

# **Student-Parent Handbook**

**Elementary Schools  
Westside Community Schools**

**2017-18 School Year**

# Student Calendar

## Westside Community Schools

School District 66  
909 South 76th Street  
Omaha, NE 68114  
402.390.2100

### Student Calendar 2017-18

#### July 2017

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

#### August 2017

S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

#### September 2017

S	M	T	W	T	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

#### October 2017

S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

#### November 2017

S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

#### December 2017

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

#### January 2018

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8*	9*	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

#### February 2018

S	M	T	W	T	F	S
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

#### March 2018

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

#### April 2018

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

#### May 2018

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

↓  
Early Dismissal

#### June 2018

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**Bold dates** indicate days students will be in school.

**SCHOOL BEGINS**

Semester 1: August 15  
Semester 2: January 8

**Parent-Teacher Conferences**

\* October 16-18  
\* March 12-14

\***Elementary** conference days:  
**Tuesday and Wednesday**

\***Middle School** conference days:  
**Monday and Wednesday**

\***High School** conference days:  
**Monday and Tuesday**

**Last Day of School**  
May 25  
1:00 Dismissal

#### NO SCHOOL

- Professional Development - September 1
- Labor Day - September 4
- Intersession - October 20
- Professional Development - October 23
- Thanksgiving Break - November 22-24
- Winter Break - December 25 - January 5
- Martin Luther King, Jr. Day - January 15
- Presidents' Day - February 19
- Intersession - March 16
- Spring Break - April 2-6
- \*Oakdale & Swanson moving days- Jan. 8 & 9

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# FOREWORD

## Intent of Handbook

This Handbook is intended for use by students, parents, and staff to serve as a guide to Westside Community Schools' rules and regulations. All students and parents are responsible for becoming familiar with the Handbook and knowing the information contained in it. Parents are encouraged to use this Handbook as a resource and to assist their children in following the rules contained in this Handbook.

Although the information found in this Handbook is detailed and specific on many topics, it is not intended to be so all-encompassing as to cover every situation and circumstance that may arise during any school day or school year. This Handbook does not create a contract. The District reserves to its administrators the right to make decisions and changes in rules and procedures at any time to implement the educational program and to assure the well-being of all students. Administrators are responsible for interpreting the rules contained in the Handbook. Should a situation or circumstance arise that is not specifically covered in this Handbook, the appropriate administrator(s) will make decisions based upon all applicable school district policies, and state and federal statutes and regulations.

### Westside Community Schools Board of Education

Beth Morrisette, President	Adam Yale, Treasurer
Dana Blakely, Vice President	Kris Karnes, Director/Treasurer-Elect
Doug Krenzer, Secretary	David Williams, Director

### District Administrators

Blane McCann, Superintendent  
Enid Schonewise, Assistant Superintendent for Human Resources/Lead Title IX Coordinator  
Mark Weichel, Assistant Superintendent for Teaching and Learning  
Alan Bone, Director of Student Services/Title IX Coordinator  
Kami Jessop, Director of Special Services/ADA and Section 504 Coordinator

### Elementary Building Administrators

Hillside Elementary School .....	Cynthia Bailey, Principal
Loveland Elementary School .....	Stephanie Hornung, Principal
Oakdale Elementary School .....	Glen Jagels, Principal
Paddock Road Elementary School .....	Scott Becker, Principal
Prairie Lane Elementary School .....	Beth Welke, Principal
Rockbrook Elementary School.....	Garret Higginbotham, Principal
Sunset Hills Elementary School.....	Michelle Patterson, Principal
Swanson Elementary School.....	Jennifer Harr, Principal
Westbrook Elementary School.....	Tyler Hottovy, Principal
Westgate Elementary School.....	Amanda Moon, Principal

### Notice of Nondiscrimination

Westside Community Schools does not discriminate on the basis of sex, sexual orientation, race, color, national origin, religion, disability, age, marital, parental or pregnancy status, military/veteran status or any other category protected by law in its programs and activities or in admission or access to, or treatment in, hiring and employment. Retaliation is prohibited. The following person(s) coordinate our compliance and can assist with questions or filing a concern or report:

#### For students, parents or other non-employees:

Coordinator of Student Services/Title IX Coordinator – ABC Building, 909 So. 76th St. Omaha NE 68114 (402) 390-2100 or via e-mail: [titleixcoordinator@westside66.net](mailto:titleixcoordinator@westside66.net)

For further information about anti-discrimination laws or to file a complaint of discrimination you may also contact the Office for Civil Rights (OCR), U.S. Dept. of Education, One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, MO 64106, Tele.(816) 268-0550, Fax (816) 268-0599, (TDD) (800) 877-8339, or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov).

# MISSION AND GOALS

## District Mission Statement

The mission of the Westside Community School District, as an innovative educational system, is to ensure academic excellence and to serve the unique needs of all learners.

## Vision

Westside Community Schools will relentlessly pursue innovative educational ideals and promise to personalize learning for every student. We invite the challenge of developing a community of learners who embrace a broader, richer definition of success.

## Complaint Procedures

### General Complaints

Constructive criticism of the school or school system is welcome through any medium when it is motivated by a sincere desire to improve the quality of the educational program and to equip the school to perform its tasks more effectively.

In an effort to resolve all concerns and issues at the earliest stage and through informal methods and procedures, any complaint should first be addressed with the teacher or staff member involved.

1. When the teacher or staff member receives a complaint, he/she will immediately address the concerns by conducting an informal conference with the complainant, thereby providing an opportunity for a discussion and informal resolution of the identified concerns.
2. If the concerns are not resolved by the teacher or staff member, the complainant may contact the Principal, who will conduct an informal conference with the complainant, again providing an opportunity for a discussion and informal resolution of the complainant's concerns.
3. If the complainant's concerns are not resolved by the Principal, the complainant may contact the Director of Student Services, who will conduct an informal conference with the complainant, providing yet another opportunity for a discussion and informal resolution of the complainant's concerns.
4. If the complainant's concerns are not resolved by the head of Student Services, the complainant may contact the Assistant Superintendent for Human Resources, who will conduct an informal conference with the complainant, thereby providing an opportunity for a discussion and informal resolution of the complainant's concerns and issues.

### Harassment, Discrimination, and Retaliation

For information on how to report a concern about harassment, discrimination, or retaliation, see the **State and Federal Programs** chapter of this Handbook, Board Policy 7190, or the front page of the District website ([westside66.org](http://westside66.org)).

# SCHOOL DAY

## Daily Schedule

Start Time..... 8:40 a.m.  
Dismissal Time..... 3:30 p.m. (3:00 p.m. **every** Wednesday)

## Shortened Schedule

Start Time..... 8:40 a.m.  
Dismissal Time..... 1:00 p.m.

## Communication

Communicating with families is crucial; we use a variety of tools to keep parents informed about what's going on at school and to find out what parents are interested in or concerned about.

A crucial tool in ensuring good communication between home and school is the District's Annual Information Update (AIU). For more information on the Annual Information Update, please see the **Support Services** chapter of this Handbook.

### Other Communication Tools

Our most common means of communication include

- telephone calls and voice mail;
- parent meetings
- social media (primarily Facebook and Twitter)
- e-mail (lastname.firstname@westside66.net — example: doe.john@westside66.net);
- PowerSchool; and
- District website ([westside66.org](http://westside66.org))

## Text Notifications

When the School or District shares important or updated information, such as a cancellation of school, that news is shared via local media outlets, social media pages, and automated telephone calls. The District also offers parents the option to receive text messages in these instances. Parents who are interested in receiving text notifications should follow these instructions:

1. The school must have parent/guardian's cell phone number entered into PowerSchool.
2. Using the cell phone attached to that number, parent should create a new text message.
3. Next, in the "To" field (where a phone number would normally be entered), type: **67587**
4. Then, In the body of the text (where a message would normally be typed), type: **Yes**
5. Finally, hit **SEND**.
6. Parent should receive a text message back that says "You are now registered with the School Messenger notification service." If a confirmation text does not appear, user may not have short-code messaging enabled on their cell phone. In those cases, parents/guardians should contact their cell phone provider.

**\*\*If a confirmation text does not appear, user may not have short-code messaging enabled on your cell phone. In those cases, parents/guardians should contact their cell phone provider.**

## Severe Weather and School Cancellations

The Superintendent is authorized to dismiss school and school-related activities in the event of severe weather conditions, emergencies, or special school-sponsored events.

In the event of inclement weather, parents/guardians are responsible for deciding whether their children attend school.

Generally, school will not be dismissed during the school day because of inclement weather or other emergencies. If they wish, parents may come to the school and pick up their children. Generally, all school related activities involving students will also be cancelled when school is dismissed due to severe weather.

If severe weather forces the closing of school, an announcement will be made on local radio/TV stations, and parents who have signed up for notifications will receive an automated phone message, usually by 6:30 a.m. Please make arrangements with your children prior to the school day as to transportation home, where to go if no one is home, meeting places, etc.

## **Arrival at School/Dismissal from School**

Students should arrive at school no earlier than 8:15 a.m. Prior to that time, the school is not responsible for supervision of students. Students will be admitted to the building at 8:30 a.m., except for those eating breakfast at school. Students will not be permitted to enter earlier unless the principal determines it to be necessary due to inclement weather or other factors. Students are to enter through their assigned entrance and proceed to designated areas.

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

Parents are reminded that school is dismissed 30 minutes early every Wednesday, so their children are not left in an unsupervised situation or without a means to get home upon dismissal.

Parents who desire supervised childcare before and/or after school may enroll their children in Club 66, as space permits. Parents may contact the main office for additional information.

## **Dropping Off/Picking Up Students**

When dropping off or picking up students before and after school, drivers are asked to observe traffic patterns established by the school. Drivers may not stop or park in any handicapped loading areas or in any areas designated for school buses or vans. To avoid crowded parking lots or streets, parents may wish to make arrangements to pick their children up a few blocks away from school. For information about the traffic pattern for their child's school, parents should see the Principal.

## **Closed Campus**

All students are required to remain on campus during the school day.

## **School-Sponsored Activities and Parties**

School activities and parties for students will be administered under the direction of the Principal or designee. There will typically be no more than three elementary school parties held during school hours.

## **Recess**

Recess and certain instructional activities will be held outdoors, except when extended exposure to the elements is inadvisable or when the Principal determines it to be otherwise unsafe. Students will not have outdoor recess when either the air temperature or Wind Chill Factor is 10°F or lower, or when the Air Quality Index (AQI) is 101 degrees or higher, as reported by the Environmental Protection Agency ([airnow.gov](http://airnow.gov)).

## **Signing In and Out of School**

Parents or guardians are required to sign their children in and out of school if they are entering after 8:40 a.m. or leaving prior to dismissal. Parents/guardians must report to the main office for this purpose. The sheet for signing a child in and/or out of school is located on the front counter. If a child is being signed out, the school secretary will call the appropriate classroom and indicate to the teacher that the child is leaving. Parents are not to go directly to classrooms.



Students who leave before the end of the day are to be signed out by a parent or guardian or another party designated by the parent or guardian. Parents or guardians requesting their children only be released to the parent or guardian after dismissal must submit a completed written request to the Principal.

## **Breakfast**

Breakfast is served in the cafeteria until 8:30 a.m. daily for all interested students. Free and reduced pricing is available for those who qualify. Studies have conclusively demonstrated that food is necessary for the brain to function and the body to stay alert. Breakfast is the most critical food of the day since it breaks the fast of the entire night.

Parents/Guardians are encouraged to do whatever they can to ensure that their children eat breakfast each day.

## **Lunch**

Lunch is offered daily. Westside Nutrition Services serves meals that follow USDA Guidelines under the School Breakfast Program (SBP), National School Lunch Program (NSLP), and federal Smart Snacks guidelines.

## **Free and Reduced-Priced Meal Program**

Forms and guidelines for free or reduced lunch are available to any student. Parents will be notified if they are eligible after an application has been filed. Students who received free or reduced lunch last year, in our district, automatically qualify for the same status during the first week of school. To continue receiving free or reduced lunch, parent(s) must fill out a new application form and return it to the school secretary the first week of school. More information on this program is available in the **State and Federal Programs** chapter of this Handbook.

## **Paying for Meals**

Students are encouraged to debit their food purchases against prepaid accounts in their name. Online deposits can be made 24/7 by credit/debit card or check at [myschoolbucks.com](http://myschoolbucks.com). In-person deposits can be made during normal operating hours by check or cash. Checks should be made payable to "Westside Nutrition Services."

Students may not use their own accounts to pay for other students' lunches.

No student will go without lunch. In cases where students do not have money for lunch, a regular meal will be provided and appropriate arrangements will be made with parents or guardians at a later time. Detailed information is provided in the **State and Federal Programs** chapter of this Handbook.

## **Outside Food**

Westside Community Schools discourages parents/guardians from bringing food from outside vendors for their own children. Under no circumstances may parents/guardians bring in food for children who are not their own.

## **Parent Access to Students**

Both parents are presumed by the school to have equal rights in educational matters, and both parents will, unless otherwise determined by the District, be allowed to:

- Visit the child at school (classroom/school activities, volunteering, lunch)
- Be contacted by the school when the child is sick at school or has some other need
- Pick up the child during the day (such as for illness, medical appointments, emergency dismissals, etc.)
- Pick up the child at the end of the school day
- Attend parent-teacher conferences
- Receive copies of school mailings, grades and educational records

If one parent wishes to request that another parent not be allowed one or more of the above rights, he or she must notify the building principal and provide a court order or other legal document specifically restricting the other parent's rights to do so.

The school will review any information submitted and make a determination as to whether the other parent's rights have been legally restricted. Both parents shall continue to have equal access until a review of the legal documents has been conducted and a determination made.

## Professional Learning and Collaboration

The District emphasizes the importance of staff development and believes that the mission of the Office of Professional Learning is to improve learning for all students by increasing staff effectiveness through ongoing, research-based opportunities for growth and renewal. All employees are expected to engage in courses, programs and activities leading to their professional growth, expansion of skills, and improved job performance.

Westside Community Schools provides Professional Learning Collaboration days set aside to provide opportunities to focus on district, building, and individual teacher goals. Dates designated as Professional Learning Days are listed in the calendar that is part of this Handbook. Additionally, students are dismissed at 3:00 p.m. on Wednesdays, so that teachers can participate in Professional Learning Community (PLC) meetings.

## Emergency Procedures

Westside staff and students are trained to respond to emergencies by following the Standard Response Protocol (SRP). SRP has been adopted by most school districts and law enforcement agencies in Douglas and Sarpy County in an effort to develop common terminology and procedures to maximize the effectiveness of our response to school emergencies.

SRP involves just four responses: Lockout, Lockdown, Evacuation, and Shelter.

**Lockout** is called when one or more persons or animals outside the school pose a potential threat to student safety. The school day proceeds as usual, but students are kept inside the building until the potential threat has passed.

**Lockdown** is called when there is someone or something inside the building that poses an immediate threat to student safety. Teachers verify that classroom doors are locked and that students are moved to a location in the classroom where they cannot be seen from interior hallways.

**Evacuation** occurs when conditions inside the building require that all students be moved out of the building. The most common form of evacuation drill is a fire drill, but students might be evacuated for other reasons, such as a gas leak or damage to the building. If students are unable to be in the building for an extended period or due to extreme weather, students will be moved to a designated temporary evacuation site or to a reunification site where they can be safely released to a parent or guardian.

**Shelter** requires that all students go to a designated location inside the building designed to withstand severe thunderstorms or tornados.

Students and staff practice these responses throughout the year in an attempt to ensure that all students and staff know what to do and to identify plan elements that may need attention. Except for drills, parents are notified any time conditions warrant the activation of these protocols.

# ATTENDANCE

## Attendance Policy

State law and Board Policy mandate that every person who has legal or actual charge or control of any child between the ages of six and eighteen shall cause such child to attend regularly each day school is open unless illness or severe weather conditions make attendance impossible.

State statutes also require school staff to render all services in their power to compel the unlawfully absent child to attend school. If the Principal believes a child is unlawfully absent from school, he or she shall immediately investigate and take action when necessary.

## Student Absences

### Excused and Unexcused Absences

An absence from school will be recorded as Excused or Unexcused.

1. Excused Absences. Excused absences are those deemed by the Principal or designee to be obligatory, unavoidable, or part of the school's educational program. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require approval in advance. An absence for any of the following reasons shall generally be excused, provided the required procedures have been followed:
  - a. Personal Illness (a physician's verification may be required after four consecutive days of absence for illness).
  - b. Medical or dental appointments which require the student's absence from school.
  - c. Death or serious illness of a family member of the student.
  - d. Attending a funeral.
  - e. Observance of religious holidays.
  - f. Legal matters which require the student's absence from school.
  - g. School-sponsored events that require the student's absence from school.
  - h. Family trips in which student accompanies parent(s)/legal guardian(s).
  - i. College planning visits (high school only).
  - j. Other absences that have received prior approval of the Principal.

The Principal retains the discretion to deny approval for any of the foregoing reasons, depending on circumstances such as the student's absence record, the student's academic status, and tests or other projects that may be missed.

2. Unexcused Absences. An absence, even with parental approval, may be unexcused. If a student's absence is unexcused, the student may be required to make up work and time missed.

### Tardy to School

Students will be considered tardy to school if they are not seated in their assigned seat or ready and attentive in their assigned area when the 8:40 a.m. bell rings.

## Absence Procedures

### Notifying the School of Student Absence

When a student does not appear at school, building staff make extensive efforts to verify that student's whereabouts and well being. Parents are asked to call the school office or voicemail before 9:15 a.m. to report the absence of their child(ren). Students who are tardy must report to the office to sign in before going to the classroom. Parents who know their child(ren) will be late due to an appointment, etc., should call the school to report lunch arrangements for the day.

In addition to requirements listed above, to be excused, all absences must be verified through a note, email, or phone call from the child's parent or guardian. Absences that are not verified by parents/guardians within three school days will be permanently recorded as Unexcused.

## Counting Absences

For state reporting purposes, attendance is taken twice daily: once in the morning and once in the afternoon. Students who are more than 90 minutes late at either time will be counted absent for a half-day. Tardies to school are also documented each day.

## **Make-up Work**

Students may be required to make up all work missed during absences. If the absence is of long duration, the Teacher may adjust expectations, as he or she deems appropriate.

In general, two school days will be allowed to make up work for each day missed. If requested, assignment sheets will be prepared for students who are ill. If parents or students request assignment sheets, the school should be contacted by no later than 10:00 a.m.

## **Attendance Required to Participate in Activities**

Students must be in attendance for at least half the school day to participate in extracurricular activities or other school programs that day. Absences for school-sponsored events are not included. Failure to attend will result in a student being withheld from participation in the activity. The Principal may grant participation in exceptional circumstances.

## **Truancy**

Students who accumulate unexcused absences may be considered truant. Truancy is a violation of school rules and subjects violators to measures specified in the Code of Conduct, as well as potential referral to the County Attorney.

## **Excessive Absenteeism**

In an attempt to minimize excessive student absenteeism, the Principal will act in the following progression:

### Five Days of Unexcused Absence

In cases where illness is not a primary factor, the building principal shall notify the parent, guardian, or individual who has legal or actual charge or control of a child when the child has accumulated five days (or the hourly equivalent of five days) of either excused or unexcused absences for the school year.

### Ten Days of Unexcused Absence

When a child has accumulated ten days (or the hourly equivalent of ten days) of either excused or unexcused absences for the school year, the building principal, designated school staff, the parent or guardian, and the student will cooperatively develop a plan of action designed to overcome barriers preventing regular attendance. The result of such meeting(s) shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance.

If, despite multiple efforts by the District to contact parents/guardians via telephone, email, or personal contact, the parent or guardian cannot be reached or refuses to participate with school staff in establishing the child's attendance plan, the child's SAT Team shall develop the plan.

### Fifteen Days of Unexcused Absence

Once an attendance plan has been established, District personnel shall continue to monitor the child's attendance and adjust the attendance plan as needed. The principal shall inform the parent(s)/guardian in writing if the child accumulates additional absences totaling fifteen days for the school year.

### Referral to the County Attorney

The county attorney may be involved at any stage in the process of addressing excessive absenteeism. However, a documented illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney.

If, despite documented efforts made by District personnel to improve regular attendance, the child accumulates more than twenty days of unexcused absences (or the hourly equivalent of twenty days) for the school year, the Principal may file a report with the county attorney.

# USE OF BUILDING AND GROUNDS

## Visitors

For the safety of all students and staff, all visitors, including parents, are required to enter the building through the designated entrance, sign in at the main office, and wear a visitor's badge for the duration of the visit.

### Parents

Parent visits to school during the school day must be balanced against the District's responsibility to control school property, maintain order, and foster a safe and appropriate learning environment for students and staff. The Principal shall have the discretion to limit access when it is determined that such access may interfere with any of these responsibilities.

### School-Age Guests

Students are not permitted to bring school-age visitors to school.

## Smoke-Free Environment

All Westside Community Schools buildings and grounds are smoke- and tobacco-free. All who attend school events, including athletic contests, are expected to abide by the District's policy.

The Student Code of Conduct prohibits the use or possession of any form of tobacco, tobacco or nicotine delivery device, or tobacco-product look-alike, e-cigarette or vapor ("vape") dispenser of any kind regardless of the substance, if any, that it contains. Students found to have violated this provision will face disciplinary consequences.

## Care of School Property

Students are responsible for the proper care of all books, equipment, supplies, and furniture supplied by the school. Students who disfigure property, break windows, or otherwise damage school property or equipment will be required to pay for the damage done or replace the item.

## Bringing/Sending Food to School

Westside Community Schools promotes student wellness and safety by monitoring food provided at school for student consumption. To minimize the risk of exposing students to potentially harmful foods or allergens, any items other than those sent by parents/guardians for their own child must appear on the list of District-approved classroom treat options, which can be obtained from the Principal.

Whether for consumption in the classroom or at school-sponsored meetings or activities, all foods must be commercially prepared and packaged, and unopened. In no case may homemade goods be shared or distributed for student consumption. Parents who have questions about these guidelines should consult with a teacher or administrator before bringing or sending any food item to school.

## Student Valuables

The District is not responsible for lost or stolen personal items brought to school by students. Students are encouraged to leave items of value at home.

## Lost and Found

The school maintains a collection of Lost and Found items in the main office. Students who lose a textbook, sweatshirt, purse, or anything else should check the Lost and Found for the missing item. Due to the difficulty of maintaining a large Lost and Found collection, it is cleaned out at the end of each quarter, and unclaimed items are donated to charity.

## Bicycles

Students are allowed to ride bicycles to and from school. Because of heavy traffic near schools, students should be especially observant of safety rules. Students are to walk bicycles through the safety patrol intersections and continue

walking the bicycle to the bike rack. Students should keep their bicycles locked in the bike racks provided. Neither the school nor the District is responsible for lost, stolen, or damaged bicycles.

## **Skateboards**

Skateboarding is not permitted on school grounds.

## **Phones**

Telephones are placed in each classroom. Students may not use classroom phones without teacher approval. Students should not use the phone in the main office except in an emergency, as it ties up the phone for incoming calls.

## **Accidents at School**

The District does not provide health insurance coverage for students, as that is the responsibility of parents/guardian to provide. Parents are responsible for the medical bills, just as they would be if the student were hurt away from school.

## **Insurance**

At the beginning of the school year, parents may enroll in an insurance program that covers a child traveling to and from school, within school buildings or grounds, and attending school-sponsored activities. Premiums for policies under this program are paid by the parent(s)/guardian.

## **Community Club**

Because parent engagement with the school contributes to student success, parents are encouraged to become active members of the school's Community Club. The Community Club organizes and supports events that benefit the school's students and staff. Parents support the Community Club by volunteering to help with Community Club projects and participating in fundraising events. Membership and meetings are open to all parents. Those who would like to become more involved with their school's Community Club should fill out an interest indicator at the start of the school year. More information can be found on each school's website by clicking the "Community Club" button.

## **Community Club Family Directory**

Each school's Community Club prints a family directory each fall containing the names of students by class, as well as names of parents, with their home addresses, phone numbers, and email information. Only families who submit information to the Community Club will be included in the Directory. Starting in mid-July, parents will have the opportunity to electronically submit information to the Community Club when completing the Annual Information Update online.

## **School Kitchen**

To protect equipment, prevent injury and prevent cross-contamination of food preparation areas, school kitchens may not be used for any purpose unless under the direct supervision of a District Nutrition Services staff member. Due to state and federal regulations, there can be no exceptions to this policy.

## **Distribution of Flyers**

### Digital Distribution

Organizing and distributing thousands of flyers for external organizations in our schools each week is both labor-intensive and costly. Effective July 1, 2017, Westside Community Schools moved to an all-digital system for distributing information from external organizations. Information is made available on the District website ([westside66.org](http://westside66.org)) and distributed electronically by schools at each principal's discretion. Distribution of flyers for District-related events is permitted. There is no charge to display electronic versions of flyers on the District website.

### Flyer Booklet Distribution

To help inform all students and families about external organizations' activities and events, Westside Community Schools distributes activities booklets twice a year to all elementary school students—one in August and one in January. Organizations wishing to include a flyer in these booklets must meet certain requirements (see below), and all

flyers must be approved by the Director of Communication and Engagement. Organizations submitting flyers for booklet distribution are charged fees to cover costs.

#### Guidelines for Inclusion in Flyer Booklet

- Organization distributing flyers must be a registered non-profit in the state of Nebraska
- Organization must submit an 8.5×11 file of flyer in PDF format via email (Please send to [petersen.brandi@westside66.net](mailto:petersen.brandi@westside66.net))
- Cost per flyer, per booklet, is \$100 (\$125 for 2-sided flyers). Flyer will also be posted on the Westside Community Schools website.
- Submission deadline for inclusion in August flyers booklet is July 1. The deadline for the January booklet is December 1.

### **School Resource Officer (SRO)**

Westside Community Schools has two SROs, who are shared with Westside Middle School and Westside High School, as part of a grant in collaboration with the Omaha Police Department. The purpose of an SRO is to assist school officials in maintaining discipline, order, safety and a proper educational environment.

### **Video Surveillance**

The Board of Education has authorized the use of video cameras on 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 deemed appropriate by the Building and District administrators.

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 disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

### **Searches**

The school exercises exclusive control over school property including, but not limited to, student lockers, desks, computer equipment, and other such property owned by the school. Students should not expect privacy when using school property. Periodic, random searches of lockers, desks, computers, and other such property may be conducted at the discretion of the Principal.

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

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search is to be conducted in a reasonable manner under the circumstances.
2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon will be confiscated and delivered to law enforcement officials as soon as practicable.
3. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items") may be removed from student possession.

# ACADEMICS

## District Educational Competencies

Westside Community Schools students are expected to exhibit the skills and talents listed below upon graduation. From Kindergarten through 6th grade and continuing through middle school and high school, Westside's teaching and learning programs are designed to help all students to meet and exceed these expectations.

1. Effective Communicator
  - a. Writes and speaks clearly and articulately
  - b. Exchanges ideas and information through multiple forms of expression
  - c. Works collaboratively with others
  - d. Actively listens
2. Engaged Citizen
  - a. Respects self and others equally
  - b. Exhibits ethical and honest behaviors
  - c. Practices and values democratic ideals
  - d. Demonstrates an understanding of the interconnectedness of the global community
3. Critical and Creative Thinker
  - a. Creatively develops solutions to problems
  - b. Applies reason and analysis to make informed decisions
  - c. Employs resources appropriate to the task
4. Healthy Individual
  - a. Cultivates healthy habits and self-discipline
  - b. Accepts responsibility for personal choices, actions, and mistakes
  - c. Maintains healthy interpersonal relationships
  - d. Perseveres in the face of challenge and adversity
5. Lifelong Learner
  - a. Takes intellectual risks and displays curiosity for learning
  - b. Develops personal, academic and technical skills to adapt to change
  - c. Initiates and engages in learning

## K-6 Teaching and Learning

The Westside Community Schools' instructional framework is learner-centered, and the teacher is the main decision-maker in the classroom, working to positively impact the personalized learning experience of every student. Teachers continually make decisions before, during, and after interactions with students based on lesson content, the learning behavior of the student, and the teacher's instructional behavior. Westside's foundation for instructional best practice supports the art and science of teaching to meet the needs of all students.

## Assessments

Assessments provide information about student learning. All students are provided high quality assessments aligned with Westside's standards and indicators. Students also participate in national and state tests at designated grade levels in compliance with the Nebraska Department of Education and the U.S. Department of Education.

## Homework

Purposeful homework is an essential component of the instructional process in the Westside Community Schools. The purposes of homework are: (1) to help in the development of independent work procedures and study habits; (2) to aid in the acquisition of knowledge; (3) to assist in the mastery of skills; and (4) to encourage creative effort and pursuit of individual interests. Homework should provide reinforcement and extension of class instruction, and should serve as a basis for further study and preparation for future class assignments.

Homework in the elementary schools should be based on skill development and increase gradually from the primary to the intermediate grades. Secondary school homework assignments should recognize that more time and individual student initiative are expected in order to meet increased instructional demands. Homework assignments to



exceptional students should reflect the special needs of such students. Assigned homework will be at the discretion of each teacher based on a knowledge of the student's individual ability, awareness of home conditions, and the practice of good learning theory.

Principals and teachers are responsible for the coordination of homework assignments to eliminate undesirable overloads on certain days of the week and during certain weeks of the year.

## **PowerSchool and Monitoring Student Progress**

The Westside Community Schools uses the PowerSchool student information system to maintain education records for each student. Using their individual PowerSchool accounts, parents can monitor student progress in specific courses or content areas, view attendance records, and check lunch balances. PowerSchool helps parents keep up with what's going on at school and can serve as a starting point for ongoing conversation between parent and child.

Parents who don't know or remember their login information may request that information by sending an email to [powerschool.support@westside66.net](mailto:powerschool.support@westside66.net). Please include the child(ren)'s name(s) with all requests.

## **Promotion and Retention**

Although students are typically promoted to the next higher grade at the end of the school year, retention in the current grade level or promotion to a grade level higher than the student's age cohort may be considered in rare instances. Such practices have been shown to be counterproductive in most cases and, therefore, should be employed only after a careful and systematic review of the student's progress and response to interventions over time.

An established school site team will make any recommendation regarding promotion or retention to the Principal, who may affirm or reject the finding. In the absence of approval by the Principal, the student will continue with his or her current cohort. The team must include the school counselor, the student's teacher(s), and at least one other professional staff member (e.g., school psychologist, ELL teacher, social worker, etc.). The team must consider input from the child's parent(s)/guardian in formulating its recommendation.

## **Report Cards**

Report cards are issued following the end of each quarter and distributed by email to the email address(es) on file for the parent(s) or guardian.

## **Parent-Teacher Conferences**

Parent/Teacher Conferences are held at the end of 1st and 3rd quarters. Please check the calendar for specific conference dates. Parents/guardians are encouraged to take advantage of this opportunity. Other conferences may be scheduled as needed by a teacher or parents/guardians.

Here are topics suggested by the National Committee for Citizens in Education which a productive Parent/Teacher Conference should cover:

- Is my child performing successfully in basic skills and major subjects?
- What are his special strengths or weaknesses?
- Does my child need special help in any academic subject? In social adjustment?
- Does my child regularly complete assigned homework?
- How well does my child get along with classmates?
- Have you noticed any changes in behavior (squinting, extreme fatigue or irritability that might signal medical problems)?

# SUPPORT SERVICES

## Enrollment Services

### Annual Information Update

Parents must complete the AIU for each of their children every year, to verify that the school has current address and contact information, to update each student's health information, and to provide families with information about programs and services offered by the school. The AIU is made available for completion in mid-July and should be completed by parents before the first day of school. Because the AIU includes technology agreement forms, **students will not receive school-issued laptops or tablets until the student's parent/guardian has completed and submitted his or her AIU.** Parents with questions about the AIU may contact their building secretary or the District Registrar ([thompson.melissa@westside66.net](mailto:thompson.melissa@westside66.net) or 402-343-2603).

### Change of Address and Emergency Contact Information

In situations where a student or parent's home address OR emergency contact information changes after completing the Annual Information Update, parents should inform the Registrar ([thompson.melissa@westside66.net](mailto:thompson.melissa@westside66.net) or 402-343-2603) no later than five days after the change occurs.

### Birth Certificate Requirement

State law requires that a *certified* copy of a student's birth certificate be provided within 30 days of enrollment in a Nebraska school for the first time. Parents/guardians may obtain a certified copy from the Bureau of Vital Statistics in the state in which the child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a per-certificate fee.

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

Please note: Documents parents often receive from the hospital may look like a birth certificate, but it is not a *certified* copy. A certified copy has a raised seal of the issuing state on it and is signed by the appropriate state official.

## Health Services

### Health Office

Each school Health Office operates under the supervision of the Principal and a registered nurse contracted from Children's Hospital and Medical Center. Each Health Office is also staffed by a Health Assistant. Students who become ill, are injured, or develop some other health concern at school should report to the Health Office. The School Nurse and/or Health Assistant will assess the student's condition and contact parents regarding next steps.

Parents should notify the School Nurse or Health Assistant of any health concerns or changes in their child's health status. Students should contact their parents about a health concern from the Health Office, not the classroom.

### Student Illnesses

Office personnel will notify parents/guardian when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: temperature greater than 100.0°F, vomiting, diarrhea, unexplained rashes, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves.

Parents should complete the online Annual Information Update each year to verify that emergency daytime phone numbers are current so that parents can be reached if their child becomes ill or is injured while at school. Parents should also inform the School Nurse or Health Assistant of health-related information they feel is important for each child's safety and success at school.

### Medication at School

Medication should be brought into school only when it is not possible to arrange administration outside of school hours. All unexpired prescription and over-the-counter medications, including medicated creams, eye drops, eardrops, herbal

products, and cough drops, must be provided to the school by the parent/guardian in the pharmacy- or manufacturer-labeled container. Repackaged and expired medications will not be accepted.

Students are not permitted to keep any type of medication with them; all medication must be kept in the health office. The only exception is for students who must carry an inhaler for asthma, in which case a parent/guardian must submit written verification from a physician that the student is able to self-carry and self-manage.

A blue medication form must be completed for any medication taken at school. These may be obtained from the Health Office. The physician portion of the blue medication form must be completed for any non-prescription medication that may be needed at school for more than two weeks and for prescription medications needed for any length of time. The amount of medication provided to the school should not, at any time, exceed a two-week supply.

### Health Screening

Children in Kindergarten through 4th grade, as well as children in 10th grade are screened for vision, hearing, dental defects, height and weight. Students entering the Student Assistance Process at any grade level, and those about whom health concerns are identified to the school nurse may also be screened. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school health office at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their children from the screening program must submit to the school, by December 1, either findings from an alternate medical provider or a letter from a physician stating that the student has been seen within the immediately preceding six months.

### Physical and Visual Examination

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

### Immunizations

Students must show proof of immunization to enroll in school. Students who do not comply with immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must complete a waiver statement or affidavit. Forms are available in school health offices or on the District website. **Unimmunized students may be excluded from school in the event of a disease outbreak.**

## **Counseling Services**

Westside counselors are masters-degree-level professionals who can help students with many challenges, including academic success strategies, attendance problems, school/grade transition, course selection, peer and family concerns, and study skills. Counselors also serve on academic and behavior support teams and visit classrooms periodically to teach guidance lessons on topics, including making new friends, dealing with peer pressure, cliques, bullying, harassment, goal-setting, decision-making, tolerance, and diversity.

Students and parents who wish to see a counselor may visit or call the counselor's office to make an appointment.

### Evidence-Based Counseling

Westside's counseling staff employs an evidence-based model of school counseling. Evidence-based school counseling is the deliberate use of the best available data in planning, implementing, and evaluating school counseling interventions and programs.

Counselors provide individual and small group counseling, serve as a leader/coach on the behavior and academic support teams in the building, and are available to help meet needs and concerns of students and families. In addition, counselors teach classroom lessons in communication, bullying prevention, and career awareness, support classroom teachers in the implementation of our District social and emotional curriculum, and coordinate District and building activities such as Red Ribbon Week, Blend of Friends, and Anti-Bullying Week.

### Bullying Prevention Curriculum

Westside's bullying prevention curriculum is a collaborative effort of classroom teachers and school counselors. The purpose of the bullying prevention curriculum is to provide specific information to students on bullying behaviors and interventions.

Teachers and counselors integrate these concepts into all areas of curriculum and classroom/playground interactions. Helping students begin to understand their behavior choices and the consequences of their choices is the responsibility of all adults in the school.

## **Student Assistance Program (SAP)**

In partnership with Children's Behavioral Health, Westside Community Schools offers a student assistance program to all Westside Community Schools students. This partnership is designed to identify and address the mental health needs of students and support families who might not otherwise have access to professional mental health services outside of the school setting.

Through the SAP, District students are eligible for a minimum of two district-funded mental health assessment/counseling sessions. Westside educators may refer students and families to Children's Behavioral Health experts or families can self-refer by calling [402-955-3900](tel:402-955-3900) to schedule a consultation for their child.

## **Student with Disabilities: Special Education**

Westside Community Schools has specific responsibilities under the Individuals with Disabilities Education Act, Nebraska Rules 51 and 52, and Section 504 of the Rehabilitation Act of 1973 to identify, evaluate and provide free, appropriate public education for qualified children with disabilities. These laws define a child with a disability as any child who:

- Has a mental, emotional or physical disability; and
- Because of the disability, needs special education and related services.

Disability includes, but is not limited to: autism, emotional disability, hearing impairment, other health impairments, specific learning disability, mild, moderate or severe sensory impairment, orthopedic impairment, preschool moderate delay, preschool severe delay, preschool speech/language delay, speech language impairment, traumatic brain injury and visual impairment.

## **Students with Disabilities: Section 504**

In order to fulfill its obligation under Section 504, Westside Community Schools recognizes its responsibility to avoid discrimination in policies and practices regarding its personnel and students. Discrimination against any person with a disability will not knowingly be permitted in any of the programs and practices in the school system. Federal and state laws entitle certain rights to the parent of a child who may need or is receiving special education services. Some of these rights include

1. Eligible children aged 0-21 must receive a free, appropriate public education at no expense to the parents (this may include services in a private or nonpublic school in some cases.)
2. The right to educational services that are based on an evaluation of the child's special needs and the educational performance in school.
3. The right to receive specialized instruction or services specially designed to meet the child's individual educational needs.
4. The right to participate in extracurricular and nonacademic activities unless determined by your child's team that such participation would be inappropriate and/or not in your child's best interest as documented in the educational plan.
5. The right of parents or guardians to be included in making decisions about their child's educational needs and to approve the educational plans for their child.

If you have an infant, toddler, or pre-Kindergartener and believe the child may have developmental delays or disabilities, please contact the Westside Early Development Network at 402-390-8207. Information regarding school-age special education services can be obtained from the school principal. If the parent or guardian disagrees with the determination made by the professional staff of the District, he or she may have the right to request an independent

evaluation or a hearing with an impartial hearing officer to contest the determination. If there are questions, please feel free to contact the director of Special Services, Kami Jessop, at 402-390-2100.

## **Transportation Services**

### Parent Responsibility

Unless otherwise specified in District Policy, parents are responsible for providing transportation for their children to and from school.

### Notification When Not Riding

The parents of any student who will NOT be riding on any day must call **Chief Bus Service (402-392-2144)** prior to 6:30 a.m. Repeated failure to provide such notice may result in suspension or termination of transportation.

### Pick-up and Drop-off Locations

Pick-up locations for students using District transportation to travel to and from school will be designated at least annually by the Office of Student Services.

### Transportation in Inclement Weather

Transportation is not provided on days when school is not in session. The District typically announces weather-related school closings no later than 6:30 a.m. Announcements are shared via a major radio and TV stations, Facebook, and Twitter. Parents/guardians can also sign up for voice, text, and email notifications.

### If You Move

Parents must **notify the Office of Student Services (402-390-2107) of all address changes**. Moving to a different address may affect eligibility for transportation.

### Evacuation Drills

Student emergency evacuation drills are conducted twice per school year per route. Chief Transportation and the Office of Special Services will develop effective emergency evacuation plans for students whose disabilities may impede conventional evacuation methods.

### Use of Video Recorders

To monitor student behavior and promote order, safety, and security, video cameras are used on District vans and buses transporting students. Due to the privacy rights of other students, parents/ guardians are not allowed to view bus recordings.

### Transportation For Resident Students

Chief Bus Service provides service to and from Westside High School from several areas of our school district. Route schedules can be found in the Appendix to this Handbook. This is a parent pay service and parent/guardian must contact Chief Bus to arrange transportation. Contact Chief Bus at 402- 392-2144 for current rates or to purchase a pass.

Pick-up and drop-off of resident students outside of District boundaries is not provided.

### Transportation For Non-Resident Students

#### ***Option Enrolled Students***

Option students who qualify for free lunches shall be eligible for either free transportation or transportation reimbursement as follows.

For the 2017-18 school year transportation free transportation shall be offered to those option students who qualify for free lunch and live south of State Street, north of Q Street and east of Interstate 680. Such students will be offered, prior to the start of the school year (or within a designated period of time, if option enrollment is approved after the start of school), the opportunity to sign up for transportation and a deadline for acceptance.

Requests for transportation received after the deadline, as well as requests received for changes to transportation already being provided, will be considered on a periodic basis as determined by the administration.

Upon mutual agreement of the District and the parent, reimbursement may be provided in lieu of free transportation for those students in the amount set forth by law.

### **Open Enrolled Option Students**

For open enrollment option students who received free transportation for the 2016-17 school year as open enrolled students, the District shall continue to offer free transportation for the duration of the student’s status as an open enrollment option student, unless the student relocates to a school district that would have prevented the student from qualifying for free transportation for the 2016-17 school year.

Open enrolled option enrolled students will be offered transportation prior to the start of the school year and provided with a deadline for acceptance. Requests for transportation received after the deadline, as well as requests received for changes to transportation already being provided, will be considered on a periodic basis determined by the administration.

Once an open enrolled option student completes the grade levels at the school into which he or she open enrolled, and in the event the student is approved to continue at the next grade level through option enrollment, the transportation provided shall be that which is provided to option-enrolled students (see “Transportation of Option-Enrolled Students” above).

### Option Enrollment Route Changes

Due to the complexity of Option Enrollment route configuration, routes are set up in July and then adjusted only quarterly. Change requests must be submitted in writing (preferably via email), to Julie Thacker ([thacker.julie@westsidet66.net](mailto:thacker.julie@westsidet66.net)).

Route Change Schedule		
Quarter	Deadline	Route Takes Effect
1	July 1	First day of school
2	October 1	First day of 2nd quarter
3	December 1	First day of 3rd quarter
4	March 1	First day of 4th quarter

Parents/guardians of eligible students wishing to start or change transportation must submit requests no later than the quarterly deadline. Requests received after deadlines will be carried over to the next quarter.

### Transportation of Homeless Students

Transportation shall be provided to children and youths determined by the District to be homeless, as required by law.

#### *Comparable Service*

Transportation shall be provided to homeless children and youths comparable to that provided to students who are not homeless.

#### *School of Origin*

When a homeless child or youth attends the school of origin, transportation shall be provided to and from the school of origin upon request of the parent or guardian of the homeless child or youth, or upon request of the Homeless Liaison in the case of an unaccompanied youth. If the homeless child or youth relocates out of the District but continues to be enrolled in the District based on it being the school of origin, the District shall negotiate with the school district in which the child or youth is residing to develop a method to apportion the responsibility and costs for providing the child or youth with transportation to and from the school of origin. If agreement is not reached, the responsibility and cost for transportation shall be shared equally.

#### *Elimination of Barriers*

Transportation shall be provided when necessary to eliminate barriers to school enrollment and to the child’s or youth’s full participation in the educational program of the school, and retain children and youths experiencing homelessness.

## **Transportation Conduct**

Westside’s Student Code of Conduct (Board Policy 5300) extends to students’ use of district-provided transportation. The policy is available on the District website, is included in this Handbook, and is posted at all District schools.

### Special Conduct Rules for Riding District Transportation

Every Westside student who rides with us deserves a safe and pleasant trip. Please remember that school transportation is a privilege, not a right. These rules are provided so that all may enjoy their ride. Parents should review and discuss the rules with their child(ren).

All students riding on District transportation are required to follow these Rules:

#### **At All Times**

Students and parents must:

- Immediately follow all instructions by the driver

- Be respectful toward everyone, especially drivers and students.

#### ***When Waiting for the Vehicle***

- Be at your stop five minutes before scheduled pick-up time. Drivers are not permitted to go back for students who miss the bus.
- Be mindful of traffic; wait at least six feet away from the street, and don't push, shove, or chase others while waiting.

#### ***When Boarding/Exiting the Vehicle***

- Line up at the spot designated by the driver; stay back until vehicle is completely stopped.
- Don't push or crowd others; let younger students board first.

#### ***When Riding on the Vehicle***

- Don't eat or drink while on the vehicle.
- Items and conduct not permitted at school aren't allowed on vehicles; put belongings on your lap or under your seat.
- Personal electronics may be used only with headphones or ear-buds as long as music is not audible to others.
- Speak at a reasonable volume; don't do anything that might distract the driver. Be silent at railroad tracks, so drivers can listen for trains.
- Keep all body parts to yourself and inside the vehicle; do not throw objects, either in or out of the vehicle.
- Stay seated and face forward while vehicle is moving, with both feet on the floor in front of you—not in the aisle.
- Don't open windows without permission; use emergency exits only during supervised drills or real emergencies.
- Don't damage the vehicle or the property of others. Parents must pay for damage caused by their child(ren).

#### ***When Exiting the Vehicle***

- Stay seated until the bus stops; exit in a prompt, orderly manner.
- Take your belongings with you. Neither the District nor Chief is responsible for items left behind.
- Use handrails whenever exiting the bus; be careful when stepping down, especially when steps are wet.
- If crossing the street, cross in front of bus. Walk at least six feet from the side of bus and then at least ten feet in front of bus.
- If you drop something near the bus, don't try to pick it up before telling the driver, because he/she may not be able to see you.

# STUDENT RIGHTS, CONDUCT, RULES, AND REGULATIONS

## Student Code of Conduct

Students of Westside Community Schools represent themselves, their families, their school, and the Westside Community. It is the intent of this Code of Conduct to promote responsible behavior among all students at school and in the community. This policy applies to all secondary and elementary students.

### DEFINITION OF TERMS

"Short-term suspension" means the exclusion of a student from attendance in all schools within the District for a period not to exceed five school days.

"Long-term suspension" means the exclusion of a student from attendance in all schools within the District for a period exceeding five school days but less than twenty school days.

"Expulsion" means exclusion from attendance in all schools within the District (except the location designated for alternative education) for a period not exceeding the remainder of the semester in which the expulsion took effect, and in addition, the next full semester or other additional length of time to the extent permitted by the Nebraska Student Discipline Act.

"Mandatory reassignment" means the involuntary transfer of a student to another school in the District in connection with any disciplinary action.

"Other disciplinary action" includes, but is not limited to, open mod in-school suspension (applicable to high school only), in-school suspension, short and long-term restrictions on a student's participation in school sponsored activities, clubs, and athletic programs, temporary or permanent loss of privileges to ride on school-provided busses, vans or other transportation, student counseling, parent conferences, rearrangement of schedules, requiring a student to be in school other than regular school hours to do additional work, and requiring a student to receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation.

"Harassment" on the basis of sex includes, but is not limited to, unwelcome physical contact of a sexual nature and unwelcome verbal, written, or physical advance or suggestion of a sexual nature. Harassment on the basis of race, national origin, disability, age, religious beliefs, personal appearance, sexual orientation, gender, or marital status includes, but is not limited to, any verbal or written statements to or about an individual which ridicules, slurs, mocks, derides, disparages, or makes fun of the individual because of his or her race, national origin, disability, age, religious beliefs, personal appearance, sexual orientation, gender, or marital status.

"Bullying" is as defined in Board Policy 5310.

"Firearm", as defined in 18 U.S.C. 921, means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any Destructive Device.

"Destructive Device" includes (a) any explosive, incendiary, or poison gas, bomb, grenade, rocket having propellant charge of more than four ounces, missile having a explosive or incendiary charge of more than one-quarter ounce, a mine, or device similar to any of these devices; (b) any type of weapon by whatever name known which will, or which may be, readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and (c) any combination of parts either designed or intended for use in converting any device into any destructive device described in (a) or (b) and from which a destructive device may be readily assembled.

"Dangerous weapon" includes, without limitation, firearms, knives and switchblades (regardless of blade length), B.B. guns, stun guns, air-soft guns, ammunition, pipes, chains, brass knuckles (or any similar device made of another material"), or any item that has the appearance of a Dangerous Weapon or that is portrayed by the student as a Dangerous Weapon.

"Under the influence" of a controlled substance or alcoholic liquor has a less strict meaning than under criminal law; for purposes of this policy the term means any level of impairment and includes the odor of alcohol or controlled substance on the breath or person of a student.

"Hazing" is any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school



organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;

“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 28-319.01, as such sections now provide or may hereafter from time to time be amended;

“Profane, vulgar 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 sex, race, disability, national origin, or religion or any other protected class under law.

## STUDENT CONDUCT

### I. ON SCHOOL GROUNDS/AT SCHOOL-SPONSORED ACTIVITIES/SCHOOL TRANSPORTATION

A. **Prohibited Conduct.** The following conduct set forth in Paragraphs 1-26 constitutes Prohibited Conduct if the conduct occurs on school grounds, a school-sponsored activity or athletic event, or in a vehicle owned, leased, or contracted by Westside Community Schools being used for a school purpose or in a vehicle driven for a school purpose by a school employee or by his or her designee. The conduct set forth in Paragraph 9 also constitutes Prohibited Conduct regardless of where the conduct occurs.

1. Use of violence, force, coercion, threat, intimidation, 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 person;
2. 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;
3. Causing or attempting to cause personal injury to any person;
4. 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 any threat which causes or may be expected to cause a disruption to school operations;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon, including, but not limited to dangerous weapons;
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401 of the Nebraska statutes, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103 of the Nebraska statutes, or being under the influence of a controlled substance or alcoholic liquor;
7. Public indecency as defined in section 28-806 of the Nebraska statutes, except that the definition of public indecency applies only to students at least twelve years of age;
8. Engaging in bullying as defined in Board Policy 5310;
9. Sexual assault or attempted sexual assault of 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.;
10. Engaging in any other activity prohibited by the laws of the State of Nebraska or the City of Omaha which activity constitutes a danger to any person or that interferes with school purposes;

11. Harassment or discrimination against any person on the basis of the individual's race, national origin, sex, disability, age, religious beliefs, personal appearance, sexual orientation, gender, or marital status;
12. Retaliation against any person for reporting or asserting a claim of harassment, discrimination or bullying;
13. Photographing, videotaping or audio recording any student, school district employee, volunteer, or bus/van driver or any other person without prior consent of that person;
14. Behavior that constitutes a danger to any other person or that is disruptive to, or seriously interferes with, class work, school activities, or school transportation;
15. Participating in hazing or being present and having knowledge that hazing that is occurring even if not directly participating;
16. Plagiarism, cheating, or other academic dishonesty;
17. A repeated violation of any rules and standards in this Code of Conduct, including paragraphs 18-26, if such violations constitute a substantial interference with school purposes;
18. Gambling;
19. The use of language, written or oral, or conduct, including gestures, that is profane, vulgar or abusive;
20. Insubordination, dishonesty, or gross disrespect to teachers, school officials, other school employees, volunteers, or bus/van drivers;
21. Skipping school, home room, or regulated time, being tardy, or being out of the building without permission;
22. Use or possession of any form of tobacco, tobacco or nicotine delivery device, or tobacco-product look-alike, e-cigarette or vapor ("vape") dispenser of any kind regardless of the substance, if any, that it contains;
23. Possession or use of any mood-altering or behavior-affecting substance regardless of whether possession or use is unlawful under the laws of the State of Nebraska;
24. Violation of student dress code, or clothing that is lewd or indecent, vulgar or plainly offensive, or that school officials reasonably conclude could materially and substantially disrupt the work and discipline of the school, or that a reasonable observer would interpret as advocating illegal drug use.
25. Intentionally making a false report or claim of harassment, discrimination or bullying;
26. Violation of the Internet Acceptable Use Responsibility Agreement or any computer use agreement;

**B. Disciplinary Action for Prohibited Conduct on School Grounds, at a School-Sponsored Activity or Athletic Event, or in a Vehicle Being Used for School Purposes.**

Prohibited Conduct described in paragraphs (1) through (17) above constitutes grounds for short or long-term suspension, expulsion, mandatory reassignment, and/or other disciplinary action.

Prohibited Conduct described in paragraphs (18) through (26) above constitutes grounds for short-term suspension and/or other disciplinary action. Alternatives to suspension or expulsion will be imposed against students who are truant, tardy, or otherwise absent from required school activities.

The Board specifically determines that the types of conduct specified in paragraphs (1) through (26) have the potential to seriously affect the health, safety or welfare of student, staff and other persons or to otherwise seriously interfere with the educational process.

Procedures

The principal or designee will conduct a reasonable investigation of the alleged Prohibited Conduct, examine the facts and circumstances, contact law enforcement as required by law, and cooperate with any law enforcement investigation.

The student will be given an opportunity to present his or her version of the situation. The principal or designee will determine the appropriate disciplinary action based upon the severity and extent of the Prohibited Conduct. The principal or designee shall make a reasonable effort to notify the student's parents or guardian of the alleged behavior violation and the reasons for disciplinary action.

### **Short-Term Suspension**

1. The principal or designee shall make a reasonable investigation of the facts and circumstances. A 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.
2. Before such short-term suspension takes effect, the student shall be given oral or written notice of the charges against him or her, an explanation of the evidence the District has, and be given an opportunity to explain his or her version.
3. Within 24 hours, or such additional time as is reasonably necessary following the suspension, the principal or administrator shall send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. The principal or designee shall make a reasonable effort to hold a conference with the parents or guardian before or at the time a student returns to school after a short-term suspension. At the time of the short-term suspension, the student and parent or guardian shall be provided with information regarding any opportunity to complete class work (including examinations) missed during the short-term suspension.

### **Long-Term Suspension, Expulsion and Mandatory Reassignment**

Any long-term suspension, expulsion, and mandatory reassignment for Prohibited Conduct shall be subject to the procedural requirements set forth in the Student Discipline Act of the Nebraska statutes.

### **Length of Expulsion**

1. Except as described in subparagraphs 2 and 3, expulsion shall mean exclusion from attendance in all schools 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 10 school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within 10 school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year. Such action may be modified or terminated by the District at any time during the expulsion period.
2. The expulsion of a student for: 1) the knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person; or 2) the knowing and intentional possession, use, or transmission of a dangerous weapon, other than a firearm, shall be for a period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester. If the expulsion takes effect during the second semester, the expulsion shall remain in effect for summer school and may remain in effect for the first semester of the following school year. Such action may be modified or terminated by the School District at any time during the expulsion period.
3. A student found to have knowingly and intentionally possessed, used, or transmitted a firearm (as defined in 18 U.S.C. 921) on school grounds, at a school sponsored activity or athletic event, or in a vehicle being used for a school purpose shall be expelled from school for a period not less than one calendar year. The period of expulsion may be extended beyond one year to the beginning of the semester following the one-year period. The Superintendent is authorized to modify the expulsion requirement on an individual basis.
4. Any expulsion that will remain in effect during the first semester of the following school year shall be automatically scheduled for review before the beginning of the school year. The review shall be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the Board of Education or a committee of such Board took the final action to expel the student, the student may be readmitted only by action of the Board. Otherwise the student may be readmitted by action of the Superintendent.

## **School Activities**

During any time period that a student is excluded from school due to short-term suspension, long-term suspension, expulsion, or emergency exclusion, the student will be prohibited from being on school grounds (except the location designated for alternative education), from attending any extracurricular activities that take place on district property, and from participating in any school-sponsored activities, clubs and athletic programs.

Other disciplinary action may also be imposed in the form of additional restrictions (beyond the length of the suspension, expulsion or emergency exclusion) on the student's participation in school-sponsored activities, clubs and athletic programs, where such curtailment is necessary to aid the student, further school purposes, or prevent interference with the educational process.

If such other disciplinary action is imposed (in the form of restrictions on the student's participation in school sponsored activities, clubs and/or athletic programs) beyond the time-period of the suspension, expulsion or exclusion, or is imposed in a situation where there has not been any accompanying suspension, expulsion or exclusion, the district shall follow the procedures as set forth in regulation to this policy.

### **C. School Transportation**

The Code of Conduct requirements set forth in this policy apply equally to students when using any District-provided transportation.

Disciplinary action for behaviors that occur on District transportation includes, but is not limited to, temporary or permanent loss of riding privileges. During any period in which the transportation privilege is lost due to the misconduct of the student, transportation to and from school becomes the sole responsibility of the parent/guardian.

The Superintendent or designee will conduct a reasonable investigation of the alleged Prohibited Conduct, and shall make reasonable effort to notify the student's parents or guardian of the alleged behavior violation. The student will be given an opportunity to present his or her version of the situation. The Superintendent or designee will determine the appropriate disciplinary action based upon the severity and extent of the Prohibited Conduct, and shall make reasonable effort to notify the parent/guardian. Any short-term suspension, long-term suspension, expulsion, and or mandatory reassignment from school for Prohibited Conduct shall be subject to the procedural requirements set forth in the Student Discipline Act of the Nebraska statutes.

## **II. OFF-SCHOOL GROUNDS/NOT AT SCHOOL SPONSORED ACTIVITY OR SCHOOL VEHICLE**

Prohibited Conduct described in Paragraphs (1) – (26) that occurs off school grounds and not at a school-sponsored activity or athletic event or in a vehicle being used for a school purpose constitutes grounds for short-term suspension and/or other disciplinary action where the conduct could reasonably be expected to reach the school or impact the school environment, or where there is such other connection to the school that permits disciplinary action to be taken. In addition, the Prohibited Conduct described in Paragraph 9 remains subject to the full range of penalties as discussed in Section I.

1. The principal or designee shall make a reasonable investigation of the facts and circumstances. A 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.
2. Before such short-term suspension takes effect, the student shall be given oral or written notice of the charges against him or her, an explanation of the evidence the District has, and be given an opportunity to explain his or her version.
3. Within 24 hours, or such additional time as is reasonably necessary following the suspension, the principal or administrator shall send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. The principal or designee shall make a reasonable effort to hold a conference with the parents or guardian before or at the time a student returns to school after a short-term suspension. At the time of the short-term suspension, the student and parent or guardian shall be provided with information regarding any opportunity to complete class work (including examinations) missed during the short-term suspension.

### III. ALTERNATIVE PROGRAMS FOR EXPELLED STUDENTS.

Expelled students will be offered an alternative school, class or educational program. The Approved alternative educational programs may include, but shall not be limited to: online-courses, community-based programs, home-based programs, District-based programs, specialized tutoring, and distance learning. The administration shall have the authority to approve other specific alternative programs and enter into contracts for the provision of such alternative programs.

Such programs will include an individualized learning program to enable the student to continue academic work for credit towards graduation during the term of their expulsion.

### IV. EMERGENCY EXCLUSION

A. **Emergency Exclusion Up to Five Days.** The principal or designee may exclude a student from school for not more than five school days if:

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

Before such emergency exclusion takes effect, the student shall be given oral or written notice of the reason for the exclusion, an explanation of the evidence supporting such exclusion, and be provided an opportunity to present his or her version. The principal or designee shall send a written statement to the student and the student's parents or guardians describing the reasons for the action taken. The principal or designee shall make a reasonable effort to hold a conference with the parents before or at the time the student returns to school.

B. **Emergency Exclusion Beyond Five Days.** If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond the initial five school days, the following notice and hearing procedures shall be followed, and all procedures shall substantially comply with the provisions of sections 79-266 to 79-287 of the Student Discipline Act:

1. Written notice of the basis for the emergency exclusion beyond five days shall be given to the student and the student's parent/guardian by personal delivery or sent by registered or certified mail on or before the sixth day of the emergency exclusion, and shall include:a) A form on which the student or the student's parent/guardian may request a hearing, the date by which the hearing request must be received, and notice that, if such timely request is received, the requestor has a right to have that hearing held and a final determination made within ten school days after the first day of the emergency exclusion;b) Hearing procedures and appeal procedures;and c) Advisement of the right to examine the student's academic and disciplinary records and any affidavits to be used and of the right to know the identity of witnesses and the substance of their testimony;
2. If a timely request for a hearing is made, the Superintendent or his or her designee shall appoint a hearing examiner, and the hearing examiner shall give oral or written notice to the principal, the student, and the student's parent/guardian of the time and place for the hearing. If the request of the student or the student's parent/guardian is received after the deadline date provided on the request for hearing form, the same basic procedure should be followed and the hearing should be an expedited one since the student is already out of school, but the hearing and determination need not be completed by the end of the tenth school day following the exclusion.

#### Rules Regarding Other Conduct.

In the event that individual coaches or sponsors of activities and/or clubs impose eligibility restrictions for student participation in school sponsored activities for behavior other than those listed above, those restrictions or rules shall be written and communicated to the participating students. Violation of the restrictions or rules shall result in discipline ranging from a reprimand to permanent removal from the school sponsored activities and/or clubs.

#### Students with Disabilities

Suspension, expulsion and/or emergency exclusion of verified or eligible disabled students under the Individuals with Disabilities Education Act or Section 504 shall comply with District procedures and state and federal law.

## **Additional Rules and Expectations**

### **Student Dress Code**

Students in the Westside Community Schools are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate; this list is not exclusive, and other forms of attire may be deemed by the Principal to be inappropriate for the school setting:

1. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground;
2. Shorts, skirts, etc. that do not reach mid-thigh or longer;
3. Sleepwear and slippers, including pajama bottoms, and costumes, unless part of a school-sponsored activity;
4. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs;
5. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats);
6. Head wear including hats, caps, bandannas, and scarves;
7. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning;
8. Clothing or jewelry that is gang related.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student or student's parent/guardian should contact the Principal for approval.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

Violations of the dress code will expose the student to disciplinary action under the Student Code of Conduct.

### **Bullying, Harassment, and Retaliation**

Bullying is any unwanted, aggressive behavior(s) by another youth or group of youths that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. Harassment includes the same behaviors, though not necessarily exercised from a standpoint of observed or perceived power.

Students who are victims of bullying or harassment, or who observe such conduct occurring, are to promptly report the matter to a teacher or to the Principal, so that the problem can be addressed. Retaliation against students who make reports of bullying activity is also prohibited. Students who engage in bullying, harassment, or retaliation are subject to the full range of penalties, including long-term suspension or expulsion.

### **Playground**

Specific rules and regulations are tailored to each elementary site. Please contact your school office for more information. All elementary school playgrounds are designed to be safe and adequately equipped. Adult supervision of playgrounds is provided for students during school hours.

In all schools, students are expected to follow three general guidelines:

- Be Safe
- Be Respectful
- Be Responsible

## **Nuisance Items**

Students are discouraged from bringing gum and candy to school. Toys, skateboards, etc. are also discouraged except when their presence serves an educational purpose assigned and approved by the Principal. The School is not responsible for items that are lost or broken. Pets are not allowed unless prearranged with the teacher and approved by the Principal.

## **Use of Cell Phones and Other Electronic Devices**

Students are discouraged from bringing cell phones to school. While students are permitted to bring phones with them to school, phones may not be on a student's person between the school's start and dismissal times. During school hours, phones must be either checked in with staff for safekeeping or kept in the student's book bag. When on school grounds, student use of such devices must be in compliance with the Student Code of Conduct. For example, phones and similar devices may not be used to

- Violate the Internet Acceptable Use Responsibility Agreement or any computer use agreement;
- Photograph, videotape or create an audio recording of any student, school district employee, volunteer, or bus/van driver, without prior consent of that individual; or
- Engage in any activity that constitutes a danger to any other person or that is disruptive to, or seriously interferes with, class work, school activities, or school transportation.

Devices belonging to students who use them to violate these rules are subject to immediate confiscation by any staff member, to be returned by the Principal to the student or parent/guardian at the end of the school day.

## **Network, Email, and Other Computer Rules**

District technology, including network and Internet access, is the property of the District, and is provided as a tool for students' educational use. Students should not assume that their use of District technology is private. Use of District technology, including email, is not private. In accordance with the Children's Internet Protection Act, the District will monitor computer usage and employ technology protection measures. The District may inspect, copy, review, transfer, and store, at any time and without prior notice, any and all usage of the district's computers, computer network, Internet access and any and all information transmitted or received (including e-mail). The superintendent or designee shall develop regulations, which may include descriptions of inappropriate uses in addition to those included in this policy.

### ACCESS TO TECHNOLOGY

Use of the District's technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that students and their parent/guardian to sign such user agreements as a condition of access to the technology resources. Parents and guardians shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized to establish such other regulations, forms, procedures, guidelines and standards to implement this Policy.

District technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

### ACCEPTABLE USES

Technology resources are to be used for the limited purpose of advancing the District's mission, and are provided to students for educational purposes only.

Parents are provided a copy of the District's Acceptable Use Agreement at the start of each school year as part of the Annual Information Update. A copy of the Acceptable Use Agreement is available on the District website.

## **Reporting Student Law Violations**

The Principal shall notify law enforcement of any act prohibited in paragraphs 1 through 17 of the Code of Conduct that the Principal knows or suspects is a violation of law.

## **Removal of Students By Law Enforcement**

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



# EXTRACURRICULAR ACTIVITIES

## Student Fees Policy

Some school activities may require additional costs to students as a separate charge. No fees, specialized or non-specialized attire or equipment shall be required of students outside this policy.

For the purposes of this policy, the following definitions shall apply:

“Extracurricular Activities” means student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation is not required by the school district;

“Post-secondary education costs” means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

The District may charge student fees or require students to provide specialized equipment or attire for:

1. Participation in extracurricular activities, including extracurricular music courses
2. Admission fees and transportation charges for spectators attending extracurricular activities
3. Post-secondary education costs, limited to tuition and fees associated with obtaining credits from a post-secondary institution
4. Transportation for option students and nonresident students (not qualifying for free lunches) as allowed by state statute
5. Copies of student files or records as allowed by state statute
6. Reimbursement to the district for property lost or damaged by the student
7. Before-and-after school or pre-kindergarten services in accordance with state statute
8. Summer school or night school
9. Breakfast and lunch programs
10. Parking

### Musical Instruments

The District may also require students to furnish musical instruments for participation in optional music courses that are not extracurricular activities. The school will work with students eligible for fee waivers to furnish each with an instrument consistent with the student’s interest, taking into consideration the cost and availability of instruments at the time.

### Student Fees Handbook

The specific student fees that will be charged to students during the current school year, and items that students will be required to furnish, can be found in the *Student Fees Handbook* for the current year.

### Fee Waivers

Waivers for any of the following shall be provided for students who qualify for free or reduced-price lunches:

1. Fees and specialized equipment and specialized attire required for participation in extracurricular activities;
2. Admission fees for on site district-sponsored extracurricular activities and district transportation charges for spectators attending off site extracurricular activities; and
3. Materials required for course projects where the project becomes the property of the student upon completion of the course.

# DRUGS, ALCOHOL, AND TOBACCO

## Drug Free Schools

The Board of Education establishes the Westside Community Schools as drug-free schools as set forth in the federal Safe and Drug-Free Schools and Communities Act of 2002.

Conduct Standards For Students. The standards of conduct that are applicable to students, and that clearly:

1. prohibit the unlawful possession, use, distribution or sale of illicit drugs, alcohol and tobacco by students on school premises or as a part of any of the school's activities;
2. prohibit the possession or use of weapons, and;
3. set forth the standards for maintaining an appropriate classroom environment, are contained in Board Policy 5300 - Student Code of Conduct.

Disciplinary sanctions, up to and including student expulsion and referral for prosecution, will be imposed as described in Board Policy 5300 on students who violate the Student Code of Conduct.

## Education and Prevention

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs. The curriculum includes the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades. The District provides in-service orientation and training for staff with regard to drug and alcohol education and prevention programs.

### Drug and Alcohol Use and Prevention

Each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

### Program of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations

All students are provided an age appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

### Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs

Information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs is available to all of the students upon request of the Counselor. In the event of disciplinary proceedings against a student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel may confer with the student and the student's parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel consider to be of benefit.

## Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco

These standards are specified in Board Policy 5300 and elsewhere in this Handbook.

### Intervention

The District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational environment, the school has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff.

# STATE AND FEDERAL PROGRAMS

## Notice of Nondiscrimination Harassment and Retaliation Are Prohibited

Westside Community Schools prohibits discrimination and harassment on the basis of sex, sexual orientation, race, color, national origin, religion, disability, age, marital, parental or pregnancy status, military status and any other basis protected by law in its programs and activities or in admission or access to, or treatment in, hiring and employment, and provides equal access to the Boy Scouts and other designated youth groups. Retaliation for reporting discrimination or harassment or for participating in an investigation is also prohibited and will not be tolerated.

If you have concerns SHARE them with the building principal, a dean, counselor or any other building administrator or teacher or the Title IX Coordinator listed below. You may, but are not required to, fill out a Report of Concern Form, which is available on our website: [westside66.org](http://westside66.org), in the main office or from the Title IX Coordinator.

The Title IX coordinator can also answer questions about our nondiscrimination policies and procedures. The designated Title Coordinator for students, parents, and others is

Office of Student Services  
Westside Community Schools  
909 S 76th ST  
Omaha, NE 68114  
(402) 390-2100

Board Policy 5330 “Equal Educational Opportunity and Nondiscrimination” has information for students and parents about harassment and discrimination. For further information about anti-discrimination laws or to file a complaint of discrimination you may also contact

Office for Civil Rights (OCR), U.S. Dept. of Education  
One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320  
Kansas City, MO 64106  
(816) 268-0550, Fax (816) 268-0599, (TDD) (800) 877- 8339, or  
[ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov).

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

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

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

10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent.)
11. File a local grievance.

## Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (also known as "FERPA") is a federal law that protects the privacy of educational records (see Board Policy 5220 for more information).

The **2017-18 Annual Notice of FERPA Rights** is published on the District's website ([westside66.org](http://westside66.org)) in the Student Services section. A paper copy of the FERPA Notice may also be obtained from the Office of Student Services at 402-390-2100. The FERPA Notice contains information about Westside's use and disclosure of a student's educational records, access to records, information that may be disclosed without parental consent and how parents can opt-out of disclosure of information.

### The following is a *summary only* of some of the information in the 2017-18 Annual Notice:

Westside has designated these items of information that may be disclosed without consent (unless the parent or student age 18 or over has opted-out of such disclosure):

- Student name;
- Mailing address of first-listed parent and designated "home" telephone number in PowerSchool to military recruiters (11<sup>th</sup> and 12<sup>th</sup> grade only);
- Mailing address[es] of parents to the Westside Foundation for mailing purposes only (not for publication);
- Photograph and video/film of a student for inclusion in any school-sponsored publication or production, on the District's social media sites and websites, or in response to a request by news media for a copy of a yearbook photo;
- Photograph and video/film of a student when permitted by the District to be taken by news media on school grounds during the school day;
- Dates student enrolled/dis-enrolled in the District, enrollment status and grade level;
- Participation in officially recognized activities and sports;
- Weight and height of members of athletic teams;
- Degrees, honors and awards received; and
- The most recent school/school district attended by the student prior to Westside Community Schools;

Such information may appear in school publications, yearbooks, playbills, the District's website and social media, calendars, newsletters, and any other District publications, honor roll or other recognition lists, graduation programs, and sports and other activity sheets.

### How to Opt-Out

Parents or students age 18 and over may opt-out of the District's disclosure of any or all of the above items.

To obtain an Opt-Out Form contact your building principal. Opt-Out Forms are due by September 15 of each year. Opt-Out Forms will be accepted after September 15; however some information may have already been disseminated that cannot be changed or reversed.

## Notice Concerning Designation of Law Enforcement Unit:

The District designates the Omaha Police Department as the District's law enforcement unit for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

## Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

The PPRA gives parents certain rights regarding surveys given to students and the collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that asks questions about one or more of the following protected areas (protected information survey) if the survey is funded in whole or in part by a program of the U.S. Department of Education:

1. Political affiliations or beliefs of the student or student's parent
2. Mental or psychological problems of the student or student's family
3. Sexual behavior or attitudes
4. Illegal, anti-social, self-incriminating, or demeaning behavior
5. Critical appraisals of others with whom respondents have close family relationships
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
7. Religious practices, affiliations, or beliefs of the student or parents
8. Income, other than as required by law to determine program eligibility

Receive notice and opportunity to opt a student out of:

1. Any other protected information survey (see 8 areas listed above – regardless of funding).
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the District or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under Nebraska law.
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before distribution or use:

- a. Protected information surveys.
- b. Instruments used to collect personal information from students for any marketing, sales, or other distribution purposes.
- c. Instructional material used as part of the educational curriculum.

The District will notify parents of specific or approximate dates when such surveys are to be given. These rights transfer to the student at age 18 or upon emancipation under Nebraska law.

The District has adopted policies, in consultation with parents, regarding these rights. See Board of Education Policies 2235 and 5220 and regulations thereto. These may be accessed on the District's website at [westside66.org](http://westside66.org).

This Notification of Rights Under the PPRA will be provided directly to parents at least annually at the start of each school year (and after any substantive changes to any applicable Board Policies). It will also appear on the District's website. Questions or concerns about the PPRA may be directed to the Assistant Superintendent for Curriculum, Instruction and Assessment at 390-2127. Parents who believe their rights have been violated may file a complaint with:

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

## **Homeless Students Policy**

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

### No Stigmatization or Segregation of Homeless Students

It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

## Enrollment of and Services to Homeless Children

A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. It shall be presumed that keeping a homeless child or youth enrolled in his or her school of origin is in the child's or youth's best interest, except when such is contrary to the wishes of the homeless child's parent or legal guardian, or in the case of an unaccompanied youth, the youth. To overcome the presumption that a child or youth should remain in his or her school of origin, the school shall consider student-centered facts including the impact of mobility on achievement, education, health and safety of homeless children and youth, giving priority to the request of the child's or youth's parent or guardian, or in the case of an unaccompanied youth, the youth. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian as provided in Nebraska Rule 19.

If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. The process to resolve disputes concerning the enrollment or placement of a homeless child or youth is as follows:

1. The district shall provide a written response and explanation of a decision regarding any complaint or dispute of a parent, guardian or other person having legal or actual charge or control of a homeless child or youth within thirty (30) calendar days of the time such complaint or dispute is brought;
2. The enrollment of the homeless child or youth in the school where enrollment is sought during the time such dispute is being considered;
3. And notice of the right to appeal as provided in Nebraska Rule 19.

Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner of the Nebraska Department of Education within thirty (30) calendar days of receipt of the decision. Such appeals are informal and shall be submitted to the Commissioner in writing, as outlined in Nebraska Department of Education Rule 19, Section 005.03. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the District, and the homeless child continues to live in the District, transportation to and from the school of origin shall be provided by the District; and (2) if the homeless child lives in a school other than the District, but continues to attend the Westside Community Schools based on it being the school of origin, the new school and Westside Community Schools shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

## **Breakfast and Lunch Programs**

The District has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction. The District provides the United States Department of Agriculture's required nondiscrimination statement:

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, One Potticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov). USDA is an equal opportunity provider and employer.

The school food authority assures the State Department of Education that the school system will uniformly implement the following policy to determine children's eligibility for free and reduced price meals in all National School Lunch Programs. In fulfilling its responsibilities the school food authority:

1. Agrees to serve meals free to children from families whose income meets eligibility guidelines.
2. Agrees to serve meals at a reduced price to children from families whose income falls between free meal scale and the poverty guidelines.
3. Agrees to provide these benefits to any child whose family's income falls within the criteria in Attachment A after deductions are made for the following special hardship conditions which could not reasonably be anticipated or controlled by the household: Unusually high medical expenses; shelter costs in excess of 30 percent of reported income; special education expenses due to the mental or physical condition of a child; disaster or casualty losses.
4. In addition, agrees to provide these benefits to children from families who are experiencing strikes, layoffs and unemployment which cause the family income to fall within the criteria set forth in federal guidelines.
5. Agrees there will be no physical segregation of, nor any other discrimination against, any child because of his inability to pay the full price of the meal. The names of the children eligible to receive free and reduced price meals shall not be published, posted or announced in any manner and there shall be no overt identification of any such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for free or reduced price meals shall not be required to: Work for their meals; use a separate lunch room; go through a separate serving line; enter the lunchroom through a separate entrance; eat meals at a different time; or eat a meal different from the one sold to children paying the full price.
6. Agrees in the operation of child nutrition programs, no child shall be discriminated against because of race, sex, color, or national origin.
7. Agrees to establish and use a fair hearing procedure for parental appeals to the school's decisions on applications and for school officials' challenges to the correctness of information contained in an application or to be continued eligibility of any child for free or reduced price meals. During the appeal and hearing the child will continue to receive free or reduced priced meals. A record of all such appeals and challenges and their dispositions shall be retained for three (3) years. Prior to initiating the hearing procedures, the parent or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing. The hearing procedure shall provide the following:
  - a. A publicly-announced, simple method for making an oral or written request for a hearing.
  - b. An opportunity to be assisted or represented by an attorney or other person.
  - c. An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
  - d. Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.
  - e. An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference.
  - f. An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.
  - g. The hearing be conducted and the decision made by a hearing official who did not participate in the decision under appeal or in any previous conference.
  - h. The parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official.

8. Agrees to designate the Director of Nutrition Services to review applications and make determinations of eligibility. This official will use the criteria outlined in this policy to determine which individual children are eligible for free or reduced price meals.
9. Agrees to develop and send to each child's parent or guardian a letter as outlined by State Department of Education including an application form for free or reduced price meals at the beginning of each school year. Applications may be filed at any time during the year. All children from a family will receive the same benefits.

The following information is available in the office of the Director of Nutrition Services:

- Eligibility criteria for free and reduced meals
- Parent letter and application
- Public release
- Collection procedure

#### Nutrition Service Payment Options and Unpaid Meal Charges Procedures

Parents/guardians are responsible for meal payment to the food service program. Notices of low or deficit balances will be sent to parents/guardians at regular intervals during the school year.

Westside Community Schools provides multiple options for which a student and parent/guardian are able to pay for a student's meal or snack items. Through the district's designated app, accounts assigned to a student can have moneys deposited into each account to be withdrawn from to pay for a student's meal and/or a la carte food/beverage item. The student's account can receive deposits over the internet, or at the school's POS/cash register via cash, cc, or check. Furthermore, schools have the ability to accept cash, cc, or check for lunch payment.

All school cafeterias possess computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student and said records are available by setting up an account at the districts designated account management program or by speaking with the cafeteria manager.

#### Effect of Negative Balances

##### 1. Full Pay Students

Full-pay students will pay for meals at the district's published standard rate each day. Students will be allowed to charge into a negative balance with no notice or communication to the child. If a student's account is charged into the negative beyond a total of the equivalent of 3 lunch meal charges, the building principal or designee will contact the parent(s) or guardian to notify them of the deficit account, establish a repayment method regarding this account, and (re)introduce the application for free or reduced meals. The student will be allowed to continue to receive the chosen meal from the menu, and the District will not impose an alternative meal requirement for students with unpaid meal debt. This is done to maintain the dignity of the student as well as to avoid possible negative perceptions toward the student and in recognition that it is the responsibility of parents, not the student, to maintain positive account balances. When accounts are in the negative, only a qualified meal will be allowed, and students will not be allowed to charge for additional "extra" items such as a second entrées and a la carte items.

##### 2. Free Meal Benefit Students

All qualified free meal status students will be allowed to receive a free breakfast and lunch each day. A student must have an account in the positive to purchase any a la carte items, or must pay for these items with cash. A free student will not be allowed to charge into the negative for a la carte or extra items.

##### 3. Reduced Meal Benefit Students

All reduced meal cost status students will be allowed to receive a breakfast and lunch each day at the standard reduced meal price of the district. A student will be allowed to charge a maximum of six (6) meals to their account after the balance reaches zero. Once a student has charged those six meals, the principal or designee will contact the parent(s) or guardian to notify them of the deficit account, establish a repayment method regarding this account, and (re)introduce the application for free or reduced meals. The student will be allowed to continue to receive the chosen meal from the menu, and the District will not impose an alternative meal requirement for students with unpaid meal debt. This is done to maintain the dignity of the student as well as to avoid possible negative perceptions toward the student and in recognition that it is the responsibility of parents, not the student, to maintain positive account balances.



When accounts are negative, only the qualified meal will be allowed, and students will not be allowed to charge for additional “extra” items such as second entrees and a la carte items. If a student has money in hand to purchase a reduced price or paid meal at the time of meal service, the student must be provided a meal. The District may not use the student’s money to repay previously unpaid charges if the student intended to use the money to purchase that day’s meal.

The District shall not permit the assistance of unauthorized persons, such as parent or guardian volunteers, to assist with notification to parents of meal account status or collection efforts.

#### Carry-Over of Funds

Any balance in a continuing student’s account will be carried over to the next school year. Refunds for Students Who Dis-Enroll or Graduate Parents will be contacted by the District to direct how they wish their remaining funds be disbursed, such as return payment to them or transfer to a sibling’s account. Parents of full-pay students may also choose the option of donating their remaining funds to an unpaid meal balance fund (used to offset uncollectable meal charges). Parents must direct, in writing (including via e-mail) how they want the remaining funds disbursed.