the scheduled time.
  7. The medication must be in the original bottle and labeled with the name of the medicine and the dosage.
  8. Each time your child is to take medication, a new medication form must be filled out with new instructions for that medication. If there are any changes for either over the counter or prescribed medication the form must be re-dated and signed.
  9. The school requires a physician's signature to administer both over-the-counter and prescribed medication.

### **EMERGENCY RESPONSE POLICY TO LIFE-THREATENING ASTHMA OR SYSTEMIC ALLERGIC REACTIONS (ANAPHYLAXIS)**

DC West Elementary School has adopted the Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis) protocol mandated by the Nebraska Board of Education in Rule 59. Trained responders will be available to provide an EpiPen injection and Albuterol nebulizer treatments to ANY student or school staff member should an emergency arise in the school building while school is in session. A copy of the mandated protocol is available in the school office for review.

**IMPORTANT: The emergency EpiPen and Albuterol are not intended to replace a child's own prescribed medications for asthma/allergy control and management.** Parents are expected to ensure their children have inhalers, EpiPen, etc. available at school and have an Asthma/Allergy Action Plan or emergency medical plan on file with the school.

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

The DC West Community Schools have taken steps to insure that the school premises will be free from drugs/alcohol. In addition to declaring the school property as a Drug Free Zone, the DC West Schools prohibit the unlawful possession, use or distribution of illicit drugs, look-alike drugs, steroids or alcohol by any student during school hours or after school hours as part of the school's activities program. A violation of the above substances will result in disciplinary action according to procedures set forth and referral to the appropriate authorities for criminal prosecution.

### **ILLEGAL MATERIALS**

Possession of certain items such as weapons, drugs, explosives, firearms, knives, and alcoholic beverages are prohibited. Please see the section on discipline in the handbook.

### **ACADEMIC INFORMATION**

DC West Elementary School issues report cards four times during the year. Every nine weeks is a grading period. In addition to these report cards, progress reports may be mailed or sent home with your child during the middle of each quarter grading period. At other times you may receive weekly statements about your child's individual classes. Teachers are always available to assist the students. Students should feel free to ask their teachers for help at any time.

### **HOMEWORK**

Students in grades K-4 may have assigned homework for a time period of one half hour to an hour each day. If you have any questions concerning your child's homework, please call the school at 402-359-2151 and the school secretary will either connect you to the teacher's voicemail or take a message.

### **MAKE-UP WORK**

The date when make-up work is due will be determined by the Principal, with two (2) days, being allowed for each day absent up to a maximum of ten (10) days. Students who plan to miss school due to scheduled school activity or a parent requested prearranged absence may request assignments and make arrangements to complete part of all of the work prior to the absence.

At the beginning of each semester, or during the semester for students who enter during the semester, a) the principal will provide students with information about the district regulations for absences and make-up work and b) teachers will explain the procedures students should use for requesting assignments and completing make-up work in their courses.

Students and parents/guardians are advised that equivalent experiences for students who miss class are difficult and sometimes impossible to recreate. Parents/guardians are also advised that testing and summarizing activities often are scheduled at the end of the quarter and the end of the semester; parent requested prearranged absences should be avoided during these times.

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

Assemblies, convocations and guest speakers provide students with additional learning experiences. When speakers attend your classroom or when you attend assemblies, be sure to give the speakers and performers your attention. Remember that school rules of behavior are in effect for these events.

### **CALENDAR**

A calendar of school events has been printed and will be available to every home in the school district. Please refer to this calendar for the schedule of events.

### **CENSUS**

So that we may keep our census up-to-date, we appreciate you notifying us of any new members of the family (new babies, adoption, etc.).

### **CHANGE OF ADDRESS**

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

### **CONFERENCES**

Because of the great need for improved communication between parents, teachers, and students, the Parent-Teacher-Student Conference is used at DC West Community Schools. This is a carefully planned conference session during which parents, teachers, and students will sit down to discuss the total development of a child (his/her school work, his/her interests and abilities, his/her physical and social growth) and will plan together for the student's future. The educational plan will list education priorities, goals, and activities for the students. These conferences will be held two times during the year. Parents are invited to call or stop in at school when there is a concern or a question on your child's education.

### **FIELD TRIPS**

In some classes, part of the planned activity by the teacher may include a field trip away from the building. At all times students are expected to observe regular school rules and to follow the orders of their supervisor. Siblings of students are not allowed to ride school transportation. Parents may choose to leave with their child at the conclusion of the fieldtrip in their vehicle if the proper forms have been signed before leaving on the field trip. The school does not assume any liability of nonschool-age children allowed on the fieldtrip.

### **EXTRACURRICULAR ACTIVITY**

#### **Section 1          Extracurricular Activity Philosophy**

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

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

#### Safety

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

#### Warning for Participants and Parents

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

#### **Section 2          Extracurricular Activity Code of Conduct**

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

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

### Scope of the Code of Conduct.

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

### GRADING SYSTEM

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

- a. Grading periods of approximately nine (9) weeks shall be used four (4) times per year.
- b. Achievement marks shall be given on a numerical basis for all grades 3-12, with the marks of 69 or lower considered a failure. A special grading report for the K-2, on a different basis, shall be used.
- c. The grading and conversion scale are as follows:

A	=	94-100	Excellent
B	=	87-93	Good
C	=	77-86	Average
D	=	70-76	Below Average
F	=	Below 70	Failing

- NC = NO Credit (used for withdrawal after the first semester and after the first 2 days of the second semester)
- NG = No Grade and is given to students that have not completed work by the end of the semester. Students have one week to complete course work in those subject areas. Course work not made up will result in a failing grade.
- NM = No Mark may be given for any class that a student wishes to retake. The NM will be given at the time the student designates which grade they wish to have listed on their permanent record. The NM is not a credit and if the course is a requirement for graduation, students will need to successfully pass the class before credit is given for completed work.
- P-NP= Pass or No Pass grades will be issued under special circumstances as approved By the administration.

- d. For all other grading reports received on transfer students, the Superintendent and/or principal shall convert these to an approximately equal grade on our system.
- e. Staff members may use whatever method they determine professionally appropriate in the day-to-day grading, but shall prepare grade reports based on numerical values. Each staff member, however, must be able to defend whatever method chosen. The following criteria should be used in determining the numerical value of the grade.
  1. Achievement in relation to class objectives.
  2. Class participation.
  3. Mental ability of student in relation to the total class and required work.
  4. Evidence the student is exceeding the class requirements and delving further.
- f. All grade reports will contain the numerical grade for each subject, as well as the following: absences, tardiness, department, comments (if instructor desires).

### STUDENT FEES POLICY

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

### FOOD AND DRINK

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

### HOT LUNCH PROGRAM

DC West Elementary School has an automated system to purchase breakfast, lunch and snacks. Money is to be deposited at the office on your child's account or through our new on-line program e-Funds. Each child will use an ID card to access his or her account.

The DC West School District is pleased to introduce a new program call *e-Funds for Schools*. This program offers various options for parents/guardians who *choose* to make payments on-line and is extremely user friendly. Not only will you have the ability to have various school fees and lunch payments electronically withdrawn from your checking account or charged to your credit card, you also have the flexibility to make a payment at any time through the school's website. The *e-Funds For Schools* service is offered to you by a third party service provider and they charge for processing your payment(s), similar to other on-line banking services. The district does not request or keep records of family checking or credit card account information. (Look for more information on e-Funds in your back to school packets and/or the website).

1. Copies of the menu will be posted in the cafeteria and also in the local paper.
2. Students are expected to prepay for any meal before being served.
3. Free or reduced priced lunches are provided for those children whose parents are unable to pay for them. The purchase of snacks and/or kindergarten snack milk is not covered by this program. Application forms for this assistance are available in the elementary school office.
4. If a check is returned by the bank due to insufficient funds, the funds will be deducted from your student's lunch account along with a \$5.00 fee.
5. Students may bring sack lunches if they wish.
6. No carbonated beverages are allowed in the cafeteria during breakfast or lunch.
7. Breakfast will be served in the elementary cafeteria from 7:30 to 7:55 on Monday through Friday.
8. Eating at school should be considered a privilege and continued absences of proper conduct during the noon hour may result in a student being required to make other arrangements for lunch.

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

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer

### BUS DISCIPLINARY PROCEDURES

The following procedures will be observed if a student breaks a bus rule: Each case will be handled individually; based on the seriousness of the offense, the past record of the student, the cooperation shown by the student, and the recommendation of the teacher and bus driver. Due process procedure will be observed.

--First Offense - The student will have a conference with the principal to determine what rule was broken. Rules will be explained or clarified. Parents will be notified in writing and/or be notified over by telephone when possible. The student will be warned that further offenses may result in a bus suspension.

--Second Offense - The student will have a conference with the principal to clarify the bus expectations and be suspended from bus service up to a maximum of five days. A phone conference between the parents and principal will be held to determine the student's future eligibility for bus service. If parents are not available over the phone, written notice will be sent home to explain the violation(s).

--Third Offense - The student will have a conference with the principal to further clarify the violations documented. Parents will be notified over the phone or in writing of their child's behavior on the bus. The student may be suspended from using the bus for six to ten days.

--Fourth Offense - The student may lose bus service privilege up to the remainder of the semester. Parents will be notified through written notice, a phone call or both.

### **BUS RULES**

All of us will be riding on a bus at one time during the school year. Your best behavior is absolutely necessary in order to keep everyone on the bus safe. The guidelines for good bus behavior are very simple; they require good common sense and good manners. DC West Schools contract bus service through First Student. Students will use good manners and will always follow directions from the bus driver.

1. The schedule of bus stops will be established and made available to each family who has students utilizing bus service. This schedule may be adjusted as situations change.
2. Every effort will be made to maintain a schedule so as to get students to school on time and to return them home promptly. The bus will not leave the stops prior to the scheduled time, nor will it wait at any stop for late riders.
3. Each bus has a listed seating capacity, which at no time shall be exceeded. If a non-bus student wants to ride the bus to or from school for a special reason, the parent must send the request in writing to school with the request to be granted by the District secretary in the Superintendent's office or the principal. If the request is granted, a note signed by the principal will be given to the student. It is the student's responsibility to deliver the note to the bus driver.
4. Students are expected to leave the bus only at their designated stops unless they present to the driver a written request from their parents, which have been approved by the principal, requesting otherwise.
5. Each bus will stop, open the door, look and listen prior to crossing the railroad tracks. Students are to maintain silence during this period.
6. Students are to stand off the roadway until the bus has come to a stop, then board and go directly to their seats. The bus will not move until students are seated.
7. At the discretion of the bus driver, each student may be assigned a seat.
8. Students are to deposit any rubbish they may have in the wastebasket at the front of the bus.
9. When it is necessary to cross the road after leaving the bus, students are to walk to a distance of approximately ten feet in front of the bus, stop, then proceed to cross the road only upon the signal from the driver.
10. Student conduct has a direct bearing on the safety of all passengers, so students are to observe these rules:
  - Comply promptly with bus driver's requests.
  - Remain seated at all times when the bus is in motion.
  - Keep aisles clear.
  - Open and close windows only upon receiving permission from the driver.
  - Never extend head, arms or hands out of bus windows.
  - Avoid unnecessary conversation with the bus driver.
  - Do not eat food, candy or drinks while on the bus.
  - Treat other passengers with respect.
  - Bad language or actions will not be allowed.
  - Permission from the parent or guardian is necessary each time a student elects to not ride the bus.
11. Violation of bus rules may result in loss of privilege to ride the bus and/or other disciplinary action.

### **COPYRIGHT PROCEDURES AND MATERIALS**

The DC West Community Schools (employees and students) will comply with the federal guidelines concerning the Copyright Act. Posted copyright warnings shall be placed near all duplication machines.

### **STUDENT APPEARANCE**

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

Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school.

1. Students will be clothed in a non-distracting manner. Students are not allowed to wear clothing with references or advertising that include alcohol, tobacco, drugs, or any inferences that contain sexual overtones or religious/sacrilegious clothing items.
2. Clothing that has tears, holes or rips will not be allowed unless the clothing has been appropriately repaired or mended.
3. Students will wear shoes at all times. During warm weather, students may wear shorts of mid-thigh length. Cut-off shirts, cut-off pants or sweats, long Johns, and midriff baring clothing, and spaghetti strap tops will not be allowed during regular school hours.
4. Students will not be allowed to wear hats, caps or bandanas in the building during regular school hours.

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

The school administration will determine whether or not a student is appropriately dressed. Students should remember that what they wear is a reflection on themselves, their parents, and their school.

### **EQUAL OPPORTUNITY EMPLOYER**

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

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

The Federal Family Educational Rights and Privacy Act in conjunction with Nebraska Statutes 79-4, 157, requires school districts to inform parents/legal guardians that standard information, known as public or directory information, regarding your child be made available to all citizens of this state and other persons interested in examination of public records. Standard information includes such items as a child's name, address, telephone number and date of birth. Other items of public information include the height and weight of students for activity programs, press release information in regards to activity participation, awards, achievements and dates of attendance.

While it is the general practice of the DC West Community Schools to not release this information, interested persons may examine these records unless a parent/legal guardian wishes to have all or part of this information excluded from release. An exclusion form is available in the principal's office.

### **Parental/Guardian Rights Regarding Student Information and Contact**

It shall be the policy of the DC West Schools to annually notify parents and eligible students within the District of the rights provided by the Act. It shall be the policy of the District to place a listing of the following rights in the school paper or a bulletin sent to the parents and in the Student Handbook:

1. The right to review student records, to request amendments to those records, and to challenge any denial of such requested amendment, by way of a hearing.

2. The right to prevent disclosure of records that are not of a routine directory nature.
3. The right to notify the school that the parent or eligible student does not consent to the release of directory information by giving the school written notice of such objection; provided, however, that routine directory information that is permitted or required by Nebraska law to be released will not be affected by such a request, nor shall records ordered by judicial order or subpoena to be released be affected, provided that the District makes reasonable effort to notify the parents of such order or subpoena.

#### **FEDERAL GRANTS**

The DC West Community Schools receive federal funding in the form of grants to supplement or enhance some educational programs. Programs in which federal funds are received must adhere to federal guidelines. In order to receive certain federal grants, the school district must work cooperatively with other area school districts in a consortium format.

#### **GRIEVANCE**

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

#### **HARASSMENT/BULLYING**

It shall be the policy of the DC West Community Schools to prohibit harassment, bullying, and intimidation of students. This policy applies to the premises of the DC West Community Schools and any other premises where the school district can lawfully exert its jurisdiction. It is a violation for any supervisory personnel (administrator or teacher) to knowingly permit harassment in the school.

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

#### **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.

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.

#### **INSURANCE**

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

#### **INTERNET**

Students and staff of DC West Community Schools will use worldwide communication via the Internet to complete projects in various classes. Students will access the Internet through the use of a computer system. This filtered system will ease the use of the internet while locking out sites deemed inappropriate as well as e-mail and chat room sites.

### **SEARCH AND SEIZURES**

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

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

The following procedures will be used for conducting searches:

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

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

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

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

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

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

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

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

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

### **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.

### **NOTICE CONCERNING STAFF QUALIFICATIONS**

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

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

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

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

While you are in the library, keep your voice low. There are others who are also working in the library. Take care of all books, magazines, and other materials you use or borrow. When you check out materials or books, you have a "due date". You are responsible for returning these items on time. Fines may be charged for damaged or lost books. The library is available to students at 8:00 a.m. until 3:45 p.m. each day. All students are expected to conduct themselves in a manner which enables others to study without interruption.

### **LOST AND FOUND**

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

### **NOTICE OF NONDISCRIMINATION**

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

Telephone 359-2583. The High School Principal has been designated to coordinate the school district's efforts to comply with Title IX and the Director of Special Education has been designated to coordinate with efforts regarding Section 504 and the American Disabilities Act.

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

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

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

#### **Procedures**

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

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

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

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

### **OFFICE USE**

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

### **OPTION ENROLLMENT**

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

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

The No Child Left Behind Act of 2001 requires DC West Community Schools to provide military recruiters and institutions of higher education access to secondary school student names, addresses, and telephone listings. Parents and secondary students have the right to request that DC West Community Schools not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education without their prior written parental consent. DC West Community Schools will comply with any such request.

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

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

### **POSTERS**

Any student, group, or organization will need to have the approval by the sponsor and office before a poster or sign is allowed to be hung.

### **PROCEDURES FOR VISITORS AT SCHOOL**

All visitors are asked to please report to the school office prior to going to their child's classroom. We feel it is important for the safety and well being of all for the staff to know who is in the building. Students will not be allowed to bring friends to school to visit during regular classroom times.

The following written guidelines for visitors are provided for a number of important purposes. The procedures are designed to help parents feel comfortable about visiting school. These procedures are also designed to help

teachers create a learning environment free from undue disturbances and are designed to create a safe place for all students. The procedures are not intended to interfere with parental desires to be involved in the education of their child/children.

1. All visitors arriving at school while classes are in session are asked to report, sign in, and obtain a visitor's sticker at the principal's office.
2. Parents who need to pick up children during the school day in the elementary school are asked to come to the office. The office will contact the teacher and request the student's release.
3. Parents are asked to contact the office if they need to have someone else pick up their child/children. This is especially true if school personnel are unfamiliar with the visitor. Visitors should report to the office and students will be sent to the office to meet the visitor.
4. Parents are encouraged to visit the school and classrooms. Parents interested in visiting school are asked to contact the teacher or the office of the principal to arrange the visit. By communicating with teachers, parents can explain what they hope to observe and the teacher can then schedule the optimum times for the visit. We suggest that parents plan on staying no more than one half hour as to not disrupt the learning of all students.
5. Parents who would like to talk with a teacher before or after school are asked to contact the teacher to schedule a mutually agreeable time. "Unannounced" visits before or after school may interrupt a teacher's plan to work with students or other staff members.
6. If teachers are contacted by someone who is unfamiliar to them, they are expected to refer that person to the office area.
7. Teachers may not authorize any contact between students and visitors that they do not know.
8. If the principal is not available in the building, the teacher who has concerns about an unfamiliar visitor is to contact another administrator immediately.
9. Visitors will not be allowed to record or videotape any classroom activities without the consent of the building administrator and teacher.

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

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

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

Students are to follow instructions given by those in our school that are responsible for their supervision. The school district hires teachers, noon hour helpers, bus drivers, custodians, library & teacher helpers, maintenance, food service personnel and secretaries. These are the people who carry out the functions of the school and whose directions are to be followed. Students are expected to treat all personnel with dignity and respect at all times. Students are to refer to school staff as Mr./Mrs./Miss followed by the last name of that individual.

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

Students are responsible to meet all financial obligations they incur at DC West Schools. All fines and bills are to be paid as soon as possible. Parents will be notified of any outstanding bills, and the bills must be paid before the student's report card or records will be released.

#### **SCHOOL COLORS AND MASCOT**

DC West's school colors are black and red. The DC West school mascot is the Falcons. The Falcon emblem promotes school pride.

### **SCHOOL SONG**

We stand united as DC West  
 It's where we'll always give our very best  
 Standing firm by our mascot's side  
 Red, black, n' silver, Falcon pride  
 We're going to rise above the rest  
 DC West, DC West  
 We're going to rise above the rest with  
 Falcon pride at DC West

### **SPECIAL EDUCATION SERVICES**

DC West Community Schools serve students with special needs in the district's special education program birth to 21 years of age. Young children with disabilities (birth through age three) are served in home-based programs. An early education center serves preschool children with disabilities. School age special education students are served in the least restrictive environment in neighborhood schools. Disabilities served in the district include autism, behavior disorder, hearing impairment, orthopedic impairment, traumatic brain injury and visual impairment. For further information regarding special education services, contact the district Director of Special Services or your building principal.

### **SPORTS**

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

### **STUDENT FEES POLICY**

DC West Elementary follows the Board of Education policy for student fees.

### **STUDENT PROPERTY**

Students should not bring personal possessions or large sums of money into the school building. These items include radios, beepers, cellular phones, cassette or disc players, cameras or other valuable items, sport collection cards or other collectibles. Students, not the school, are responsible for their private property. The sale or trading of personal property will not be allowed on school premises. If the occasion exists that you must bring large sums of money or other items of value, it is recommended that you deposit them with the office for safekeeping.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

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

### **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.

### **TELEPHONE USE**

The telephone in the office is provided for emergencies or official business only. If you must use the phone, please bring a pass from your teacher with you to the office. The use of cell phones is prohibited during school hours.

### ACADEMIC INTEGRITY

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

### ELECTRONIC DEVICES

a. Philosophy and Purpose. The District strongly discourages students from bringing and/or using personal electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

b. Definitions.

(1) "Electronic devices" include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.

(2) "Sexting" means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:

(i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or

(ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,

(iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

c. Violations

(1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

(2) Penalties for Prohibited Use of Electronic Devices: Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of whether the message was received while on school grounds or at a school activity.

(3) Reporting to Law Enforcement: Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or

state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

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

**NEBRASKA DEPARTMENT OF EDUCATION COMPLAINT PROCEDURE** Chapter 34 of the Code of Federal Regulations, Section 299.10 requires each State Education Agency (SEA), such as the Nebraska Department of Education, to adopt written procedures for receiving and resolving any complaint from an organization or individual that the Department of Education or any school district, agency or consortium of agencies that receives a grant is violating a federal statute or regulation that applies to the following federal programs.

*Which federal programs?*

Improving America's Schools Act (IASA)

Title I - Part A (Educationally Disadvantaged Children)

Part B (Even Start)

Part C (Migrant)

Part D (Neglected or Delinquent)

Title II - (Eisenhower)

Title III - Subpart 2 of Part A (State and local programs for School Technology Resources)

Part A of Title IV (Safe and Drug-free Schools and Communities)

Title VI (Innovative Education Program Strategies)

Part C of Title VII (Emergency Immigrant Education)

McKinney-Vento Homeless Education

*What is required?*

Requirements of 34 CFR 299.10:

- The Department of Education develops a procedure and shares that information with every agency and district receiving a federal grant. The complete description of the complaint procedure is available on the Nebraska Department of Education homepage at <http://www.nde.state.ne.us>.
- An assurance that the recipient of the federal funds will distribute notice about the complaint procedure to parents of students and appropriate private school officials and representatives. Federal programs will include an additional assurance on their grant applications.
- This notice that a complaint procedure exists can be provided in any format that reaches parents and all other required persons such as a district-wide student handbook. There should be only one notice from the district or agency -- not a notice from each program.

*How to submit a complaint?*

A complaint submitted to the Department must include:

- 1) The name of the federal program
- 2) The recipient of the grant (i.e., Nebraska Department of Education, school district, agency, consortium of agencies)
- 3) A description of the alleged violation of statute or regulation with supporting information - facts and dates, and
- 4) The name and address and signature of the person making the complaint

## **DC WEST ELEMENTARY MANAGEMENT PLAN**

### **PHILOSOPHY STATEMENT:**

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

### **DISCIPLINE INFORMATION**

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

### **GOALS:**

- I. To create a caring community where teachers can teach and students can learn.
  - A. To teach, model, and practice responsible choices, problem solving, and conflict resolution.
  - B. To recognize appropriate behavior by the use of positive interventions, class incentives, and/or rewards.
  - C. To teach playground, classroom, lunchroom, hallway, and common area rules and procedures.
  - D. To work cooperatively with parents to promote our student management policies.
  - E. To focus on prevention.
- II. To promote effective communication skills that enable students to be successful in their social and educational environments.
- III. To promote behavior management skills that enable students to be successful in their social and educational environments.
- IV. To increase all individuals' sense of respect for self and others by enhancing self-esteem and personal responsibility.
- V. To enhance positive parent-student-teacher interaction.
- VI. To focus on using instruction to develop responsible staff and student decision making.
- VII. To promote the care and respect of school and personal property.
- VIII. To incorporate problem solving and conflict resolution for the prevention of behavior problems.

### **THE ROLE OF THE STUDENT**

At DC West Elementary School we believe it is the student's responsibility to help him/her succeed by:

- Respecting others and their property.
- Doing his/her best and helping others to do their best.

- Respecting the building and school grounds.
- Being responsible and held accountable for the choices that he/she makes.
- Working to maintain a positive attitude and an eagerness for learning.
- Learning and using problem solving and conflict management strategies.
- Behaving in a manner which allows other students to learn. Behavior that distracts students or teachers is not appropriate.

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

At DC West Elementary School we believe it is the parents' responsibility to help their children succeed by:

- Knowing what kind of behavior is expected of DC West Elementary students.
- Discussing with their children what DC West Elementary expects of its students and the consequences for failing to meet those expectations.
- Being aware of their children's behavior, successes and/or challenges at school.
- Supporting and following through with school policies to include signing for receipt of the handbook and doing their best to maintain communication with staff members.
- Making sure their children arrive in good health, including sufficient rest, hygiene, and nourishment.
- Providing necessary school supplies.
- Getting their children to school and on time.
- Notifying the school of their child's absence or tardiness.
- Insuring their children complete all missed assignments.
- Reviewing office referrals with their child.

### **THE ROLE OF THE TEACHER**

At DC West Elementary School we believe it is the teacher's responsibility to help children succeed by:

- Setting the tone by teaching, modeling, and practicing appropriate social skills.
- Encouraging pupil self-discipline and cooperation while respecting the rights, property, and safety of others.
- Reviewing the rules, incentives, and consequences of the student management plan.
- Teaching and modeling the skills and processes necessary for students to understand and be successful within the plan.
- Teaching appropriate behaviors for specific areas of school, e.g. hallway, lunchroom, recess, bathroom, as well as classroom.
- Expecting support and assistance when requested (e.g. physically dangerous situations, flagrant

disrespect, destruction of property, or chronic disruptions).

- Being responsible for documentation of parent contact, problematic student behavior, office referrals, etc.
- Being consistent in the application of the management plan.
- Reading the behavior management plan.

### **THE ROLE OF THE ELEMENTARY COUNSELOR**

At DC West Elementary School we believe it is the counselor's responsibility to help children succeed by:

- Supporting and assisting staff as they learn and apply components of the management plan.
- Assisting with the instruction on self-esteem, conflict resolution and social skills training.
- Supporting and assisting staff on chronic behavior problems or other behaviors, which interfere with the learning process.
- Assisting students, when possible, in working through problem solving or conflict resolution sessions.
- Reading the behavior management plan.

### **THE ROLE OF THE CLASSIFIED STAFF**

At DC West Elementary School we believe it is the classified staff's responsibility to help children succeed by:

- Setting the tone by stressing appropriate behaviors and manners.
- Encouraging pupil self-discipline and cooperation while respecting the rights, property, and safety of others.
- Reviewing the rules, incentives, and consequences of the student management plan.
- Modeling the skills and processes necessary for students to understand and be successful with the plan.
- Stressing appropriate behaviors for specific areas of school, e.g. hallway, lunchroom, recess, bathroom, as well as classroom.
- Expecting support and assistance when requested (e.g. physically dangerous situations, flagrant disrespect, destruction of property, or chronic disruptions).
- Being responsible for documentation of problematic student behavior, office referrals, etc.
- **Being consistent in the application of the management plan.**
- Reading the behavior management plan.
- Supervising students in the hallway, lunchroom, or playground.

### **THE ROLE OF THE ADMINISTRATOR**

At DC West Elementary School we believe it is the administration's responsibility to help children succeed by:

- Setting the tone by establishing, facilitating, and implementing the student management plan.
- Assuring the student management plan is reviewed with staff at the beginning of each school year and throughout the year with all new staff members.
- Scheduling in-services for the skills and processes necessary for students to understand and be successful with the plan.
- Providing support and assistance from the counselor or Response Team when necessary (e.g. physically dangerous situations, flagrant disrespect, destruction of property, or chronic disruptions).
- Socializing with students on a regular basis.
- Communicating effectively with students, staff members, and parents by providing consistent, frequent feedback.
- Following district policies and guidelines, consistent with state and federal laws.
- Coordinating a process for record keeping, data collection, and the training of Problem Solving Room personnel.
- Coordinating a meeting with the behavior management team at the end of each semester to assess and revise the management plan.
- Following through with consequences and providing support for the teachers.
- Insuring a periodic newsletter is distributed to parents.
- Providing information available in our parent resource library and parenting skills class
- Providing regularly scheduled meetings for paraeducators.
- Ensuring front desk is staffed and responsive to school personnel and visitors at all times.

### **THE ROLE OF THE SCHOOL RESOURCE OFFICER (SRO)**

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

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

### **THE ROLE OF THE BEHAVIOR SUPPORT TEAM (BST)**

At DC West Elementary School we believe it is the BST's responsibility to help children succeed by:

- In-servicing the staff on the skills and processes necessary for students to understand and be successful with the plan.
- Processing behavioral referrals from the principal.
- Providing strategies for staff for behavior concerns.
- Meeting on an as need basis.
- Reviewing the Management Plan at the end of each semester.

### **THE ROLE OF THE BEHAVIOR SUPPORT CONSULTANT (BSC)**

At DC West Elementary School we believe it is the behavior support consultant's responsibility to help children succeed by:

- Chairing the BST.
- Providing functional behavioral assessment.
- Developing individual behavior support plans.
- Communicating the behavior support plan to all staff with a need to know.
- Collecting statistical data from appropriate staff and making reports based on data.
- Following up on student progress.
- Scheduling meetings and parent contacts.

### **THE ROLE OF THE POSITIVE SUPPORT ROOM FACILITATOR**

At DC West Elementary School we believe it is the PSR supervisor's responsibility to help children succeed by:

- Discussing with student behaviors which resulted in his/her placement in the PSR.
- Assisting students in developing a problem solving plan.
- Communicating the plan with classroom teachers and administrator.
- Supervising students assigned by administration for problem solving responsibilities.
- Being responsible for supervising students in time out and carrying out the plan.
- Documenting students entering PSR.
- Supervising after-school restitution time.

## **ELEMENTARY COMPONENTS**

### **EXPECTED PLAYGROUND BEHAVIORS**

- All play is restricted to the playground.
- Students are not allowed on the playground before school.
- Students should sit on swings and slides.
- Students should step down from slides, swings, and other playground equipment, never jump.
- Students should keep snow, mud, and rocks off the equipment.
- Students should go up ladders when using slides or other climbing equipment.
- Students should help others off equipment when asked and not push others.
- Students should avoid fighting or having negative physical contact with others.
- When playing tag, avoid the tunnels and other equipment.
- When playing, students should try to avoid water puddles and mud.
- When throwing or kicking balls, students should avoid the equipment.
- Students should show courtesy by waiting to go down the slides until the person in front has finished.
- Students should bring a tissue or handkerchief to the playground if they know that they will need to spit or blow their nose.
- Students should protect the ball diamond fences by walking around and not climbing over them.
- Students should play safely by not throwing objects (rocks & snowballs) which can injure other students.
- Students may not use equipment if they cannot get on and off safely on their own, unless the student cannot access the equipment without assistance.

### **EXPECTED BATHROOM BEHAVIORS**

- Talk quietly in the bathrooms.
- Flush the toilet after using.
- Wash hands after using the bathroom.
- Turn off the water in the bathroom.
- Put used paper towels in the garbage can.
- Use restrooms at recess or by teacher permission and return to class or recess immediately.
- Do not hang or swing on doors in the restrooms.

### **EXPECTED HALLWAY BEHAVIORS**

- Be quiet in the hallways.
- Keep hands and feet to self.
- Walk on the right side of the hall.
- Hall passes are required unless it is a routine scheduled activity.

### **EXPECTED LUNCHROOM BEHAVIORS**

The purpose of these standards is to provide an orderly, healthy, and pleasant breakfast/lunchtime atmosphere in the school cafeteria. Children are expected to use good table manners while showing respect and courtesy for others.

- Walk through the lunchroom line quietly and single file.
- Use ketchup and mustard at designated table; don't take bottles to lunch table.
- Avoid handling other people's food.
- Sit at assigned table.
- Follow guidelines on the poster placed near the class.
  - Clean up after yourself
  - Practice good table manners and quiet voices
  - Eat a good meal
  - Stay seated (get up only with permission)
- Try to maintain a "cool" reading on the scale each day.
- If the arrow moves to "warm", students have a very short time to get it back to "cool".
- If the arrow moves to "practice", the class (or specific students in the class) will practice following the broken rule at the teacher's selected time (e.g. recess).
- Students will wait for permission to throw lunch trays away, get a snack, and line up for recess.
- Students will line up quietly while waiting to go to recess. Teachers  
are to:
- Review lunchroom guidelines with students as posted in each classroom.

- Stay with the class as they go through the lunch line to encourage helpful choices. If lunch line is backed up, a teacher may leave their class so that they get their 30 minute lunch break.
- Praise any classroom in the lunchroom when observing "cool" behaviors.
- Adjust scales for any lunch table not following guidelines.

Paraeducators are to:

- Stand at the front of the line.
- Maintain the cool/warm/practice scale to keep the line orderly.

### EXPECTED CLASSROOM BEHAVIORS

#### BE RESPONSIBLE

#### BE RESPECTFUL

#### BE SAFE

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

### STAFF & ADMINISTRATIVE MANAGEMENT PROCEDURES

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

If a student's behavior is a legal or safety issue, the student should receive an office referral.

The following are considered automatic office referrals:

**class cutting/leaving without permission**  
**disruptive behavior**  
**controlled substances**  
**physical aggression**  
**harassment/hazing**  
**insubordination**

**theft**  
**vandalism**  
**abusive/profane language**  
**weapons**  
**any behavior that endangers the student or any other person**

Pre Step: PRE CORRECTION AND REMINDER OF INAPPROPRIATE BEHAVIOR, PSR REFERRAL, BST REFERRAL

The teacher will use verbal comments or body language to stop and/or redirect inappropriate behavior. No formal consequences are required. Use positive reinforcement for appropriate behaviors.

#### ENTRANCE CRITERIA TO PSR

1. Teachers will teach expected behavior.
2. Teachers will model expected behavior.
3. Students will practice expected behavior.
4. Teachers will provide a verbal reminder of expected behavior when students use inappropriate behavior.
5. Teachers will direct students to Cool Down, if inappropriate behavior continues.  
 Teachers may assign students to the Positive Support Room for extra practice on the expected behavior, if the inappropriate behavior continues. Paraprofessionals may also assign students to the PSR for not following school rules. Staff may immediately remove students from a situation by using the emergency PSR card with the PSR assignment sheet to follow as soon as possible.

#### EXIT CRITERIA FROM THE PSR

1. Students assigned to the PSR must begin to problem solve with the PSR facilitator within 30 minutes of arrival. If students choose not to begin problem solving during that time, students will be assigned restitution time after school for every minute past 30.
2. Students will use a debriefing strategy to give and receive feedback about the inappropriate behavior. Students will then make a plan to improve their future behavior.
3. After problem solving, students must be calm, respectful, and ready to learn. Students must be able to get back to the classroom independently and to reenter the classroom without disturbance before leaving the PSR.

Step 1: TEACHER WILL DETERMINE THE PROGRESSION OF MOVEMENT FOR STEPS 1 THROUGH 3.

This will take place within a reasonable amount of time following the infraction and should include the following:

- a. An explanation of what the inappropriate behavior/choice was.
- b. Show student that the behavior was in violation of the Elementary Student Management Plan.
- c. Discuss what could have been done and what type of behavior would be appropriate.

d. Explain what consequences would be considered if the behavior is not corrected. Consequence may be administered at the discretion of teacher. Intervention planned, implemented, and monitored by the teacher. Complete problem solving sheet as documentation. See Teacher Resources Section of Plan for forms and assistance

Step 2: STUDENT-TEACHER PROBLEM SOLVING REVIEW (Documentation is required by the teacher; use problem solving sheet) PSR REFERRAL  
If Step 1 does not provide improvement, the teacher will conference with the student to review and revise the behavior plan and parent/guardian will be contacted. Follow a-h in Step 1 above.

Step 3: PARENT CONTACT (Documentation is required; use problem solving sheet) PSR REFERRAL  
If Step 2 does not provide improvement, the teacher will conference with the parent/guardian, be positive, explain what has been happening and what has been done to correct the situation. Request the parent's help and support. Let them know what you plan to do and how they can help. The parent contact may include a phone call, written note, or a meeting at school. The enforcement of student

discipline without parental backing is extremely difficult. Their support is essential.

The teacher will copy all problem solving sheets and PSR referrals and take them to the office to be kept on file for the principal to use if the student moves onto step 4.

It is also a good idea for the teacher to visit with the principal about the student to give any further background information that might be helpful to the principal.

Step 4: OFFICE REFERRAL (Documentation is required; use office referral sheet) PSR REFERRAL  
If Step 3 does not provide improvement the teacher will provide the principal documented background information prior to the conference and together they will determine whether to meet just with the student or to include parents in a conference. The principal will contact parents. The principal will implement natural and logical consequences. Three office referrals in a semester will result in a BMT referral.

#### **THE PRINCIPAL WILL DETERMINE THE PROGRESSION OF MOVEMENT FOR STEPS 4 THROUGH 8.**

Step 5: OFFICE REFERRAL #2 (Documentation is required; use office referral sheet) PSR REFERRAL  
If Step 4 does not provide improvement, the student, teacher, parent, and principal will conference in person. During the conference, options will be discussed. Options will include:

- a. correction of behavior
- b. consequences for continued inappropriate behavior
- c. referral to counselor
- d. referral to the Behavior Support Team (See Teacher Resources Section of Plan for forms and assistance.)
- e. alternative placement

Two in-school suspensions in a school year may result in a BMT referral.

- Step 6:        PROBLEM SOLVING ROOM  
                   If Step 5 does not provide improvement the principal will place the student in the Problem Solving Room.
- Step 7:        SHORT TERM SUSPENSION - OUT OF SCHOOL  
                   If Step 6 does not provide improvement, the student may be suspended from school. Law and Board policy define short-term suspension defined as 1-5 days away from school. See DC West Community Schools Handbook.
- Step 8:        LONG-TERM SUSPENSION - OUT OF SCHOOL  
                   If Step 7 does not provide improvement and short term suspensions have not been effective, long-term suspension will be considered. Law and Board policy define long-term suspension defined as 6-10 days away from school. See DC West Community Schools Handbook.
- EMERGENCY EXCLUSION  
                   If a student is in possession of a weapon or controlled substance, emergency exclusion will be enforced. See DC West Community Schools Handbook.

#### **GRIEVANCE PROCEDURE**

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

#### **PROHIBITED ACTIVITIES**

The following are prohibited activities that will follow the normal disciplinary procedures as listed previously:

1. Cheating, stealing, or gambling.
2. Committing acts of defiance either in language or action against another student, a teacher, or any other school personnel.
3. Altering the context of any note, using forged notes or having forms in their possession that are not meant for their use.
4. Bringing or consuming candy, pop, or other food items in school during regular school hours unless it is part of the teacher's planned instruction for the day.
5. Throwing snowballs on or around the school property.
6. Threatening, teasing, intimidating, or name calling.
7. Throwing or shooting water in any form. This includes water balloons, water guns, and any other means of throwing water.
8. Littering or trespassing on private property before school, after school, or over the noon hour.
9. Publicly displaying physical affection which might be embarrassing to themselves, their parents, or others.
10. Intimidating, harassing or mocking students, staff or community members at school or activities.
11. Any other prohibited behavior previously mentioned.

## **PROHIBITED ACTIVITIES THAT RESULT IN EMERGENCY EXCLUSION**

The following activities that are in violation will result in an emergency exclusion for students:

1. Drinking, possessing, or being under the influence of alcoholic beverages on school premises or at school activities. Students in possession of alcohol or under the influence at school or school activities will be turned over to the proper authorities.
2. Smoking, using or possessing tobacco on the school premises or at school activities.
3. Vandalizing or willfully destroying school property or property of others. Appropriate legal action will be taken and restitution for damages will be demanded.
4. Fighting, exhibitions of profanity, or obscenity.
5. Possessing certain items such as weapons, explosives, firearms, or knives.
6. Using, furnishing, buying, selling, possession of or being under the influence of illegal drugs or look-alike illegal drugs. Any information concerning the use of illegal drugs in the school or by students will be turned over to the proper authorities.
7. Tampering with the fire equipment or the emergency alarm system.

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

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

## **SHORT-TERM OUT OF SCHOOL SUSPENSION**

Students may be excluded by the principal or the principal's designee from school or participation in any school function for a period of up to five school days on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or
2. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a connection between such conduct and school.
3. The following process will apply to short-term suspension:
  - (a) The party considering the short-term suspension shall make a reasonable investigation of the facts and circumstances. In addition, such short-term suspension shall be made only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
  - (b) Prior to commencement of the short-term suspension, the student shall be given oral or written notice of the charges against the student. The student shall be advised of what the student is accused of having done, the basis of the accusation, and an explanation of the evidence the authorities have.
  - (c) The student shall be afforded an opportunity to explain the student's version of the facts to the person affecting the short-term suspension.
  - (d) Within 24 hours or such additional time as is reasonably necessary following the suspension, the principal or administrator shall send a written statement to the student, and the student's parents or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity shall be afforded to the student, and the student's parent or guardian, to have a conference with regard to the matter with the principal or administrator ordering the short-term suspension before or at the time the student returns to school. The principal or administrator shall determine who, in addition to the parent or guardian, shall attend the conference.
  - (e) An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.

- (f) A student who on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

#### EMERGENCY EXCLUSION

Emergency Exclusion may be recommended for a period of time as long as the student's presence in the school presents a danger to himself/herself or others. A student cannot attend school or take part in any school function. The threat may be the result of a dangerous communicable disease or extremely disruptive conduct that presents a danger or prevents other students from pursuing an education.

#### LONG-TERM OUT OF SCHOOL SUSPENSION

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

#### EXPULSION

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

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

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

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

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

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

Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment.

following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment when it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency or sexual conduct.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual

- ased upon race, gender, disability, national origin, or religion.
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
  16. Willfully violating the behavioral expectations for riding school buses or vehicles.
  17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
    - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
    - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

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

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

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

ative educational setting program or a rehabilitation program may be reinstated and the expulsion may be expunged from the student's record.

#### STUDENT'S RIGHT TO APPEAL

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

#### **THE HEARING PROCEDURE**

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

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

1. The Superintendent's determination may be appealed to the Board of Education within fifteen (15) school days following a hearing.
2. The appeal request must be written and filed with the Secretary of the Board, PO Box 378, 401 S. Pine St., Valley, Nebraska 68064.
3. A hearing shall be held before a committee of the Board, consisting of not less than three Board members.
4. The hearing shall be held at or before the next regularly scheduled board meeting.
5. An appeal shall be made on the record, except that new evidence may be admitted to avoid a substantial threat of unfairness. New evidence shall be recorded at School District expense.
6. After examining the record and taking new evidence, if any, the Board committee may withdraw to deliberate privately upon the record and new evidence.
7. The Board may reopen the hearing to obtain additional evidence.
8. The Board may alter the Superintendent's decision but may not impose a more severe sanction.
9. Notice of final board action will be by personal delivery or registered or certified mail.
10. The final board decision may be appealed by filing a petition in the District Court within thirty (30) days after receipt of notice of the Board decision.

**TEACHER AUTHORITY**

All teachers have the authority and responsibility to promote good discipline. All students are expected to follow directions given by any teacher or other school personnel.

**STUDENTS (FORMS)**Requests to Contact Students and Student Interviews by Non-School Personnel**Affidavit and Release to Remove Student**

**Date:** \_\_\_\_\_

The undersigned hereby states and affirms to the Douglas County West Community Schools as follows:

1. That I am duly-appointed and acting peace officer employed by \_\_\_\_\_ and am currently acting within the scope of such employment.
2. That request is hereby made of the Douglas County West Community Schools to deliver to me the following named student: \_\_\_\_\_.
3. That I am entitled to immediate physical custody of said student by virtue of:
  - ( ) Neb. Rev. Stat. 43-248 for the reason that said student (1) violated a state or municipal law in my presence, (2) is believed by me to have committed a felony, (3) is seriously endangered in his or her surroundings and immediate removal appears to be necessary for the student's protection, or (4) is believed to have run away from his or her parent, guardian, or custodian.
  - ( ) There having been issued a valid warrant for such student's arrest, a true copy of which is attached hereto.
  - ( ) There being reasonable grounds for me to arrest such student without a warrant, such grounds being that: \_\_\_\_\_
  - ( ) Other (specify) the student being placed under arrest due to following authority: \_\_\_\_\_
4. That the undersigned will take immediate action to notify the parent(s), custodian, or legal guardian of said student that said student has been taken into custody and the reason or reasons for said custody.
5. That the undersigned has the legal right to take custody of the student without the consent of said student's parent(s), guardian, custodian, or the Douglas County West Community Schools.
6. That any facts or circumstances set out on the back of this affidavit and release are true and correct and are incorporated herein by reference.

\_\_\_\_\_  
 (Give complete description of officer's name and position, including badge number)

**AR-5413--Exhibit B**  
**Affidavit to Interview or Question Student**

**Date:** \_\_\_\_\_

The undersigned requests the right to interview or question \_\_\_\_\_, a student of the Douglas County West Community Schools, and hereby states and affirms to the [Name] Public Schools as follows:

( ) That the undersigned is a duly appointed probation officer acting pursuant to a valid appointment by the \_\_\_\_\_ Court of \_\_\_\_\_ County, Nebraska.

( ) That the undersigned is duly authorized by law to investigate allegations of criminal activity and this request is made to facilitate such an investigation.

( ) That the undersigned is duly authorized by law to investigate allegations of criminal activity and this request is made to facilitate an investigation of criminal activity which occurred on the school premises.

( ) That the undersigned is duly authorized by law to investigate allegations of abuse or neglect as defined in Neb. Rev. Stat. 28-710(3) and this request is made to facilitate an investigation where a family member is alleged to have committed acts of abuse or neglect against the above-named student.

( ) That requesting consent to the interview from the child's parent or guardian and notification of child's parent or guardian of the interview would be counter productive, and request is hereby made that the same be kept confidential.

That the additional information, if any, set out on the back of this affidavit is true and correct and is incorporated herein by reference.

\_\_\_\_\_  
 (Give complete description of officer's  
 name and position including badge number)



