

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

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

**2022 - 2023**

## **Student Handbook**

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

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**DOUGLAS COUNTY WEST COMMUNITY HIGH SCHOOL**  
**401 South Pine St. – P.O. Box 378 Valley, NE 68064**  
**Office: 402-359-2121 Fax: 402-359-2893**

**MISSION STATEMENT**

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

**PREAMBLE**

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

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

**ADMINISTRATIVE STAFF**

Dr. Melissa Poloncic, Superintendent.....402-359-2583  
Mr. Jim Knott, Principal .....402-359-2121  
Mr. Nathan Ter Beest, Assistant Principal/Activities Director.....402-359-2121  
Mrs. Nicole Pechous, Special Education Director.....402-359-2121  
Dr. Dawn Marten, Director of Learning.....402-359-2583

**SCHOOL RESOURCE OFFICER**

Deputy Corbin Brown.....402-359-2121

**SCHOOL ADMINISTRATIVE ASSISTANT STAFF**

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

**DC WEST HIGH SCHOOL TEACHING STAFF**

Art .....Mr. Sean Pralle  
Alternative Education ..... Mr. Randy Donner  
Business .....Mr. Ben Knobbe  
Computer Technology ..... Mr. Ben Knobbe  
Counselor .....Mr. Ron Michael  
English Language Learners..... Ms. Alyssa Lindahl  
Health/Family & Consumer Science.....Ms. Cynthia Thomas  
Industrial Technology ..... Mr. John Brockhaus, Mrs. Lisa Leonard  
Language Arts.....Mr. Trey Baker,  
Mrs. Tracy Larsen, Mrs. Gayle Smith  
Library/Media .....Mrs. Jennifer Webster  
Mathematics.....Ms. Heather Cox, Mr. Chip Daehling  
Mr. Dalton Tremayne  
Music.....Mrs. Dawn Beyl, Mr. Brian Bohn  
Mrs. Liz Guinn  
Physical Education & Health..... Mr. Brant Loewe, Mr. Russ Ninemire  
Mr. Adam Loftis  
Science ..... Mrs. Lindsey Boardman, Mr. Mike Troy,  
Mr. Ian Waterman  
Social Studies..... Mr. Matt Caldwell, Mr. Ty Hansen  
Mrs. Kim Remmick  
Special Education..... Mrs. Peggy Cooper, Mr. Ty Hansen  
Mr. Nick Sims  
World Languages ..... Ms. Mary Clare Liescheski (French)  
Mrs. Crystal Ramirez (Spanish)

**HIGH SCHOOL DAILY CLASS SCHEDULE**

<b>MONDAY-THURSDAY</b>	
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
<b>Lunch=11:57-12:27, Keystone=12:30-1:00</b>	
Period 6	1:03 - 1:48
Period 7	1:51 - 2:36
Period 8	2:39 - 3:24

<b>FRIDAY</b>	
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
<b>Lunch=11:45-12:15, Keystone=12:18-12:48</b>	
Period 7	12:51-1:26
Period 8	1:29-2:04
Teacher Professional Development	2:30 - 3:45

### GENERAL INFORMATION

#### ACCIDENTS AND ILLNESS AT SCHOOL

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

#### ANNOUNCEMENTS

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

#### BIRTH CERTIFICATES

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

#### CHANGE OF ADDRESS

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

#### CLOSED CAMPUS

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

#### DISASTER DRILLS

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

#### DRUG FREE ZONE

The DC West Schools have taken steps to insure that the school premises will be free from drugs, alcohol, and imitation substances. In addition to declaring the school property a Drug Free Zone, the school prohibits the unlawful possession, use or distribution of illicit drugs, look alike drugs, alcohol and its container, tobacco and its container, vaping products and its container (and vaping paraphernalia), edibles, non-prescribed pills, and steroids by any student during school hours or after school hours as part of the school's activities program.

## **ELECTRONIC DEVICES**

### Electronic Devices

- a. Philosophy and Purpose. The District strongly discourages students from bringing and/or using personal electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.
  
- b. Definitions.
  - (1) "Electronic devices" include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.
  - (2) "Sexting" means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:
    - (i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
    - (ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,
    - (iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.
  
- c. Violations:
  - (1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.
  - (2) Penalties for Prohibited Use of Electronic Devices: Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of whether the message was received while on school grounds or at a school activity.
  - (3) Reporting to Law Enforcement: Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

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

### **Cell Phone Violations:**

- 1) Cell phone use and visibility are subject to individual classroom teacher and administrative procedures.
- 2) Students may be required to place cell phones in a certain area of the classroom for the entire period or parts of the period as directed by the teacher or administrator.
- 3) Students may be required to turn in or relinquish cell phones to staff members for procedure violations. Students will be able to pick up their cell phone at the end of the period or school day as dictated by the teacher or administrator.

## **EQUAL OPPORTUNITY EMPLOYER**

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

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY**

The Federal Family Educational Rights and Privacy Act (FERPA) gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the right have transferred are "eligible students". Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, dates and attendance, and the height and weight of students for activity programs. While it is the general practice of the DC West Schools to not release this information, interested persons may examine these records unless a parent/legal guardian wishes to have all or part of this information excluded from release.

### **FIELD TRIPS**

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

### **FIRE DRILLS**

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

### **FOOD AND DRINK**

Food and drinks are strictly prohibited outside of the cafeteria area. Beverage machines are provided for student use before and after the school day. Proper disposal of all bottles will insure that the machines will stay in place. Students are not allowed to take food or beverages into academic classes or the library. Bottled water is allowed as long as the container is less than 32oz.

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

### **GRIEVANCE**

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

### **HARASSMENT/BULLYING/INTIMIDATION/VIOLENCE (including dating violence)**

It shall be the policy of the DC West Schools to ensure that all students have a right to work and study in a safe, supportive environment that is free from harassment, bullying, intimidation and violence (including dating violence). This policy applies to the premises of the DC West Schools and any other premises where the school district can lawfully exert its jurisdiction. It is a violation for any supervisory personnel (administrator or teacher) to knowingly permit harassment, bullying, intimidation and violence (including dating violence) in the school.

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

### **HOT LUNCH PROGRAM**

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

1. The cost of breakfast and lunch will be set by the school.
2. Students may bring lunch from home.
3. Students will not be allowed to charge their lunch for the day. Students with negative balances or no money in their account will not be allowed a lunch.
4. Free or reduced priced lunches are provided for those children whose parents qualify. Application forms are available in the superintendent's office.
5. Students will remain in the cafeteria until the end of the lunch period.
6. Students will remove trays and materials from the table when finished unless they have permission to leave from an administrator.
7. Breakfast will be served in the cafeteria from 7:30 to 7:52 a.m.
8. Eating in the cafeteria is considered a privilege. Continued occurrences of improper conduct during breakfast or lunch may result in a student being required to make other arrangements for meals.
9. If a parent, guardian or relative would like to eat lunch with a current student they may do so under the following conditions:
  - They must report and sign into the office.
  - They must wear a visitor badge, which is available in the office.
  - They must wait in the office for the student to meet them and escort them to the lunchroom.
  - They must eat at the designated eating area.
  - They must under no circumstance talk with other students in a negative or confrontational manner.
  - They must sign back out in the office after lunch.

### **IMMUNIZATIONS AND COMMUNICABLE DISEASES**

LB 79-217 states that each school district shall require each student to be protected against measles, mumps, rubella, poliomyelitis, diphtheria, pertussis, and tetanus by immunization prior to enrollment. Any student who does not comply with this shall not be permitted to continue in school until he or she so complies.

LB-222 states that a student may be provisionally enrolled in school if the student has begun immunizations required under section 79-217 and is receiving immunizations as rapidly as is medically feasible. As a condition for the provisional enrollment, a parent or guardian of the student shall provide the school with a signed written statement certifying that the student has completed the course of immunizations required by section 79-217. The provisional enrollment of a student qualified for such enrollment shall not continue beyond sixty days from the date of such enrollment. At such time the school shall be provided written evidence of compliance with section 79-217. The student shall not be permitted to continue in school until such evidence of compliance is provided.

LB 79-248 states that whenever a child apparently shows symptoms of any contagious or infectious disease, such child shall be sent home immediately or as soon as safe and proper conveyance can be found. Such student may be excluded from school until medical documentation is provided for the student to safely return to school.

The Nebraska School Immunization Rules and Regulations effective July 1, 2001, require the following immunizations for students before attending classes. The school must have a record of these immunizations. Students failing to comply will be excluded from school until such requirements are met:

#### *Grade K-12 students -*

-3 doses DTaP, DTP, DT or Td vaccine with at least one dose at or after 4 years of age.

-3 doses polio vaccine.

-2 doses MMR or MMRV vaccine with first dose at or after 12 months of age with the 2 doses separated by at least 28 days.

-3 doses hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age

- 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age or written documentation (including year) of varicella disease from parent, guardian, or health care provider. If the child has had varicella disease, the child does not need any varicella shots.

### **INCLEMENT WEATHER**

Television and radio stations will announce school cancellations due to inclement weather. Parents may also be notified by a phone call from the school district "alert now" system. Parents are requested to refrain from calling the school for this information. Parents or designated adults who become fearful of the weather conditions may pick up their children at any time. Occasionally, weather conditions force the closing of school during the day. It is suggested that parents make arrangements for their children to stay with friends or neighbors when necessary.

### **INSURANCE**

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

### **INTERNET CONTRACT**

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

### **LOST AND FOUND**

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

## **MEDICATION**

When a physician prescribes medication for a student to take during school hours, it is the duty of the parent or guardian to make necessary arrangements with office personnel.

1. Parents who come to school to administer medication to a student must ask that the student be called to the office.
2. No students are allowed to administer their own medication without the prior approval of the administration.
3. The following procedure is to be used if the school is to give medication:
  - a. The parent must submit a permission form (to take medication) and the medication to the office.
  - b. The nurse or designee will administer the medication at the scheduled time.
  - c. The medication must be in the original container and labeled with the name of the medicine and the dosage.
  - d. For each different prescription duration, a new medication form must be filled out with new instructions for that medication. If new prescription duration is prescribed for the same medication, the form must be re-dated and signed.
4. It is illegal for a student to consume or dispense medication that is prescribed for someone else.

## **NON-RESIDENT STUDENTS**

Pupils whose parent(s) or guardian(s) are not legal residents of the DC West School District may attend DC West School upon acceptance by the School Board. The tuition amount is established annually by the Board of Education. Information concerning non-resident tuition can be obtained from the Superintendent's Office.

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

Federal law requires DC West Schools to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request in writing that DC West Schools not provide this information (i.e. not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher learning. DC West Schools will comply with any such written request.

## **NOTICE CONCERNING STAFF QUALIFICATIONS**

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

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

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

## **NOTICE OF NONDISCRIMINATION**

The DC West School does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning the schools compliance with Title IX, Section 504, and the American Disabilities Act is directed to contact the School District's Board of Education Secretary, PO Box 378, 401 South Pine St., Valley, NE 68064. Telephone 359-2583. The Principals have been designated to coordinate the school district's efforts to comply with Title IX, Section 504 and the American Disabilities Act.

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

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

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

## **Procedures**



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

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

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

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

#### **NURSE AND MEDICAL HELP**

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

#### **OFFICE USE**

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

#### **OPTION ENROLLMENT**

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

#### **POSTERS**

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

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

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

#### **PURCHASING MATERIALS**

Students cannot purchase any items for use by a club or organization. Purchase orders will be accepted only from the organizations' sponsors. Unauthorized purchases will not be paid for by the school organization. Students are not to use the school address when making any private purchases.

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

Students are responsible to meet all financial obligations they incur at DC West Schools. All fines and bills are to be paid as soon as possible. Parents will be notified of any outstanding bills, and the bills must be paid before the student's report card or records will be released. Students who fail to correct the situation after that notification may be subject to exclusion from school and/or school activities until arrangements are made by agreement with the principal, parent and student.

#### **SMOKE-FREE ENVIRONMENT**

DC West Schools declares all of our school buildings and grounds to be smoke and tobacco free. We would appreciate parent help in meeting the goal of a smoke- and tobacco-free environment for our children. When parents attend school events, including athletic events, we ask that parents please remember that our grounds are smoke and tobacco free and abide by our District's policy.

#### **STUDENT FEES POLICY**

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

#### **STUDENT PARKING/ CAMPUS SAFETY**

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

### **STUDENT PROPERTY**

Students should not bring valuable personal possessions or large sums of money into the school building. These items include electronic devices, collectibles, or any other valuable items. Students, not the school, are responsible for their private property. Do not leave valuables in your locker and make sure your locker is locked at all times, including locker room lockers. The sale or trading of personal property will not be allowed on school premises. If the occasion exists that you must bring large sums of money or other items of value, it is recommended that you deposit them with the office for safekeeping. Unapproved items found in a student's possession may be confiscated for a time to be determined by the administration.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

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

### **SUBSTITUTE TEACHERS**

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

### **TELEPHONE USE**

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

### **VISITORS AT SCHOOL**

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

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

### **VIDEO SURVEILLANCE**

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

### **WELLNESS POLICY**

The Douglas County West Community School District is to provide curriculum, instruction, and experiences in a health-promoting school environment to instill habits of lifelong learning and health. The district has a School Nutrition and Wellness Committee to monitor and review the School Wellness Policy and, if necessary, make recommendations for revision to the Board of Education.

## DISCIPLINE INFORMATION

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

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

### I. GOALS:

- A. To create an environment that enhances learning for all students.
  1. To teach, model, and practice responsible choices, problem solving, and conflict resolution.
  2. To recognize appropriate behavior by the use of positive interventions, class incentives, and/or rewards.
  3. To teach classroom, lunchroom, hallway, and common area rules and procedures.
  4. To work cooperatively with parents to promote our student management policies.
  5. To focus on prevention.
- B. To promote effective communication skills that enable students to be successful in their social and educational environments.
- C. To promote behavior management skills that enable students to be successful in their social and educational environments.
- D. To increase all individuals' sense of respect for self and others by enhancing self-esteem and personal responsibility.
- E. To enhance positive parent-student-teacher interaction.
- F. To focus on using instruction to develop responsible staff and student decision-making.
- G. To promote the care and respect of school and personal property.
- H. To incorporate problem solving and conflict resolutions for the prevention of behavior problems.

### II. THE ROLE OF THE STUDENT

It is the student's responsibility to help himself/herself succeed by:

- A. respecting others and their property.
- B. doing his/her best and helping others to do their best.
- C. respecting the building and school grounds.
- D. being responsible and held accountable for the choices that he/she makes.
- E. working to maintain a positive attitude and an eagerness for learning.
- F. learning and using problem solving and conflict management strategies.
- G. behaving in a manner which allows other students to learn. Behavior that distracts students or the teacher is not appropriate.

### III. THE ROLE OF PARENT/GUARDIAN

It is the parents' responsibility to help their students succeed by:

- A. knowing what kind of behavior is expected of high school students.
- B. discussing with their children what the high school expects of its students and the consequences for failing to meet those expectations.
- C. being aware of their children's behavior and successes and/or challenges at school.
- D. supporting and following through with school rules and policies to include signing for receipt of the handbook and doing their best to maintain communication with staff members.
- E. making sure their children arrive in good health, including sufficient rest, hygiene, and nourishment.
- F. providing necessary school supplies.
- G. getting their children to school on time.
- H. notifying the school of their child's absence or tardiness.
- I. insuring their children complete all missing assignments.
- J. reviewing office referrals with their child.

### IV. THE ROLE OF THE STAFF

It is the staff's responsibility to help students succeed by:

- A. setting the tone by teaching appropriate behaviors and manners.
- B. encouraging student self-discipline and cooperation while respecting the rights, property, and safety of others.
- C. reviewing the rules, incentives, and consequences of the student management plan.
- D. teaching and modeling the skills and processes necessary for students to understand and be successful within the plan.
- E. teaching appropriate behaviors for specific areas of school, e.g. hallway, lunchroom, bathroom, as well as classroom.
- F. expecting support and assistance when requested. (e.g. physically dangerous situations, flagrant disrespect, destruction of property, or chronic disruptions)
- G. being responsible for documentation of parent contact, problematic student behavior, office referrals, etc.
- H. being consistent in the application of the management plan.

### V. THE ROLE OF THE COUNSELOR AND SCHOOL PSYCHOLOGIST

It is the counselor's and school psychologist's responsibility to help students succeed by:

- A. offering individual and/or small group counseling.
- B. receiving and responding to referrals of a personal nature from the teachers and administrators.

## **VI. THE ROLE OF THE ADMINISTRATOR**

It is the administration's responsibility to help students succeed by:

- A. setting the tone by establishing, facilitating, and implementing the student management plan.
- B. assuring the student management plan is reviewed with staff at the beginning of each school year and throughout the year with all new staff members.
- C. scheduling in-services for the skills and processes necessary for students to understand and be successful with the plan.
- D. providing support and assistance from the counselor or school psychologist when necessary. (e.g. physically dangerous situations, flagrant disrespect, destruction of property, or chronic disruptions)
- E. communicating effectively with students, staff members, and parents by providing consistent, frequent feedback.
- F. following district policies and guidelines, consistent with state and federal laws.
- G. coordinating a process for record keeping and data collection.
- H. following through with consequences and providing support for the teachers.
- I. ensuring the front desk is staffed and responsive to school personnel and visitors at all times.
- J. scheduling meetings and parent contacts.

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

It is the SRO's responsibility to help students succeed by:

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

## **BUS RULES**

DC West Schools contracts bus service for students. The following guidelines are established to maintain appropriate behavior and safety.

1. The schedule of bus stops will be established and made available to each family who has students utilizing bus service. This schedule may be adjusted as situations change.
2. Every effort will be made to maintain a schedule so as to get students to school on time and to return them home promptly. The bus will not leave the stops prior to the scheduled time, nor will it wait at any stop for late riders.
3. Busses shall not exceed the listed seating capacity. Non-bus students may ride the bus when space is available by providing a written request from parents to an administrator.
4. Students are expected to leave the bus only at their designated stops unless they present to the driver a written request from their parents, which has been approved by an administrator.
5. Students are to stand off the roadway until the bus has come to a stop, then board and go directly to their seats. The bus will not move until students are seated.
6. At the discretion of the bus driver, each student may be assigned a seat.
7. When it is necessary to cross the road after leaving the bus, students are to walk to a distance of approximately ten feet in front of the bus, stop, then proceed to cross the road only upon the signal from the driver.
8. Student conduct has a direct bearing on the safety of all passengers, so students are to observe these rules:
  - Comply promptly with bus driver's requests.
  - Remain seated at all times when the bus is in motion and keep the aisles clear.
  - Open and close windows only upon receiving permission from the driver.
  - Never extend head, arms or hands out of bus windows.
  - Avoid unnecessary conversation with the bus driver.
  - Do not eat food, candy or drinks while on the bus.
  - Treat other passengers with respect. Inappropriate language or actions will not be tolerated.
  - Permission from the parent or guardian is necessary each time a student elects to not ride the bus.
9. Violation of bus rules may result in loss of privilege to ride the bus and/or other disciplinary action.

## **BUS DISCIPLINARY PROCEDURES**

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

- First Offense: Warning and parent notification
- Second Offense: 3-5 day suspension from the bus
- Third Offense: 5-10 day suspension from the bus
- Fourth Offense: Suspension from the bus for the remainder of the semester/year

## **CONDUCT AT SCHOOL ACTIVITIES**

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

## **CONFLICT RESOLUTION PROCEDURE**

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

## **DISCIPLINARY PROCEDURES**

Early intervention when discipline problems first occur is very important. Often severe discipline problems progress from minor problems. Early parental involvement is mandatory. If a student's behavior is a legal or safety issue, the student will receive an office referral.

## **OFFICE REFERRALS**

- When a student is referred to the office, a behavior log entry may be entered into Powerschool. With severe or multiple infractions, parents will be notified.
- Standards of acceptable behavior are necessary for the school to provide the best educational opportunities possible for students. The enforcement of student discipline without parental support is extremely difficult.

## **DRESS CODE**

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

1. Students will be neat and clean.
2. Students will be clothed in a non-distracting manner. Students are not allowed to wear clothing that exposes undergarments, or clothing with references or advertising that includes alcohol, tobacco, or drugs or any inferences that contain sexual overtones.
3. Students will wear footwear at all times. Students may wear shorts of mid-thigh length. Cut-off shirts, cut-off pants or sweats, long johns, midriff baring, halter/tank tops and spaghetti string clothing will not be allowed during regular school hours.
4. Students will not be allowed to wear headwear (hats, caps, bandanas) in the building during regular school hours.

Students whose dress for the day is deemed inappropriate by an administrator/ or appointee will be asked to return home to change or have someone bring appropriate attire to the school. Students may be required to make up missed class time. Students should remember that what they wear is a reflection on themselves, their parents, and the school.

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

Students in attendance at school or school functions/activities and suspected to be under the influence of drugs/alcohol or other controlled substances will be confronted by the administrator and staff on duty. The student will be informed of the charge against him/her, parents/guardians will be called, and the proper authorities will be called according to state law (N.R.S. 79-293). A student suspected of using alcohol may choose to prove his/her innocence by volunteering to take a breathalyzer test. Violations of any of the above prohibitions will result in the student's emergency exclusion from school, during which time a decision will be made with respect to additional disciplinary action.

## **HAZING AND INITIATIONS**

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

## **IN SCHOOL SUSPENSION (ISS)**

As a means of preserving the educational process for other students, the administration of DC West Schools may assign a disruptive or misbehaving student In-School-Suspension (ISS). The student will be placed under direct adult supervision and will be suspended from taking part in the regular classroom activity, passing time, and lunchroom privileges. Students assigned to ISS are required to report to school at normal times, and will be counted tardy or absent under other policies in this handbook if he/she fails to report. Assignments will be collected from the teachers for the student to complete during ISS. Students are responsible to have all academic work completed upon returning to class following an ISS. All personal and school issued electronic devices must be turned into the Assistant Principal before the suspension begins.

## **INAPPROPRIATE DISPLAYS OF AFFECTION**

Publicly displaying the affection of one student for another is prohibited at school. Physical contact of any kind (kissing, hugging, etc.) is inappropriate in school and is considered an infraction against our attempts to maintain an orderly environment at school.

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

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

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

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

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

## **LIBRARY AND MEDIA CENTER RULES**

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

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

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

**ADDITIONAL STUDENT CONDUCT EXPECTATIONS & GROUNDS FOR DISCIPLINE:** The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for short or long-term suspension, expulsion or mandatory reassignment.

**SHORT-TERM OUT OF SCHOOL SUSPENSION:** Students may be excluded by an administrator from school or participation in any school function for a period of up to five school days on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or
2. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a connection between such conduct and school.
3. The following process will apply to short-term suspension:
  - (a) The party considering the short-term suspension shall make a reasonable investigation of the facts and circumstances. In addition, such short-term suspension shall be made only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
  - (b) Prior to commencement of the short-term suspension, the student shall be given oral or written notice of the charges against the student. The student shall be advised of what the student is accused of having done, and the basis of the accusation, and an explanation of the evidence the authorities have.
  - (c) The student shall be afforded an opportunity to explain the student's version of the facts to the person affecting the short-term suspension.
  - (d) Within 24 hours or such additional time as is reasonably necessary following the suspension, the administrator shall send a written statement to the student, and the student's parents or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity shall be afforded to the student, and the student's parent or guardian, to have a conference with regard to the matter with the administrator ordering the short-term suspension before or at the time the student returns to school. The administrator shall determine who, in addition to the parent or guardian, shall attend the conference.
  - (e) A student who on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

**EMERGENCY EXCLUSION:** Emergency exclusion may be enacted for a period of time up to 5 school days if the student's presence is deemed dangerous to himself/herself or others. Emergency exclusion may also be enacted if school personnel need time to further investigate the situation. A student who is emergency excluded cannot attend school or take part in any school functions.

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

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

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

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

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

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

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

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

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

#### **STUDENT'S RIGHT TO APPEAL**

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

##### ***A. THE HEARING PROCEDURE***

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

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

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

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

Students are to follow instructions given by those in our school who are responsible for their supervision. The school district hires teachers, bus drivers, custodians, library & teacher paraprofessionals, maintenance crew, food service personnel and secretaries. These are people who carry out the functions of the school and whose directions are to be followed without question or argument. Students are expected to treat all personnel with dignity and respect at all times. Students are to refer to school staff as Dr./Mr./Mrs./Ms. followed by the last name of that individual.

## **SATURDAY SCHOOL DETENTION**

Saturday School Detention may be used as a consequence for misbehavior or to replace a number of in-school or out-of-school suspension days at the Principal or Assistant Principal's discretion. The goal of Saturday School Detention is to deter disruptive behavior and encourage academic improvement.

### **Schedule**

- 6:50 AM -Students are allowed to enter the building, supervisor will designate area.
- 7:00 AM -Students are required to have all books and study materials ready
- 7:15 AM -Supervisor calls parents of absent students
- 8:30 AM -Students allowed 10 minute restroom/drink break
- 10:00 AM -Supervisor will dismiss students
  - Reports filled out in notebook and returned to Principal's office
  - Students not receiving credit for Saturday school attendance may be suspended out of school and required to make up the missed Saturday school.

## **SEARCH AND SEIZURES**

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

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

The following procedures will be used for conducting searches:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or rule violation. The search must be conducted in a reasonable manner under the circumstances. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted in the discretion of the administration.
2. Searches of the District's computer system may be conducted in the discretion of the administration at any time.

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

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

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

## **ILLEGAL SUBSTANCE SEARCHES BY LAW ENFORCEMENT/CANINE UNITS**

The District retains the right to utilize the services of Law Enforcement Authorities Canine Units in the detection of illegal drugs and/or contraband at any time, announced or unannounced at the District's schools and programs.

1. The Superintendent, building principal, or his/her designee may request the canine unit be utilized to search all inside areas of a school building, including lockers, at a time when students are or are not present. If a search takes place in a classroom when students are present, all will exit the room, leaving all items behind. Students may also be instructed to place all personal items in the closest hallway and reenter the classroom while the canine units search personal belongings in the hallway.
2. The Superintendent, building principal, or his/her designee may request that a canine unit be utilized to search vehicles in a school parking lot or in other areas where student vehicles are parked during or after school hours. If a dog alerts to a student's vehicle, the student will be required to unlock the vehicle doors and trunk for internal inspection. Any refusal to unlock the vehicle will be handled by law enforcement.
3. Any illegal drugs, illegal contraband, or other school-banned substances/items found on school grounds, whether in a student locker, vehicle, or any other place on school grounds, will be confiscated and the student may be subject to disciplinary action specified in the Code of Conduct.
4. The student's parent/guardian shall be notified should illegal drugs, illegal contraband, or other school-banned substances/items be discovered.

## **SNEAK DAYS**

DC West Schools will not sanction any unsponsored or unapproved sneak days for any student or groups of students. Students involved in unsponsored sneak days will be counted absent for the class time that is missed and will be given detention time for the time missed from class. Furthermore, the building administrators reserve the right to prohibit students involved in sneak days from receiving a signed diploma until time is made up for the unapproved absences.

## **SCHOOL RESOURCE OFFICER (SRO)**

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

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



## STUDENT BEHAVIOR

There are 4 Levels of Behavior Infractions:

1. **Productive Personal Environment** – Behaviors that affect students in the classroom. Behavior examples are:

- a. Coming to class without books, papers, and writing tools
- b. Sleeping in class
- c. Not working on intended curriculum
- d. Refusing to work
- e. Failing to earn minimum academic credit
- f. Other behavior determined to be personally nonproductive

DISCIPLINARY CONSEQUENCES FOR LEVEL 1 INFRACTIONS BEGIN WITH THE CLASSROOM TEACHER AND MAY PROGRESS TO THE ADMINISTRATION.

2. **Productive Classroom Environment** – Behaviors that occur in the classroom and interfere with the learning of others. Behavior examples are:

- a. Failing to follow reasonable request of the teacher
- b. Talking out of turn
- c. Disturbing another student in any way
- d. Failing to remain in assigned seat/area
- e. Using equipment improperly
- f. Putting down another person
- g. Cheating, plagiarism, or dishonesty
- h. Other behavior determined to be nonproductive to the class environment

DISCIPLINARY CONSEQUENCES FOR LEVEL 2 INFRACTIONS BEGIN WITH THE CLASSROOM TEACHER AND MAY PROGRESS TO THE ADMINISTRATION.

3. **Orderly Environment** – Behaviors that occur outside the classroom that are not intended to cause physical or mental harm to another individual, are not illegal, but negatively affect an orderly environment. Behavior examples are:

- a. Being disruptive on school property or at school activities
- b. Being out of class or out of the building without permission
- c. Being in or on school property without permission
- d. Being excessively tardy, truant, or absent from class
- e. Using profanity
- f. Using or possessing vulgar or obscene literature or technology
- g. Displaying illegal drug association verbally, with paraphernalia, clothing, jewelry, written work, or pictures
- h. Inappropriately displaying affection to another
- i. Soliciting unauthorized items at school
- j. Violating the dress code
- k. Creating or causing unsanitary conditions (spitting, throwing food, etc.)
- l. Other behavior determined to be disorderly to the school environment

DISCIPLINARY CONSEQUENCES FOR LEVEL 3 INFRACTIONS BEGIN WITH THE ADMINISTRATION.

4. **Safe Environment** – Behaviors that intend to cause another physical or mental harm or are illegal. Behaviors that contribute to an unsafe environment will not be tolerated and will be dealt with immediately. Nebraska State Statute Section 79-267.

The following school conduct shall constitute grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his/her designee, or at a school-sponsored activity or athletic event.

Behaviors that contribute to an unsafe environment include:

- Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
- Use of violence (including dating violence), force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
- Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
- Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
- Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
- Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
- Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor

products (such as e-cigarettes and all other vaporizing devices and paraphernalia), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.

- Public indecency or sexual conduct.
- Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school, being used for a school purpose by a school employee or his/her designee, or at school-sponsored activities or school-sponsored athletic events.
- Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
- Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
- A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
- The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
- Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
- A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish.
  - i. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary.
  - ii. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

## **FIREARMS**

The expulsion of a student for knowing and intentional possession, use, or transmission of a firearm, as defined in 18 U.S.C. 921, shall be for a period as provided by the school district policy adopted pursuant to section 79-263. (Ref. 79-283 (4) ).

### **POLICY**

- (i). Calendar Year – Each school district shall adopt a policy requiring the expulsion from school for a period of not less than one calendar year of any student who is determined to have knowingly and intentionally possessed, used, or transmitted a firearm:
  - a. On school Grounds,
  - b. In a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or
  - c. At a school-sponsored activity or athletic event. (Ref. 79-263 (1) ).
- (ii) Firearm Definition – For the purpose of this offense, the federal definition of "firearm," as provided in 18 U.S.C. 921, will apply. (Ref. 79-263 (1) ).
- (iii) Modification – The policy shall authorize the superintendent or The school board of education to modify the expulsion requirement on an individual basis. (Ref 79-263 (1) )

**DISCIPLINARY CONSEQUENCES FOR LEVEL 4 INFRACTIONS BEGIN WITH THE ADMINISTRATION.**

## **ACTIVITIES THAT RESULT IN SUSPENSION OR EMERGENCY EXCLUSION**

The following activities that are in violation will result in suspension or emergency exclusion for students.

1. Drinking, possessing, or being under the influence of alcoholic beverages on school premises or at school activities. Students in possession of alcohol or under the influence at school or school activities will be turned over to the proper authorities.
2. Smoking, vaping, or using or possessing tobacco or vaping products on the school premises or at school activities.
3. Vandalizing or willfully destructing school property or property of others. Appropriate legal action will be taken and restitution for damages will be demanded.
4. Fighting, stealing, gambling or unlawful threats.
5. Harassing others because of race, nationality, disability, religion, appearance, sex, age, or marital status, etc.
6. Displaying gross disrespect toward a student or adult, to include the use of profanity.
7. Possessing certain items such as weapons, explosives, lasers, firearms, or knives.
8. Using, furnishing, buying, selling, possession of or being under the influence of illegal substances or look- a-like illegal drugs, non-prescribed prescription drugs, or possession of drug paraphernalia.. Any information concerning the use of illegal substances in the school or by students will be turned over to the proper authorities.
9. Filing false emergency reports, such as fire alarms and bomb threats or tampering with fire safety or automatic external defibrillator equipment

## **TRUANCY/SKIPS**

Unauthorized absence from school is considered truancy. Parents of students who are truant from school will be contacted by school personnel. The procedures for dealing with truant students may include a parental conference, counseling, disciplinary action, or changes in the educational program. Students will lose credit for any work that was due on the day of the truancy. In the event truancy continues, the County Attorney's office may be notified of a student who fails to comply with attendance standards of the school and the State of Nebraska. Habitually truant students may be excluded from the school district if attendance does not improve after other disciplinary procedures. A skip shall be defined as a class absence in which proper check-out procedures are not followed, or an absence without an administrator's approval. A student who has skipped a class may receive no credits for the day's work that was missed. An administrator shall be the final authority for excusing any student absence.

## **ACADEMIC INFORMATION**

### **ACADEMIC INFORMATION**

The High School issues report cards four times during the year. In addition to report cards, progress reports are available during the middle of each 9-week grading period. At other times, parents may receive weekly reports about your child's progress from the teacher or via email or may log in and view their student's grades from the school's student information system. Teachers are always available to assist the students and students should feel free to ask their teachers for help at any time.

### **ACADEMIC RECOGNITION PROGRAM**

Near the conclusion of the school year, an academic recognition program will be held during keystone time. Students who have achieved academic excellence or above-average growth will be recognized.

### **ALTERNATIVE HIGH SCHOOL**

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

#### **GOALS OF THE ALTERNATIVE HIGH SCHOOL:**

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

#### **SELECTION TO THE ALTERNATIVE HIGH SCHOOL:**

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

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

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

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

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

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

### **CLASS SCHEDULE CHANGES**

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

### **COLLEGE/CAREER REPRESENTATIVES**

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

### **COMMUNITY SERVICE – SENIOR REQUIREMENT**

At DC West we believe it is important for all students to understand the value of giving back to their communities. In an effort to promote community service, a required four-hour service project may be scheduled during the spring semester during the school day. Students who miss this required community service project for any reason will be required to make up four hours of community service outside of the school day. The principal or his/her designee will coordinate make up community service hours.

## **CONFERENCES**

Parent-Teacher-Student conferences are used at DC West Schools improve communication between parents, teachers, and students. These conferences will be held twice during the year to give parents an opportunity to meet one-on-one with each of their son/daughter's teachers to discuss academic progress. Parents are invited to call or stop in at school when there is a concern or a question on a child's education.

## **CREDIT RECOVERY**

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

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

## **COUNSELING**

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

## **DUAL-ENROLLMENT AT COLLEGE**

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

## **EARLY GRADUATION**

### Early Completion Plan

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

- (1) A student will be allowed to transfer in a maximum of eight hours from educational courses taken outside the Douglas County West Community School. These courses must have prior approval by the high school principal in order to be used to meet the graduation requirements of the Douglas County West Community Schools. Students transferring into Douglas County West Community Schools may transfer in hours that are listed on their official transcript.
- (2) Students must meet all completion requirements established by the Board of Education in order to be eligible for completion as well as the credit hour requirements in each specific subject matter area.
- (3) Application for early completion must be requested, in writing, to the high school principal one semester prior to the requested early graduation of the applicant's Junior year of high school. The application must be accompanied by a written plan of action stating the reasons why the student is requesting early completion. The application must contain the signatures of the applicant's parents/parent/guardian to verify parental approval of early completion.
- (4) Once given approval, the applicant will have until February 1 of the applicant's Senior year to notify the high school principal of the applicant's decision in regards to participating in the regularly scheduled graduation ceremony. The applicant must also attend the commencement practice in order to participate in the commencement ceremony. No early graduation ceremonies will be provided for a student who opts for the early completion route. If a student completes the graduation requirements at the conclusion of their third year (or earlier) of high school, they retain the option of going through the graduation ceremony with their four-year cohort class. However, they WILL NOT have the option of taking part in the graduation ceremony of an earlier graduation class.
- (5) A student who decides to opt for early completion is not eligible to participate in school-sponsored activities following the last day the student attends classes. The effective date for participation will end with the last day that the student is enrolled in classes. The only school activity that the applicant is eligible for will be prom and the regularly scheduled graduation ceremony.
- (6) This policy shall be evaluated annually by the high school principal or his/her designee.

## **FALCON REWARD SYSTEM**

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

## GRADING

Students will be graded on their classroom work by each teacher, with grades being given to parents at the end of each quarter. The purpose of the grade is to communicate to the student and parents the student's level of ability and progress.

A = 94 -100% - Excellent

B = 87 - 93% - Good

C = 77 - 86% - Average

D = 70 - 76% - Below Average

F = Below 70% - Failing

NC = No Credit (used for withdrawal after the first week of first semester and after the first two days of second semester).

NG = No Grade and is given to students that have not completed work by the end of the semester. Students have one week to complete course work in those subject areas. Course work not made up will result in a failing grade.

NM = No Mark may be given for any class that a student wishes to retake. The NM will be given at the time the student designates which grade they wish to have listed on their permanent record.

The NM is not a credit and if the course is a requirement for graduation, students will need to successfully pass the class before credit is given for completed work.

P-NP = Pass or No Pass grades will be issued under special circumstances as approved by the administration.

## 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

8 credits – Language Arts

6 credits – Mathematics

6 credits – Science

6 credits – Social Science

4 credits – Career and Technical Education

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

17 credits – Electives

\*\*\* 8 Total Credits of Which Must Be Weighted

## HELP FROM TEACHERS

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

## HOMEWORK

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

## HONOR ROLL, ACADEMIC LETTERS and ACADEMIC EXCELLENCE RECOGNITION

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

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

Any senior with a 4.0 G.P.A. or higher will be recognized during the graduation ceremonies and will receive an academic excellence award representing their academic achievement during their four years of high school. The top 10% of the graduating class will have the option to speak at commencement.

## CLASS RANK

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

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

Points Are Earned As Follows:

Letter Grade	Mark Points	Weighted
A	= 4.0 points	= 5.0 points
B+	= 3.5 points	= 4.5 points
B	= 3.0 points	= 4.0 points
C+	= 2.5 points	= 3.5 points
C	= 2.0 points	= 3.0 points
D+	= 1.5 points	= 2.5 points
D	= 1.0 points	= 2.0 points
F	= 0.0 points	= 0.0 points

NC = 0 Points (Given For Late Withdrawals.)

NG = Doesn't Effect Honor Roll Or Class Rank

## Course Options For Weighted Credits

### *Full Weighted Classes*

#### Language Arts

Honors English 11

Metro English 12 including:

-Metro Composition 1010

-Metro Composition 1020

-Metro Ethnic Literature 2530

Career & Technical English (CTE) including:

-Metro Technical Writing 1220

-Metro Oral & Written Reports 1240

Metro Creative Writing 1310

Metro Intro To Literature 2450

#### Science

Physics

Online Metro Biology

Honors Chemistry

Online Metro Chemistry

#### Social Sciences

Online Metro Psychology

Metro US History

Metro World Civilizations I

Metro World Civilizations II

Metro Government and Politics

#### Career & Technical Education

Metro Entrepreneurship 1050

Metro Financial Literacy (Personal Finance) 1000

Metro Business 1000

Metro Marketing 1010

#### Mathematics

Metro Calculus/Calculus

Metro Pre-Calculus Algebra/Pre-Calculus

Metro Trigonometry/Trigonometry

Metro Statistics/Statistics

Career & Technical Math (CTE) 1240

#### Health Sciences

Metro Health Careers 1050, 1120, 1510

#### Other

UNO French IV

Spanish IV

Metro Career Academy Courses

UNMC Health High School Alliance Courses

### *Half Weighted Credits*

#### Language Arts

Honors English 9

Honors English 10

#### Science

Chemistry

Zoology

#### Social Science

Economics

#### Fine Arts

Band IV

Choir IV

Advanced Art IV

#### Other

Digital Journalism IV

## 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.

### 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.

### LOCKERS

Each student will have the option of checking out a school locker in which to keep books and other school materials. Students should not leave personal items of value in the lockers, and are cautioned not to give their locker combinations to others. Students are not to trade, switch, or share lockers with other students. Students are responsible for their locks and lockers. If a locker is not working properly, it should be immediately reported to the office.

### MISSED SCHOOL WORK

Any schoolwork missed because of absence is the responsibility of the student to make up in a designated amount of time as determined by the classroom teacher. Students that will be absent for an extended period of time are required to get assignments and should work on them at home. A student will have one school day to make up schoolwork for each consecutive day he or she has missed due to the illness, injury or other unexpected absence. For example, if a student is absent on Monday, they would be expected to obtain their assignments the next school day (Tuesday) to be due on Wednesday. Any work assigned prior to the absence is due upon the student's return to school.

## **PLAGIARISM/CHEATING**

DC West High School believes all students should demonstrate honesty and integrity in their work. Each student is expected to do his/her own work. This includes test taking, homework, class assignments, the creation of original essays, compositions, research papers, and scientific research. Sharing work with another student during tests, on in-class essays or assignments, or on homework is considered cheating. If submitted work is not a true reflection of a student's own effort and ability, the student has demonstrated unacceptable academic behavior. The consequences for academic misbehavior will be determined by the classroom teacher, and in all cases the MINIMUM consequence will be NO CREDIT for the assignment. For second or subsequent infractions, students may be dismissed from the class entirely and receive NO CREDIT for the course.

### **Cheating:**

- access to information will be viewed as intent
- claiming credit for work not the product of one's own honest effort
- providing unwarranted access to materials or information so that credit may be wrongly claimed by others
- lending work to another
- changing or attempting to change a mark on a report card or other school document
- knowing about and tolerating any of the foregoing
- improper collaboration
- using another's work to prepare an assignment
- discussing or sharing test or quiz information with another student after taking an examination in order to provide the student with information before he/she takes the test or quiz
- going beyond the collaboration directed by the teacher

### **Plagiarism:**

- using ideas from a source without giving credit and integrating those ideas into your essay or other written assignment or project
- paraphrasing part of a source - merely changing several words in a sentence or paragraph does not permit use of the passage unless credit is given to the author
- verbatim copying: The systematic copying of material from another source is a most serious offense. The nature of the original source is immaterial.
- You may not copy from any source -a book, an article, or work of another person.

## **RETAKEING A COURSE TO IMPROVE GRADE**

Students will be allowed to retake a course with the intention of improving their grade. Students wishing to retake a course previously passed will need to complete a request form and receive permission from the counselor. After meeting with the student and parent(s), the counselor will make a determination of whether this is in the best interest of the student. A course that is retaken cannot be counted twice for credit but students will be allowed to receive the higher grade between the two classes, while the other grade will then be deleted. This option will allow students an opportunity to increase their knowledge of the material, improve their grade and be more successful when taking more advanced courses. When the retaken course has been completed the student will then declare the grade they wish to have recorded for that course on their permanent record file and the other class section will still remain but will be given the NM designation.

## **SCHOLARSHIP AND FINANCIAL AIDE**

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

## **STUDENT AIDES**

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

## **STUDENT RECORDS**

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

## **SUPPLIES**

Students are expected to provide their own supplies needed for normal classroom work. At times, class assignments may require an additional cost to the student.



## **TESTING AND ASSESSMENT**

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

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

## **WORK RELEASE**

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

## **STUDENT ATTENDANCE AND MOVEMENT INFORMATION**

### **ATTENDANCE**

A goal of DC West High School is to promote punctuality, self-discipline, and responsibility in all students. There has been a high correlation between good attendance and good academic performance of students. Nebraska State Statute 79-201 states that "every person residing in a school district within the state of Nebraska who has legal or actual charge or control of any child who is of mandatory attendance age or is enrolled in a public school shall cause such child to enroll in, if such child is not enrolled, and attend regularly a public, primate, denominational, or parochial day school which meets the requirements for legal operation prescribed in Chapter 79, or a school which elects pursuant to section 79.1601 not to meet accreditation or approval requirements, each day that such school is open and in session, except when excused by school authorities or when illness or severe weather conditions make attendance impossible or impracticable".

79-209. Compulsory attendance; nonattendance; school district; duties; collaborative plan; considerations; referral to county attorney; notice.

(1) In all school districts in this state, any superintendent, principal, teacher, or member of the school board who knows of any violation of subsection (2) of section 79-201 shall within three days report such violation to the attendance officer of the school, who shall immediately investigate the case. When of his or her personal knowledge or by report or complaint from any resident of the district, the attendance officer believes that there is a violation of subsection (2) of section 79-201, the attendance officer shall immediately investigate such alleged violation.

(2) All school boards shall have a written policy on attendance developed and annually reviewed in collaboration with the county attorney of the county in which the principal office of the school district is located. The policy shall include a provision indicating how the school district will handle cases in which excessive absences are due to illness. The policy shall also state the circumstances and number of absences or the hourly equivalent upon which the school shall render all services to address barriers to attendance. Such services shall include, but not be limited to:

(a) Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of any child; and  
(b) One or more meetings between, at a minimum, a school attendance officer, a school social worker, or a school administrator or his or her designee, the person who has legal or actual charge or control of the child, and the child, when appropriate, to attempt to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:

- (i) Illness related to physical or behavioral health of the child;
- (ii) Educational counseling;
- (iii) Educational evaluation;
- (iv) Referral to community agencies for economic services;
- (v) Family or individual counseling; and
- (vi) Assisting the family in working with other community services.

(3) The school may report to the county attorney of the county in which the person resides when the school has documented the efforts it has made as required by subsection (2) of this section that the collaborative plan to reduce barriers identified to improve regular attendance has not been successful and that the child has been absent more than twenty days per year. The school shall notify the child's family in writing prior to referring the child to the county attorney. Failure by the school to document the efforts required by subsection (2) of this section is a defense to prosecution under section 79-201 and adjudication for educational neglect under subdivision (3)(a) of section 43-247 and habitual truancy under subdivision (3)(b) of section 43-247. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney.

(4) Nothing in this section shall preclude a county attorney from being involved at any stage in the process to address excessive absenteeism.

Operative Date: July 18, 2014

To help all students with their attendance, the following procedures will be followed:

1. All parents should contact the school by phone the morning of a known absence of a student or provide their child with a written excuse upon return stating reason for the absence and dates missed. The office will attempt to contact parents when the student is absent and the school has not been notified. The student should check in at the office upon return to school.
2. Students and parents are expected to make medical, dental, personal appointments, and vacations outside the school day.
3. Each teacher will record attendance of all students each class period and Keystone.
4. Students not in attendance at school during the day cannot attend school activities that night.

## **PLANNED ABSENCES**

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

## **COLLEGE VISITATIONS**

Each senior will be allowed two college visitation days during his or her senior year. A junior student will be allowed one day for college visitation during their junior year. All college visitation days must be taken prior to May 1st. Arrangements must be made in the Guidance Office, and an activity sheet obtained. An assignment sheet will be needed for succeeding visitation days. Students may not use both visitation days to visit the same college unless extended travel time is required.

## **DRIVING**

Students are not allowed to drive their vehicles during the school day. In extreme situations, students may receive permission from home and then from office personnel to drive a vehicle to get items from home.

## **PASSES**

Teachers are encouraged to keep students in the classroom. If a student needs to leave class, the pass must be signed by the teacher and carried with the student.

## **STUDENT WITHDRAWAL FROM SCHOOL**

Any student wishing to withdraw from school is required to meet with the counselor. A checkout form must be completed and signed by all necessary school personnel. Students will not be allowed to withdraw from school until the parent/guardian has agreed with, and signed, the necessary forms.

## **TARDY TO CLASS**

Promptness to class is necessary to enhance the effectiveness of the day-to-day operations of the school. Students who are late to class delay the beginning of the class which wastes valuable instructional time for the majority of the students who are present. Students are counted tardy if they are not in their scheduled classroom before the passing bell rings. If students are not in attendance after 15 minutes of the start of the class period, it will be considered an absence and will also count towards a student's tardy total. Students are to plan their time so they can move from one class to the next during the passing time.

If a student shows a continuous pattern of tardiness, he or she may be subject to the following consequences: lunch detention, before or after school detention, Saturday school detention, required parent meeting with the creation of a tardy/attendance plan, in-school suspension, or out-of-school suspension.

## **ACTIVITY INFORMATION**

### **Section 1**

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

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

### Safety

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

### Warning for Participants and Parents

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

## **Section 2**

### **Extracurricular Activity Code of Conduct**

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

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

#### **Scope of the Code of Conduct.**

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

### **ACADEMIC ELIGIBILITY**

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

Students who are failing a class will be provided a Progress Report on Monday (or as soon as possible following a holiday) of each eligibility period. Staff will be notified of all students on the list. Students will have three days (Monday-Wednesday) to bring their failing grades up. For example, if the progress report comes out on Monday, students will have until the end of the school day on Wednesday to bring their failing grades to passing. However, if school is not in session on Monday, the Progress Report may come out on Tuesday and students would have until the end of the school day on Thursday to bring their failing grades to passing. Once a passing grade is achieved, the student will have their teacher sign off on the Progress Report and return the Progress Report to the Assistant Principal/AD's office. 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 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.

### **DANCES AND PARTIES**

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

### **FIELD TRIPS, ATHLETICS AND ACTIVITIES**

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

### **INITIATIONS**

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

### **NEW ORGANIZATIONS**

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

### **OPTION ENROLLED/TRANSFER STUDENTS**

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

### **PEP RALLIES**

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

### **STUDENTS ATTENDING ATHLETIC CONTESTS DURING SCHOOL TIME**

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

### **STUDENTS ATTENDING POST-SEASON TOURNAMENTS**

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

### **STUDENT ACTIVITY FEE/PASS**

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

## **ACTIVITIES CODE**

### **CLASSROOM WORK**

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

### **DRESSING ROOMS**

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

### **DUE PROCESS**

All cases of misconduct by the participant concerning the above rules will be reviewed by the head coach/sponsor, Activities Director, and Principal. Students should consult with these individuals if there are questions concerning these rules.

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

### **ELIGIBILITY RULES OF THE NEBRASKA SCHOOL ACTIVITIES ASSOCIATION**

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

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

which the parents moved, he/she may remain at that high school located in the school district where the parents established their domicile and be eligible.

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

13. Guardianship does not fulfill the definition of parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for his review and a ruling.
14. A student shall not participate in a contest under an assumed name.
15. A student must maintain his/her amateur status

### **END OF THE SEASON/YEAR AWARDS**

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

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

The athlete awards will be chosen from a list of students in grades 9-12 currently participating in two sports. The head coaches in each sport will vote for one female and one male athlete.

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

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

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

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

1. Most Improved Participant
2. Most Dedicated Participant

These awards will be determined by the coach/sponsor of that activity. Each recipient will receive a medal.

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

### **EQUIPMENT**

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

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

### **INJURY**

In the event of an injury, the athlete will immediately report the injury to the coaching staff. Any type of injury, if not properly treated, may lead to complications, which are harmful to the athlete's physical well-being and detrimental to his/her recovery time for practice and competition.

If injured, the athlete must continue to attend practices and games. This means being on the bench during the games. It will be the understanding of the coach that the failure to attend the practice and game will mean the student has quit the activity and cannot letter in that sport. Practice attendance may be waived through written permission by the coach. Copies of this waiver will be given to the student and kept by the coach and Activities Director.

### **INSURANCE RELEASE FORM**

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

### **LETTERING REQUIREMENTS**

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

### **NSAA ELIGIBILITY RULES (Participation on Other Teams)**

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

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

NO AAU track or sponsored marathon runs during track season.

NSAA Eligibility: (1) You were not 19 years of age before August 1; (2) You have not attended grades 9-12 more than 8 semesters; (3) You were enrolled in school by the 11<sup>th</sup> day; (4) You were in school the preceding semester; (5) You passed 20 semester hours of credit the preceding semester; (6) You are currently passing 20 semester hours; (7) You have not graduated from high school; (8) You do not play on an independent team during the season of that sport; (9) You do not play on an all-star team during the school year; (10) You have not changed schools without your parents

changing residence or your parents have not changed their residence to another school district. (Exception – If school has started you will be eligible to compete that year.) (11) You shall not participate in a contest under an assumed name; (12) You must maintain your amateur status; (13) Students are eligible for eight semesters.

#### **PARENTAL PERMISSION and STUDENT PARTICIPATION**

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

#### **PHYSICAL EXAMINATIONS**

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

#### **PRACTICE ATTENDANCE**

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

#### **SCHOOL ATTENDANCE/ACTIVITY PARTICIPATION**

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

#### **STUDENTS IN SIMULTANEOUS ACTIVITIES**

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

- Sponsors, coaches and administrators should communicate to the students their responsibilities regarding practices, performances, and competitions prior to an athletic season or co-curricular activity.
- Sponsors, coaches and administrators are strongly encouraged to investigate prior to the start of each season any potential conflicts that might occur. Careful attention should be given to the members involved in each activity to determine whether a student is involved in concurrent activities.
- Consideration should be given as to the impact a student has on a particular group or activity.
- A student should not be adversely affected or receive negative repercussions from the coach/sponsor as a result of a decision.
- If the events in conflict are of the same priority level in these guidelines, the two sponsors/coaches involved with the student in conflict should meet with the activities director to discuss the conflicting events and reach a decision that is best for the student.

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

##### **Level 1**

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

##### **Level 2**

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

##### **Level 3**

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

#### **SUNDAY PRACTICES**

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

## **TRAVEL RELEASE FORM**

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

## **STUDENT 24-HOUR ACTIVITY CODE OF CONDUCT**

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

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

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

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

## **BEHAVIOR / TOBACCO / ALCOHOL & DRUG VIOLATIONS**

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

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

### **1. BEHAVIOR**

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

### **2. TOBACCO/CIGARETTES/VAPORIZING DEVICES**

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

### **3. ALCOHOLIC BEVERAGES AND DRUGS/CONTROLLED SUBSTANCES**

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

#### **First Offense:**

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

#### **Second Offense:**

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

#### **Third Offense:**

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

### **INAPPROPRIATE BEHAVIOR**

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

### **SUSPENSIONS**

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

- Use of violence (including dating violence), force, coercion, threat, intimidation, provocation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
- Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
- Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
- Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
- Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
- Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103, or being under the influence of a controlled substance or alcoholic liquor;
- Public indecency as defined in section 28-806, except that this subdivision shall apply only to students at least twelve years of age but less than nineteen years of age;
- Engaging in bullying, which is defined as any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his/her designee, or at school-sponsored activities or school-sponsored athletic events;
- Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or



attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 29-319.01, as such sections now provide or may hereafter from time to time be amended;

- Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
- A repeated violation of any rules and standards validly established pursuant to section 79-262 if such violations constitute a substantial interference with school purposes.

### **Douglas County West Community Schools STUDENT FEES POLICY**

The Board of Education of Douglas County West Community Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

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

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

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "1," which provides further specifics of student fees and materials required of students for the 2018-2019 school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

(1) Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity. The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metal or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

(a) Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) Courses

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible or damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(iii) Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(v) Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

(3) Extracurricular Activities-Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(4) Extracurricular Activities-Fees for participation. Any fees for participation in extracurricular activities are further specified in Appendix 1. Admission fees are charged for extracurricular activities and events.

(5) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

(6) Transportation costs. Students are responsible for fees established for transportation services provided by the District and to the extent permitted by federal and state laws and regulations.

(7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(8) Participation in before-and-after-school or prekindergarten services. Students are responsible for fees required for participation in before-and-after-school or prekindergarten services offered by the District, except to the extent such services are required to be provided without cost.

(9) Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(10) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(11) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

(12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

(13) Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.