

DC WEST
High School



Student Handbook
2024-2025

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DC West Community Schools Student-Parent Handbook 2024-2025 School Year

Foreword

Section 1 Intent of Handbook

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

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

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

Section 2 School Calendar

[2024-2025 District Calendar](#)

[2025-2026 District Calendar](#)

Article 1 – Mission and Goals

Section 1 Mutual Respect

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

Section 2 Complaint Procedures

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

1. Complaint procedure

- a. Step 1. Schedule a conference with the staff person most immediately or directly involved in the matter.

- b. Step 2. Address the concern with the Principal if the matter is not resolved at Step 1.
 - c. Step 3. Address the concern with the Superintendent if the matter is not resolved at Step 2.
 - d. Step 4. Address the concern to the Board of Education if the matter is not resolved at Step 3.
2. Conditions Applicable to All Levels of Complaint Procedure
All information to be considered at each step should be placed in writing in order to be most effective. Action or decisions will be expedited as quickly as possible, typically within ten (10) calendar days, depending on the nature of the complaint and the need for prompt resolution.

Article 2 – School Day

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

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

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

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

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

Section 1 Closed Campus

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

Section 2 Supervision Responsibility Before/After School

Arrival at School/Dismissal From School

Students are expected to arrive at school no more than 30 minutes prior to the first class or school program in which they are participating. Prior to that time, the school is not responsible for supervision of the students. Students will ordinarily be admitted to the school building 30 minutes prior to the first class if they are eating breakfast. Students will not be permitted to enter

earlier unless the Principal determines it to be necessary due to inclement weather or other factors. Students are to enter through their assigned entrance and proceed to designated areas.

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

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

Article 3 – Use of Building and Grounds

Section 1 Visitors at School

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

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

consent of the building administrator and teacher.

11. If a parent, guardian, relative, or another visiting student would like to eat lunch with a current student, they may do so under the following conditions:
 - a. They must report and sign into the office.
 - b. They must wear a visitor badge which is available in the office.
 - c. They must wait in the office for the student to meet them and escort them to lunch.
 - d. They must eat at the designated table/area that will be assigned for visitors eating lunch with students.
 - e. They must under no circumstances talk with other students in a negative or confrontational manner.
 - f. They must sign back out in the office when leaving after lunch.

Section 2 Smoke-Free Environment

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

Section 3 Care of School Property

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

Section 4 Lockers

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

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

Section 5 Searches of Lockers and Other Types of Searches

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

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

1. School officials may conduct a search if there is a reasonable basis to believe that the

search will uncover evidence of a crime or a school rule violation. The search is to be conducted in a reasonable manner under the circumstances.

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

Section 6 Video Surveillance

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

Section 7 Recording of Others

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

Section 8 Use of Cell Phones

Students may not use cell phones during class time. A student who violates this rule may be required to turn their phone into the office or lose phone privileges for an extended period of time.

Section 9 Student Valuables

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

Section 10 Bulletins and Announcements

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution need to be approved by the Principal's office. The person or organization responsible for distributing the

posters is responsible for seeing that all posters are removed within 48 hours after the event or when directed by the Principal.

Section 11 Copyright

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

Section 12 Behavioral Health Points of Contact

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

Article 4 – Attendance

Section 1 Attendance

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

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

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

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

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

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

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

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

Leaving School or Class. Students who leave school for any reason during the school day must check out of the office before leaving. Students leaving school must be cleared in advance by the student's parent or legal guardian. Upon returning to school that same day, students must check in at the office.

Students who leave school without permission and without signing out in the proper manner, or who leave their assigned classroom without teacher permission, may be considered truant.

Section 3 Make-up Work

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

Section 4 Attendance is Required to Participate in Activities

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

Section 5 Truancy

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

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

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

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

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

Article 5 – Scholastic Achievement

Section 1 Grading System

Students will receive letter grades on report cards and transcripts.

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

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

A	=	90-100
B+	=	87-89
B	=	80-86
C+	=	77-79
C	=	70-76

D+	=	67-69
D	=	60-66
F	=	0-59
I	=	Incomplete may be given to students that have not completed work by the end of the semester. Course work not made up will result in a failing grade.
P or NP	=	Pass or No Pass grades will be issued under special circumstances as approved by the administration.

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

Each teacher will define the grading procedures to be used in their classes.

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

Students will be placed at the grade level and in the courses best suited to them academically, socially, and emotionally as determined by the school's professional staff. Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program.

Section 3 Schedule Changes

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

Section 4 Report Cards and Progress Reports

Report cards are issued at the end of each quarter. In addition to quarterly report cards, parents may log in and view their student's grades from the school's student information system. Teachers are always available to assist the students and students should feel free to ask their teachers for help at any time.

Section 5 Parent-Teacher Conferences

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

Article 6 - Support Services

Section 1 Special Education Services

What Does Special Education Mean?

Special education means specially designed instruction and related services adapted as

appropriate to the needs of an eligible student with a disability. Special education is provided at no cost to the parent to meet the unique needs of a child with a disability.

Students Who May Benefit

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

How are Students With Disabilities Identified?

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

Independent Evaluation

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

Reevaluation

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

Individual Education Program (IEP)

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

Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). To the maximum extent appropriate, students with disabilities are educated with students who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular

educational environment will occur only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. Determination of a student's educational placement will be made by the IEP team.

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

More Information

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

Section 2 Students with Disabilities: Section 504

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

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of your child's disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation, or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child receive services and be educated in facilities which are comparable to those provided to students without disabilities.
6. Have your child receive an individualized evaluation and receive special education and related services if your child is found eligible under Section 504.
7. Have evaluation, eligibility, educational and placement decisions made based on a variety of information sources and by persons who know your child and who are knowledgeable about the evaluation data and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school district.
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the school district.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, and placement. Obtain copies of educational records at a reasonable cost on the same terms as records are provided to students without a disability unless the fee would effectively deny you access to the records.
11. Receive a response from the school district to reasonable requests for

- explanations and interpretations of your child's records.
12. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school district refuses this request, it shall notify you within a reasonable time, and advise you of the right to a hearing.
 13. File a local grievance in accordance with school policy.
 14. Request an impartial hearing related to decisions regarding your child's identification, eligibility, and educational program or placement with opportunity for participation by the person's parents or guardian and representation by counsel, and a review procedure. This is provided in the local grievance procedure.

Section 3 Health Services

Student Illnesses: [Board Policy 5409](#)

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

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

Accidents at School

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

Guidelines for Administering Medication

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

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

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

new instructions for that medication. If new prescription duration is prescribed for the same medication, the form must be re-dated and signed.

4. It is illegal for a student to consume or dispense medication that is prescribed for someone else.

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

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

School Health Screening Board Policy 5408

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

Physical and Visual Examination

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

Immunizations

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

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

The following are the current immunization requirements for students:

Students 2–5 years of age:

- 3 doses of pediatric Hepatitis B vaccine
- 4 doses DTP, or DT vaccine
- 3 doses of Polio vaccine
- 1 dose of MMR or MMRV given on or after 12 months of age
- 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age - 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age, or

written documentation from parent(s)/guardian(s) or health care provider of the month and year of varicella disease

All students from Kindergarten through 12th grade:

- 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11– 15 years of age
- 3 doses DTP, DT or Td vaccine, one given on or after the fourth birthday - 3 doses of Polio vaccine
- 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least 1 month
- 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age, or written documentation from parent(s)/guardian(s) or health care provider of the month and year of varicella disease. (If the child has had varicella disease, they do not need the vaccination)

Additionally for 7th grade students:

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

Birth Certificate Requirements

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

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

Guidelines for Head Lice

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

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

Nurse and Medical Help

The DC West Community Schools employs a nurse who will service the Elementary, Middle, and High School buildings. Due to the multi-building responsibility, the nurse may be available

on a limited basis. However, each building also has a Health Paraprofessional in their respective office who may be consulted for any illness or medical situation.

Section 4 Transportation Services

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

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

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

Behavior on School Buses

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

Special Conduct Rules for Riding School Buses.

Rules for Getting On and Off the Bus

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

Rules on the Bus

1. Be respectful of the bus driver. Immediately follow all directions of the driver and any paraeducator or adult on the bus.
2. Sit in your seat facing forward. Use seat belts in vehicles in which they are available. Keep the aisles clear.
3. Open and close windows only upon receiving permission from the driver.
4. Talk quietly and use appropriate language.
5. Keep all parts of your body inside the bus.
6. Keep your arms, legs, and belongings to yourself.
7. No fighting, harassment, bullying, intimidation, or horseplay.

8. Do not throw any object.
9. No eating, drinking, use of tobacco, alcohol, drugs, or flammables.
10. Do not bring any weapon (real or imitation) or dangerous objects on the school bus.
11. Do not damage the school bus.

Getting the Driver's Assistance:

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

Consequences for Rule Violations:

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

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

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

Article 7 – Drugs, Alcohol and Tobacco

Section 1 Drug-Free Schools

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

Section 2 Education and Prevention

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

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

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

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

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

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

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

Disciplinary Sanctions

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

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and unlawful substances will be turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents or legal guardians will be notified.
5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

Article 8 – Student Conduct Rules

Section 1 Purpose of Student Conduct Rules

These student conduct rules are established to maintain a school atmosphere which is conducive to learning, to aid student development, to further school purposes, and to prevent interference with the educational process. Violations of these student conduct rules will result in disciplinary action.

Section 2 Forms of School Discipline [Board Policy 5101](#)

Students who violate the student conduct rules may be subject to the following forms of discipline:

Short-Term Suspension:

Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five (5) school days (short-term suspension) on the following grounds:

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

The following process will apply to short-term suspensions:

1. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary, but not more than 48 hours, following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct, or violation of the rule or standard and the reasons for the action taken.
4. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference. The Principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.
5. A student on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

Notwithstanding the foregoing, no pre-kindergarten through second grade student may be short-term suspended from school, unless the student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity. Instead, the Principal or Principal's designee may implement alternative disciplinary measures on a case-by-case basis if a pre-kindergarten through second grade student engages in misconduct that would otherwise result in a short-term suspension. If a pre-kindergarten through second grade student brings a deadly weapon on school

grounds, in a school vehicle, or to a school activity, then the student may be suspended or expelled in accordance with these disciplinary procedures.

Long-Term Suspension:

A long-term suspension means an exclusion from school and any school functions for a period of more than five (5) school days but less than twenty (20) school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. Pursuant to the Nebraska Student Discipline Act, a notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.

Expulsion:

Meaning of Expulsion.

Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten (10) school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten (10) school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.

Suspension Pending Hearing.

When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers. If the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension. During this period, the student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.

Summer Review.

Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.

Alternative Education:

Students who are expelled may be offered an alternative education program that will enable the student to continue academic work for credit toward graduation. A student will not be required to attend the alternative education program to complete classwork and homework. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal, or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.

Suspension of Enforcement of an Expulsion:

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

Returning from Expulsion.

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

Emergency Exclusion:

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

1. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
2. If the student’s conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

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

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

Other Forms of Student Discipline:

Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules,

requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

Student Conduct Expectations.

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

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

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

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing, or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an

imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.

8. Public indecency or sexual conduct.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race (including skin color, hair texture and protective hairstyles), 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 behavioral expectations for riding school buses or vehicles.

In addition to the foregoing, a student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the

condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

1. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
2. The known and intentional possession, use, or transmission of a dangerous weapon other than a firearm. The term “dangerous weapon” includes any personal safety or security device (such as tasers, mace, and pepper spray). If a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device to school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student’s locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

Further, a student will be expelled for one (1) calendar year if the student knowingly and intentionally possesses, uses, or transmits a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. The term “firearm” means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. The only exception to this rule is if the student obtains prior written permission to bring the firearm on school grounds by the Superintendent for a school-related purpose.

Additional Student Conduct Expectations and Grounds for Discipline.

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

Student Appearance:

Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. The following is a non-exhaustive list of examples of attire that are not appropriate at school:

1. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
2. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horseplay” or that would damage property (e.g. cleats).
3. Headwear including hats, caps, and bandannas.
4. Clothing or jewelry which exhibits nudity, makes sexual references, or carries lewd, indecent, or vulgar double meaning.
5. Clothing or jewelry that is gang related.
6. Any other clothing that the administration deems inappropriate for the school setting.

The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school’s guidelines, the student should contact the Principal for approval.

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code may result in more serious 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 serious discipline, up to expulsion.

Academic Integrity.

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

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

Definitions:

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

- **“Cheating”** means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:
 - **Tests** (includes tests, quizzes and other examinations or academic performances):
 - **Advance Information:** Obtaining, reviewing, or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
 - **Use of Unauthorized Materials:** Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for “open book” tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
 - **Use of Other Student Answers:** Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.
 - **Use of Other Student to Take Test.** Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and

- permission of the instructor.
- Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.
 - Papers (includes papers, essays, lab projects, and other similar academic work):
 - Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
 - Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
 - Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
 - Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.
 - Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.
 - Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.
 - "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:
 - Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves the use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
 - Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
 - "Contributing" to academic integrity violations means to participate in or assist another in

cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

- Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:
 - Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standard, the instructor will assign a grade which the instructor determines to be appropriate for the work.
 - Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
 - Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

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

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

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

Law Violations

Any act of a student which is a basis for expulsion and which the Principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible.

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

One of the missions of the District is to provide safe and secure environments for all students and

staff. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events. Students who are the victim of bullying or harassment or who observe such occurring are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report. The district's anti-bullying policy is available for review on the District's website.

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

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

Rules for Acceptable Use of Computers and the Network:

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

1. Students shall not erase, remake, or make unusable anyone else's computer, information, files, or programs.
2. Students shall not let other people use their name, account, log-on password, or files for any reason (except for authorized staff members).
3. Students shall not use or try to discover another user's account or password.
4. Students shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
5. Students shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.

6. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software.
7. Students shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create, or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
8. Students shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources.

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

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

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

[2024-2025 Student Fees: Board Policy 5416 Appendix Specification of Required Materials and Fees](#)

Article 10 – State and Federal Programs

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

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

Section 2 Designation of Coordinators

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

Law, Policy, or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race (including skin	Dr. Melissa Poloncic, Superintendent

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

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

Section 3 Multicultural

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

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

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

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation, or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.

7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation, and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program, or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent.)
11. File a local grievance.

Section 5 Notification of Rights Under FERPA

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

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

- b. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

Notice Concerning Directory Information

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's date of birth and place of birth;
6. Student's extra-curricular participation;
7. Student's achievement awards or honors;
8. Student's weight and height if a member of an athletic team;
9. Student's photograph; and
10. School or school district the student attended before he or she enrolled in DC West Community Schools.

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

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two (2) weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

The District may disclose information about former students without meeting the conditions in

this section.

The District's policy is for education records to be kept confidential except as permitted by the FERPA law, and the District does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District does not either approve or disapprove such teaching practices and designates such student work as directory information and/or as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

Section 6 Military Recruiters

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

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

The written District parent and family engagement policy has been developed jointly with, updated periodically, and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents is available for review on the District's website.

Section 8 Student Privacy Protection Policy

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

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

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

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

Right of Parents to Inspect Instructional Materials:

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

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

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

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

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

release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

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

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

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

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

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

Parents shall be offered an opportunity in advance to opt their child out of participation in any of

the above-listed activities.

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

Definition of Surveys of Matters Deemed to be Sensitive:

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

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

Section 11 Homeless Students

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

Article 11 - High School Specific Information

SCHOOL CONFERENCE – Nebraska Capitol Conference

ADMINISTRATIVE STAFF

Dr. Melissa Poloncic, Superintendent	402-359-2583
Mr. Jim Knott, Principal	402-359-2121
Dr. Dawn Marten, Director of Learning	402-359-2583
Ms. Nicki Pechous, Director of Special Education	402-359-2583
Mr. Jeremy Travis, Director of Athletics & Activities	402-359-2121
Ms. Shawna Younghans, Administrative Intern	402-359-2121

SCHOOL RESOURCE OFFICER

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

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

Mrs. Nicole Billedeaux, Counselor Assistant

402-359-2121

DC WEST HIGH SCHOOL TEACHING STAFF

Art

Alternative Education

Business

Computer Technology

Counselor

English Learner Program

Health/Family & Consumer Science

Industrial Technology

Language Arts

Library/Media

Mathematics

Music

Physical Education

Science

School Psychologist

Social Studies

Special Education

Speech Language Pathologist

World Language

Sean Pralle

Randy Donner

Ben Knobbe

Ben Knobbe, Lisa Leonard

Katie Richards

Alyssa Lindahl

Cyndi Thomas

John Brockhaus, Lisa Leonard

Trey Baker, Maggie Dailey,

Kristi Eggen, Mr. Jared Wiemer

Logan Dunn

Heather Cox, Chip Daehling

Jacob Gagner, Dalton Tremayne

Dawn Beyl, Liz Guinn

Brant Loewe, Morgan Bergen

Lindsey Boardman, Taylor Hyatt

Mike Troy

Kristen Phillips

Matt Caldwell, Brad Henderson

Kim Remmick

Peggy Cooper, Mekenna Haahr

Carleen Rietz

Rachel Smith

Lisa Benson (French),

Logan Johansen (Spanish)

GENERAL INFORMATION

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

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

ANNOUNCEMENTS

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

CONDUCT AT SCHOOL ACTIVITIES

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

COUNSELING

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

DANCES AND PARTIES

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

observe school rules. High school students will not be allowed to attend middle school dances and middle school students will not be allowed to attend high school dances. Unless currently enrolled in our school district, individuals attending must be twenty years or younger. The school district reserves the right to test for drugs/alcohol at any school dance/party. Any violations of the code of conduct are subject to school discipline procedures. Law enforcement may be contacted by school personnel.

DISASTER DRILLS

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

ELECTRONIC DEVICES

Philosophy and Purpose. The District strongly discourages students from bringing and/or using personal electronic devices at school. When students arrive to school, they are expected to place such items immediately into their backpack, locker, pocket, etc. upon entering the doors of the building. Student use of electronic devices for instructional purposes in the classroom is at the discretion of the teacher. Unapproved electronic devices will be confiscated for a period of time to be determined by the administration.

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

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

b. Definitions.

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

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

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

- (ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,
- (iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

Violations

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

c. Responsibility for Electronic Devices.

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

FIRE DRILLS

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

FIELD TRIPS

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

FOOD AND DRINK

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

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

HOT LUNCH PROGRAM

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

1. The cost of breakfast and lunch will be set by the school.
2. ***Students may bring lunch from home.***
3. ***Students will not be allowed to charge extra items if they have a negative balance.***
4. Free or reduced priced lunches are provided for those children whose parents qualify. Application forms are available in the superintendent's office.
5. Students will remain in the cafeteria until the end of the lunch period.
6. Students will remove trays and materials from the table when finished unless they have permission to leave from an administrator.
7. Breakfast will be served in the cafeteria from 7:30 to 7:52 a.m.
8. Eating in the cafeteria is considered a privilege. Continued occurrences of improper conduct during breakfast or lunch may result in a student being required to make other arrangements for meals.

HAZING

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

INITIATIONS

Certain organizations may initiate members into their group during the school year. Only formal ceremonies may be held, and must be under the supervision of their sponsor and with the approval of

the administration. Any type of informal hazing of students will result in disciplinary action.

INSURANCE

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

INTERNET CONTRACT

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

LIBRARY AND MEDIA CENTER RULES

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

LOST AND FOUND

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

NEW ORGANIZATIONS

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

OFFICE USE

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

PEP RALLIES

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

PLANNED ABSENCES

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

POSTERS

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

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.

SKIP DAYS

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

STUDENT ACTIVITY FEE/PASS

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

STUDENTS ATTENDING POST-SEASON TOURNAMENTS

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

STUDENTS ATTENDING ATHLETIC CONTESTS DURING SCHOOL TIME

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

STUDENT PARKING/ CAMPUS SAFETY

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

SUBSTITUTE TEACHERS

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

TELEPHONE USE

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

SCHOLASTIC INFORMATION

ACADEMIC ELIGIBILITY

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

Students who are failing a class will be provided a Progress Report on Monday (or as soon as possible following a holiday) of each eligibility period. Staff will be notified of all students on the list. Students will have three days (Monday-Wednesday) to bring their failing grades up to passing. Once a passing grade is achieved/confirmed on the Powerschool grading report (or verbally/written by the teacher), the student will communicate the progress to the Activities Director (or his or her designee). If a student raises their grades to meet the eligibility requirement, he/she may participate in activities. All students who are failing two classes at the end of the school day (4:15 PM) on Wednesday (or other designated day due to the school calendar) will be ineligible until the following week. Special consideration on the enforcement of this policy will be given to special education students through the IEP team decision-making process. The eligibility period may be suspended due to holiday breaks, snow days, etc. at the discretion of the administration. The administration may also use discretion on enforcement of the policy due to teacher absence or inability to grade assignments/tests/projects by the end of the day (4:15) on Wednesdays.

ALTERNATIVE HIGH SCHOOL

The Douglas County West Alternative High School is available for at-risk students who, for a variety of

reasons, are not able to be successful in the traditional high school setting.

GOALS OF THE ALTERNATIVE HIGH SCHOOL:

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

SELECTION TO THE ALTERNATIVE HIGH SCHOOL:

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

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

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

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

ASSEMBLIES, CONVOCATIONS, GUEST SPEAKERS

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

CLASS RANK

All courses taken in high school are counted for class rank. Weighted courses at DC West will include advanced placement courses, on-campus college dual-credit courses, and the more academically rigorous courses.

Points Are Earned As Follows:

A	=	4.0 points	=	5.0 points
B+	=	3.5 points	=	4.5 points
B	=	3.0 points	=	4.0 points
C+	=	2.5 points	=	3.5 points
C	=	2.0 points	=	3.0 points
D+	=	1.5 points	=	2.5 points

D = 1.0 points = 2.0 points
F = 0.0 points = 0.0 points
NC = 0 Points (Given For Late Withdrawals.)
NG = Does not Affect Honor Roll Or Class Rank

COLLEGE/CAREER REPRESENTATIVES

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

CREDIT RECOVERY

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

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

DUAL-ENROLLMENT AT COLLEGE

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

EARLY GRADUATION

Early Completion Plan

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

1. A student will be allowed to transfer in a maximum of eight hours from educational courses taken outside the Douglas County West Community School. These courses must have prior approval by the high school principal in order to be used to meet the graduation requirements of the Douglas County West Community Schools. Students transferring into Douglas County West Community Schools may transfer in hours that are listed on their official transcript.
2. Students must meet all completion requirements established by the Board of Education in order to be eligible for completion as well as the credit hour requirements in each specific subject matter area.

3. Application for early completion must be requested, in writing, to the high school principal one semester prior to the requested early graduation of the applicant's Junior year of high school. The application must be accompanied by a written plan of action stating the reasons why the student is requesting early completion. The application must contain the signatures of the applicant's parents/parent/guardian to verify parental approval of early completion.
4. Once given approval, the applicant will have until February 1 of the applicant's Senior year to notify the high school principal of the applicant's decision in regards to participating in the regularly scheduled graduation ceremony. The applicant must also attend the commencement practice in order to participate in the commencement ceremony. No early graduation ceremonies will be provided for a student who opts for the early completion route. If a student completes the graduation requirements at the conclusion of their third year (or earlier) of high school, they retain the option of going through the graduation ceremony with their four-year cohort class. However, they WILL NOT have the option of taking part in the graduation ceremony of an earlier graduation class.
5. A student who decides to opt for early completion is not eligible to participate in school-sponsored activities following the last day the student attends classes. The effective date for participation will end with the last day that the student is enrolled in classes. The only school activity that the applicant is eligible for will be prom and the regularly scheduled graduation ceremony.
6. This policy shall be evaluated annually by the high school principal or his/her designee.

GRADUATION REQUIREMENTS

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

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

High School Diploma—47 Credits for Classes of 2025 & 2026; 48 Credits for Class of 2027+

8 credits – Language Arts

6 credits – Mathematics

6 credits – Science

6 credits – Social Science

4 credits – Career and Technical Education (Class of 2027+: 5 total – Computer Science Principles)

4 credits – Health and Physical Education

2 credits – Fine Arts

11 credits – Electives

High School Diploma with Distinction— 56 Credits

9 credits – Language Arts

6 credits – Mathematics

6 credits – Science

8 credits – Social Science
 4 credits – Career and Technical Education
 4 credits – Health and Physical Education
 2 credits – Fine Arts
 Electives to 56 Total Credits
 *** 8 Total Credits Must Be Weighted Classes

½ Weighted Grade Scale Class Offerings

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

Full Weighted Grade Scale Class Offerings

H English 11	Anatomy and Physiology	French IV
Physics	Spanish IV	Biology II
		Advanced Art

Dual Credit Class Offerings

Metro Creative Writing	Metro Statistics	
Metro Composition II	Metro Introduction to Algebra	Metro Construction Management
Metro Ethnic Literature	UNO Medical Math	Metro Personal Finance
Metro Multicultural Literature	Metro CTE Math	Metro Business
Metro Introduction to Literature	Metro Health Careers	Metro Entrepreneurship
Metro Pre-Calculus	Metro American Government	Metro Marketing
Metro Trigonometry	Metro World Civilization III	UNO Leadership Weights
Metro Calculus	Metro US History	

FALCON’S NEST

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

FALCON REWARD SYSTEM

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

HELP FROM TEACHERS

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

HOMEWORK

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

HONOR ROLL, ACADEMIC LETTERS and ACADEMIC EXCELLENCE RECOGNITION

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

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

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

KEYSTONE & ACADEMIC SUPPORT

A KEYSTONE is the wedge-shaped stone at the top of an arch that locks its parts together. Without its support, the arch would collapse. At DC West, Keystone plays much the same role, serving as the central unified source of support and stability for the student's educational program. In Keystone, each student will have a teacher who will serve as a mentor. The mentor and student will work together to provide an educational foundation for success. The mentor will assist the student in developing and monitoring long and short-term goals, assist the student in selecting appropriate courses in his/her career field, communicate with the parents of the student about his/her progress, maintain student records in his/her personal folder, and be available to serve as a resource person for the student. Students who are struggling academically and are on the weekly ineligibility list two or more times will be required to attend ACADEMIC SUPPORT sessions during Keystone time. Students or parents should contact the mentor with any questions regarding the educational program. Keystone is an integral part of every student's daily schedule.

NATIONAL HONOR SOCIETY – DOUGLAS COUNTY WEST CHAPTER

The National Honor Society is founded on four core principles:

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

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

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

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

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

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

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

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

SCHOLARSHIP AND FINANCIAL AID

The counseling department will assist students in becoming aware of scholarships and financial aid, which are available for college students. College representatives visit the school to discuss possibilities at their institution. A Senior Parents Night is held to help parents and students understand the process of obtaining financial aid and completing the necessary forms. After selecting a college or technical school, the student, with the help of the counselor, should contact the department of financial aid of that

institution for obtaining financial assistance. Seniors are eligible for many kinds of scholarships and the counseling department will help them become aware of what is available. It is the responsibility of the student to complete the application forms and to take other necessary steps in securing the scholarships.

STUDENT AIDES

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

TESTING AND ASSESSMENT

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

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

WORK RELEASE

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

ACTIVITY INFORMATION

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

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

ACADEMIC ELIGIBILITY

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

Staff will be notified of all students on the list. Students will have three days (Monday-Wednesday) to bring their failing grades up to passing. Once a passing grade is achieved/confirmed on the Powerschool grading report (or verbally/written by the teacher), the student will communicate the progress to the Activities Director (or his or her designee). If a student raises their grades to meet the eligibility requirement, he/she may participate in activities. All students who are failing two classes at the end of the school day (4:15 PM) on Wednesday (or other designated day due to the school calendar) will be ineligible until the following week. Special consideration on the enforcement of this policy will be given to special education students through the IEP team decision-making process. The eligibility period may be suspended due to holiday breaks, snow days, etc. at the discretion of the administration. The administration may also use discretion on enforcement of the policy due to teacher absence or inability to grade assignments/tests/projects by the end of the day (4:15) on Wednesdays.

BEHAVIOR / TOBACCO / ALCOHOL & DRUG VIOLATIONS

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

Possession, for purposes of the Code of Conduct, has a less strict meaning and is much broader than possession under criminal laws. It includes actual, constructive and other types of possession as defined herein. It includes situations where, for example: (1) alcohol or the substance is in a vehicle in which a participant is present—the participant is considered to be in possession if the participant is aware that the alcohol or substance is in the vehicle, even though the participant has not touched or consumed the alcohol or substance, provided that the alcohol or substance is not in the control of a parent or guardian or other responsible adult (age 21 or older) and (2) alcohol or the substance is present at a party attended by the participant—the participant is considered to be in possession if the participant is aware that alcohol or substance is at the party, even though the participant has not touched or consumed the alcohol or substance, provided that the alcohol is not in the control of a parent or guardian or other responsible adult (age 21 or older). Smoking shall be defined as being seen holding a lit or unlit cigarette (or any vaporizing device or paraphernalia), or being seen throwing a cigarette/vaping device or contents away, or being seen with smoke coming out of the nose or mouth, or admitted to having smoked or vaped.

1. BEHAVIOR

In addition, DC West participants are expected to not engage in violation of the criminal laws. A student charged with a criminal offense or upon completion of the investigation by school administration is reasonably suspected to be in violation of the Code of Conduct shall be considered to be in violation of

the DC West Schools Code of Conduct for extra-curricular and co-curricular activity participation. In the event school officials determine a violation of the law has occurred or that, if the conduct had been committed on school grounds, such would be a violation of school rules.

2. TOBACCO/CIGARETTES/VAPORIZING DEVICES

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

3. ALCOHOLIC BEVERAGES AND DRUGS/CONTROLLED SUBSTANCES

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

First Offense:

After a discussion with the high school Assistant Principal/AD or Principal, the student and/or parent/s must choose two or three of the following consequences/restorative actions. 1) Suspension from participation in school activities/competitions for 10 calendar days. 2) School-provided course work relating to the poor student choice/offense. 3) A minimum of 8 hours of community service worked at the school. The 10-day suspension shall start the day of the school student/parent/school administrator report. A reasonable timeline will be provided by the school administrator, with input from the parent, on the course-work and community service options. The failure of the student to fulfill his or her course work and/or community service obligation will result in suspension from school activities until completion of the obligation/s. While the participant is suspended, he/she will participate in practices and attend (not in uniform) contests/competitions if contests/competitions are not during school hours.

Second Offense:

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

Third Offense:

The student will be suspended from participation in school activities/competitions for the remainder of the school year. The suspension shall start the day of the student/parent/school administrator report. Third offense signifies a third violation of any of the items listed above, not necessarily three violations

of the same regulation, within the same school year of the first and second offense. While the participant is suspended, he/she will participate in practices and attend (not in uniform) contests/competitions if contests/competitions are not during school hours.

CLASSROOM WORK

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

DANCES AND PARTIES

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

DRESSING ROOMS

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

DUE PROCESS

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

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

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

ELIGIBILITY RULES OF THE NEBRASKA SCHOOL ACTIVITIES ASSOCIATION

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

1. Student must be an undergraduate.
2. Student must be enrolled in at least twenty hours per week and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.
3. Student must be enrolled in some high school on or before the 11th day of the current year.
4. Student is ineligible if 19 years of age before August 1 of the current school year. (Student may participate on a high school team if he/she was 15 years of age prior to August 1 of the current school year.)

5. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership.
6. Student must have been enrolled in school the immediate preceding semester.
7. Student must have received twenty semester hours of credit the immediate preceding semester. (4 full credits)
8. Once the season of a sport begins, a student shall compete only in athletic contests/meets in that sport which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.
9. A student shall not participate in sports camps or clinics during the season of a sport in which he/she is involved, either as an individual or as a member of a team.
10. A student shall not participate on an all-star team while a high school undergraduate.
11. A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high is eligible. After making a choice of high schools, any subsequent transfer will cause the student to be ineligible for ninety school days. If a student has participated on a high school team at any level as a seventh, eighth, or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days.
12. When the parents of a student change their domicile from one school district which has a high school to another school district which has a high school, the student is ineligible for ninety school days except:
 - (a) If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.
 - (b) If a student has been attending the same high school since initial enrollment in grade nine and the school is located in the school district from which the parents moved, he/she may remain at that high school located in the school district where the parents established their domicile and be eligible.
 - (c) If the parents moved during the summer months and the student is in grade twelve, the student may remain at the high school he/she has been attending and retaining eligibility.
13. Guardianship does not fulfill the definition of parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for his review and a ruling.
14. A student shall not participate in a contest under an assumed name.
15. A student must maintain his/her amateur status

END OF THE SEASON/YEAR AWARDS

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

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

The athlete awards will be chosen from a list of students in grades 9-12 currently participating in two sports.

The head coaches in each sport will vote for one female and one male athlete.

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

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

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

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

1. Most Improved Participant
2. Most Dedicated Participant

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

EQUIPMENT

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

It is the responsibility of the participant to check in the equipment at the end of the season or immediately should they quit an activity. If a participant fails to check in their equipment at the designated time (immediately, should they quit an activity), he/she will be expected to pay for the cost of replacement. The Activity Director will handle all collections for lost equipment. The student cannot participate in the next sport and grades will be withheld until all equipment is turned in.

EXTRACURRICULAR ACTIVITY CODE OF CONDUCT

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

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

FIELD TRIPS, ATHLETICS AND ACTIVITIES

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

INAPPROPRIATE BEHAVIOR

Non-participating students displaying inappropriate behavior at any school activity may be banned from attending or participating in school activities, home and away, for a period of up to 90 days. Further offenses may result in a ban from all home and away activities for the remainder of the school year. Such behavior includes, but is not limited to: involvement in physical or verbal altercations, use of inappropriate language towards others including players and officials, use of inappropriate signs or slurs, and the inability to abide by redirection from DC West staff, administrators, or supervisors. Activity participants that act inappropriately during their activity are subject to suspension from the activity by the coach/administration.

INITIATIONS

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

INJURY

In the event of an injury, the athlete will immediately report the injury to the coaching staff. Any type of injury, if not properly treated, may lead to complications, which are harmful to the athlete's physical well-being and detrimental to his/her recovery time for practice and competition. If injured, the athlete must continue to attend practices and games. This means being on the bench during the games. It will be the understanding of the coach that the failure to attend the practice and game will mean the student has quit the activity and cannot letter in that sport. Practice attendance may be waived through written permission by the coach. Copies of this waiver will be given to the student and kept by the coach and Activities Director.

INSURANCE RELEASE FORM

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

LETTERING REQUIREMENTS

Students will letter based on the lettering policy of each individual sport or activity. Lettering represents a higher level of mastery of the sport or activity than simply being a part of the team or activity. Each coach or sponsor will disseminate lettering information to participants at the beginning of the season. Letters will apply to NSAA sponsored activities only.

NEW ORGANIZATIONS

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

NSAA ELIGIBILITY RULES (Participation on Other Teams)

Any individual who is a member of any DC West interscholastic athletic squad cannot participate in the same sport, in school or out of school, during the period that he/she is a member of the DC West interscholastic squad.

Examples: NO town team or church league basketball during basketball season

NO AAU track or sponsored marathon runs during track season.

NSAA Eligibility:

- (1) You were not 19 years of age before August 1;
- (2) You have not attended grades 9-12 more than 8 semesters;
- (3) You were enrolled in school by the 11th day;
- (4) You were in school the preceding semester;
- (5) You passed 20 semester hours of credit the preceding semester;
- (6) You are currently passing 20 semester hours;
- (7) You have not graduated from high school;
- (8) You do not play on an independent team during the season of that sport;
- (9) You do not play on an all-star team during the school year;
- (10) You have not changed schools without your parents changing residence or your parents have not changed their residence to another school district.
(Exception – If school has started you will be eligible to compete that year.)
- (11) You shall not participate in a contest under an assumed name;
- (12) You must maintain your amateur status;
- (13) Students are eligible for eight semesters.

OPTION ENROLLED/TRANSFER STUDENTS

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

PARENTAL PERMISSION AND STUDENT PARTICIPATION

Before students are allowed to participate in school-sponsored activities, students and parents must acknowledge with a written signature that they have read and understand the student activities standards and code of conduct that have been developed and are in effect.

PHYSICAL EXAMINATIONS

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

PEP RALLIES

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

PLAYING TIME

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

PRACTICE ATTENDANCE

Activity participants are expected to be at all practices scheduled by the coach/sponsor. Coaches will set expectations for participants who miss a practice.

SAFETY

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

STUDENT 24-HOUR ACTIVITY CODE OF CONDUCT

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

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

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

Activity participants and attendees should note that a Violation of the Activities Code could occur through improper activities related to poor conduct choices. The HS Administration will deal with these

violations on an independent basis, will weigh the severity and repetitiveness of poor conduct choices, and will place sanctions after completing their investigation on all conduct violations. If the infraction is severe, progressive discipline may jump to the second or third offense immediately.

SCHOOL ATTENDANCE/ACTIVITY PARTICIPATION

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

STUDENTS ATTENDING ATHLETIC CONTESTS DURING SCHOOL TIME

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

STUDENTS ATTENDING POST-SEASON TOURNAMENTS

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

STUDENT ACTIVITY FEE/PASS

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

STUDENTS IN SIMULTANEOUS ACTIVITIES

When a student chooses to participate in more than one activity in a season, conflicts in scheduling will occur. While these situations are rare, they create difficulties for the students and their sponsors/coaches. It is important that these conflicts be resolved with open communication between the student, the two coaches or sponsors, and the activities director. The affected parties should work together to resolve the conflict with the student's best interest as the primary focus. The purpose of these guidelines is to aid the students, sponsors, coaches and administrators in resolving these conflicts.

- Sponsors, coaches and administrators should communicate to the students their responsibilities regarding practices, performances, and competitions prior to an athletic season or co-curricular activity.
- Sponsors, coaches and administrators are strongly encouraged to investigate prior to the start of each season any potential conflicts that might occur. Careful attention should be given to the members involved in each activity to determine whether a student is involved in concurrent activities.

- Consideration should be given as to the impact a student has on a particular group or activity.
- A student should not be adversely affected or receive negative repercussions from the coach/sponsor as a result of a decision.
- If the events in conflict are of the same priority level in these guidelines, the two sponsors/coaches involved with the student in conflict should meet with the activities director to discuss the conflicting events and reach a decision that is best for the student.

The following grouping of activities is a suggested guide for sponsors, coaches and administrators to use in resolving student participation conflicts. Activities have been tiered into three levels. Events within each grouping are listed in no particular order. Level 1 events take priority over levels 2 and 3, and level 2 events take priority over level 3.

Level 1

- National competitions and/or participation
- State competitions and/or performance events sponsored either by the NSAA or recognized state professional organizations (music, business, etc.)
- District or Sub-district competitions and/or performances, or national and state qualifying competitions and/or performances.

Level 2

- Nebraska Capitol Conference events, multi-school events of four or more schools participating (invitational tournaments)
- Major annual events within the school (All-school Play)
- Multi-school events of three or less schools participating, multi-school events and/or festivals involving any number of schools which are non-rated (parades, regular two-school athletic contests, marching festivals for participation only, etc.)

Level 3

- Single varsity athletic competitions, individual school concerts or performances
- Single sub-varsity athletic competitions
- Regular practices and/or rehearsals outside regular school hours

SUNDAY PRACTICES

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

SUSPENSIONS

A participant may be suspended from competition and/or practice in an activity for any conduct that interferes with school purposes. The suspension may be for a period not to exceed the remainder of the school year. Such conduct shall include, but not be limited to, the following:

- Use of violence (including dating violence), force, coercion, threat, intimidation, provocation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
- Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
- Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken

on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;

- Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
- Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
- Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103, or being under the influence of a controlled substance or alcoholic liquor;
- Public indecency as defined in section 28-806, except that this subdivision shall apply only to students at least twelve years of age but less than nineteen years of age;
- Engaging in bullying, which is defined as any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his/her designee, or at school-sponsored activities or school-sponsored athletic events;
- Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 29-319.01, as such sections now provide or may hereafter from time to time be amended;
- Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
- A repeated violation of any rules and standards validly established pursuant to section 79-262 if such violations constitute a substantial interference with school purposes.

TRAVEL RELEASE FORM

When an emergency arises and a student needs to travel with someone other than the school provided transportation, a travel release form must be signed by the parent/guardian. Coaches/sponsor will have travel release forms with them the day of the event.

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.

AVAILABILITY OF HANDBOOKS

The 2024-2025 Student-Parent Handbook of DC West Community Schools is available on the internet at www.dccwest.org.

Because of the expense of printing the handbooks, we are asking that you consider using the internet to access and review the 2024-2025 Student-Parent Handbook. Using the internet to access the handbook will allow the district to direct printing dollars to instructional needs and eliminate the need for you to search for your handbook when you have questions throughout the year. Thank you for considering this new use of technology to improve school-home communication.

RECEIPT OF 2024-2025 STUDENT-PARENT HANDBOOK

Parents will receive a “receipt of acknowledgement” as part of the electronic online registration process. The signed “receipt of acknowledgement” signifies that parents and students have read and agreed to abide by the 2024-2025 Student-Parent Handbook of DC West Community Schools. We understand that the handbook contains student conduct and discipline rules and information about Safe and Drug-Free Schools and that we agree to follow such conduct and discipline rules. This receipt also serves to acknowledge that we understand the District’s policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used to respond to harassment or discrimination.